**Credit Sale**
To scroll menu, press ↓ until desired option appears.
> Swipe customer card
> Select [CREDIT]
> Input last 4 digits of account # and press [ENTER]
> Input invoice # and press [ENTER], if prompted
> Input customer # and press [ENTER] (purchase card only)
> Input clerk ID and press [ENTER], if prompted
> Input $ amount and press [ENTER]
> Input tax amount and press [ENTER] (purchase/business card only)
> Print customer copy – [F1] for Yes or [F2] for No

**Debit Sale**
To scroll menu, press ↓ until desired option appears.
> Swipe card or press [SALE]
> Select [DEBIT]
> Input invoice # and press [ENTER], if prompted
> Input clerk ID and press [ENTER], if prompted
> Input $ amount and press [ENTER]
> Input cash back amount and press [ENTER] (only if enabled)
> Cardholder enters PIN and press [ENTER]
> Print customer copy – [F1] for Yes or [F2] for No

**Reprint**
> Press [REPRINT]
> Choose from these options: [LAST/ANY]
> If LAST is selected:
  • The last receipt prints
> If ANY is selected:
  • Input invoice # and press [ENTER]
  • The selected receipt prints

**Manual Sale**
To scroll menu, press ↓ until desired option appears.
> Press [SALE]
> Input account # and press [ENTER]
> Input expiration date (MMYY) and press [ENTER]
> Card present – [F1] for Yes or [F2] for No
> If YES, imprint card and press [ENTER]
> Input invoice # and press [ENTER], if prompted
> Input customer # and press [ENTER] (purchase card only)
> Input clerk ID and press [ENTER], if prompted
> Input $ amount and press [ENTER]
> Input tax amount and press [ENTER] (purchase/business card only)
> Input zip code and press [ENTER], if prompted
> If NO, input invoice # and press [ENTER], if prompted
> Input customer # and press [ENTER] (purchase card only)

(Manual Sale Continues)
(Manual Sale Continued)

> Input clerk ID and press [ENTER], if prompted
> Input $ amount and press [ENTER]
> Input tax amount and press [ENTER] (purchase/business card only)
> Input V-Code and press [ENTER]
> If no code entered: Code present? Select [NO] [XREAD]
> Input address and press [ENTER], if prompted
> Input zip code and press [ENTER], if prompted
> Print customer copy – [F1] for Yes or [F2] for No

Void
To scroll menu, press ↓ until desired option appears.
> Press [VOID]
> Void last transaction – [F1] for Yes or [F2] for No
> Retrieve by: [INV#] [ACCT#]
> Input invoice # or last 4 digits of account # and press [ENTER]

Terminal Displays:
[NO] to cancel
[YES] to void
[NEXT] to scroll
> Print customer copy – [F1] for Yes or [F2] for No

Mail/Telephone Order
To scroll menu, press ↓ until desired option appears.
> Press [PHONE ORDER]
> Input account # and press [ENTER]
> Input expiration date (MMYY) and press [ENTER]
> Input invoice # and press [ENTER], if prompted
> Input customer # and press [ENTER] (purchase card only)
> Input clerk ID and press [ENTER], if prompted
> Input $ amount and press [ENTER]
> Input tax amount and press [ENTER] (purchase/business card only)
> Input V-Code and press [ENTER]
> If no code entered: Code present? Select [NO] [XREAD]
Credit Refund
To scroll menu, press ↓ until desired option appears.
> Press [REFUND]
> Input password and press [ENTER]
> Swipe or input account # and press [ENTER]
> Select [CREDIT] or [PURCH], if prompted
> Input expiration date (MMYY) and press [ENTER] (manual sale only)
> Input last 4 digits of account # and press [ENTER] (swiped sale only)
> Input invoice # and press [ENTER], if prompted
> Input customer # and press [ENTER] (purchase card only)
> Input clerk ID and press [ENTER], if prompted
> Input $ amount and press [ENTER]
> Input tax amount and press [ENTER] (purchase/business card only)
> Print customer copy – [F1] for Yes or [F2] for No

Debit Refund
To scroll menu, press ↓ until desired option appears.
> Press [REFUND]
> Input password and press [ENTER]
> Swipe card
> Select [DEBIT]
> Input invoice # and press [ENTER], if prompted
> Input clerk ID and press [ENTER], if prompted
> Input $ amount and press [ENTER]
> Input original transaction date (MM/DD/YY)
> Cardholder enters PIN and presses [ENTER]
> Print customer copy – [F1] for Yes or [F2] for No

Reports
> Press [REPORTS]
> Press ↓ until desired option appears:
  [TOTLS RPT] – prints a total report
  [DETL RPT] – prints a detail report
> Press ↓ to view additional reports from the main menu screen
> Select report to print:

Report(s) prints
Report Key:
m = Manually keyed
* = Trans. adjusted
**Balance Inquiry**
To scroll menu, press ↓ until desired option appears.
> Press [BALANCE INQ]

> Choose from these options: [CURR] [PREV]
  - Select [CURR] for current batch
  - Select [PREV] for previous batch

> The balance of the selected batch will display

Report prints

**Batch Review**
To scroll menu, press ↓ until desired option appears.
> Press [BATCH REVIEW]

> Input password and press [ENTER]

> Retrieve by [CLRK] [AMNT] [ACCT#] or [INV #]

> Input clerk ID, amount, last 4 digits of account #, or invoice #, and press [ENTER]

> Select [ADJ] to adjust transaction

> Select [VOID] to print receipt

> Select [PREV] to scroll

> Select [NEXT] to scroll

**Settlement**
To scroll menu, press ↓ until desired option appears.
> Press [SETTLEMENT]

> Input password and press [ENTER]

> Displays totals

> Confirm totals and press [ENTER]

Report prints

**Manual Sale For ECI**
Available only for the internet industry.
To scroll menu, press ↓ until desired option appears.
> Press [SALE]

> Input account # and press [ENTER]

> Select [CREDIT], if prompted

> Input expiration date (MMYY) and press [ENTER]

> Card present – [F1] for Yes or [F2] for No

> If YES, imprint the card and press [ENTER]

> If invoice # and press [ENTER], if prompted

> Input customer # and press [ENTER] (purchase card only)

> Input clerk ID and press [ENTER], if prompted

> Input $ amount and press [ENTER]

> Input tax amount and press [ENTER] (purchase/business card only)

> Input zip code and press [ENTER]

> Terminal dials for authorization and prints a receipt if approved

> If NO, choose either the Phone or Web transaction type

> If Web:

> Encrypted – [F1] for Yes or [F2] for No, if prompted

> Input invoice # and press [ENTER], if prompted

> Input customer # and press [ENTER] (purchase card only)

> Input clerk ID and press [ENTER]

> Input $ amount and press [ENTER]
> Input tax amount and press [ENTER] (purchase/business card only)

> Input V-Code and press [ENTER]

> If no code entered: Code present? Select [NO] [XREAD]

> Input address and press [ENTER]

> Input zip code and press [ENTER]

> Print customer copy – [F1] for Yes or [F2] for No

**Authorization Only**

To scroll menu, press ↓ until desired option appears.

> Press [AUTH ONLY]

> Swipe or input account # and press [ENTER]

> Choose from these options: [CREDIT/DEBIT/ PURCH], if prompted

> Input expiration date (MMYY) and press [ENTER] (manual sale only)

> Input last 4 digits of account # and press [ENTER] (swiped sale only)

> Input invoice # and press [ENTER], if prompted

> Input customer # and press [ENTER] (purchase card only)

> Input clerk ID and press [ENTER], if prompted

> Input $ amount and press [ENTER]

> Input tax amount and press [ENTER] (purchase/business card only)

> Input auth code and press [ENTER]

> Print customer copy – [F1] for Yes or [F2] for No

**Force**

To scroll menu, press ↓ until desired option appears.

> Press [FORCE]

> Swipe or input account # and press [ENTER]

> Select [CREDIT] or [PURCH], if prompted

> Input expiration date (MMYY) and press [ENTER] (manual sale only)

> Input last 4 digits of account # and press [ENTER] (swiped sale only)

> Input invoice # and press [ENTER], if prompted

> Input customer # and press [ENTER] (purchase card only)

> Input clerk ID and press [ENTER], if prompted

> Input $ amount and press [ENTER]

> Input tax amount and press [ENTER] (purchase/business card only)

> Input auth code and press [ENTER]

> Print customer copy – [F1] for Yes or [F2] for No
Vx610 Specific Functions

How to Power on:
> Press and hold down [ENTER] until unit powers on

How to Power off:
> Ensure power cord is not connected
> Press and hold down [CANCEL] until unit powers off

NOTE: The terminal will go into sleep mode after 10 minute of inactivity. It will power off automatically after 30 minutes of inactivity.

Communication Status:

- Wireless communication is being used
- Dial communications is being used
- Terminal’s antenna is working properly and is connected to the wireless network
- Terminal’s antenna is unable to connect to the wireless network
- Terminal’s power cord is connected
- Wireless signal strength is between 1% to 25%
- Wireless signal strength is between 26% to 50%
- Wireless signal strength is between 51% to 75%
- Wireless signal strength is between 76% to 100%

Battery Status:

- Battery level is below 10% capacity. Plug the unit into the power source to recharge
- Empty Battery
- Full Battery
Terminal Key Pad Display

MerchantConnect
The Online Window To Your Payment Processing Account

MerchantConnect is your one-stop destination for online customer service. It contains everything you need to manage your electronic payment activity.

Getting Started Is: Fast, Easy, Secure & Free!
Go to www.MerchantConnect.com