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Calnar Business Systems

V200T Quick Reference

Turning On
Either connect to power or press the button with the green circle ⭕ for 5 seconds until the screen lights up.

Turning Off
Unplug the power cord and press the button with the red cross ❌ for 5 seconds until the screen changes and gives you four options. Select Shutdown by touching the screen.

Purchase
1. Enter in the purchase price on the screen and press ENTER ⭕
2. Present customer card
3. Customer selects account and enters PIN.

Purchase with Cash
1. Press # then select 3, enter the purchase amount then press ENTER ⭕
2. Enter cash out amount,
2. Press ENTER ⭕
3. Present customer card,
4. Customer selects account and enters PIN.

Log On
Press # on the screen then select Log On.

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Settlement
1. Touch # on the screen, then # again, select Settlement.
2. Touch Cutover and then ENTER ⭕

Process a Refund
1. Press **#** then **#** again, select Refund,
2. Swipe merchant card then type in the Merchant Pin and press ENTER ⭕
3. Type in Refund amount and press ENTER ⭕
4. Customer swipe card,
5. Customer enters their account and pin number,
6. Transaction complete.

Card Not Present Transaction
1. Type in the purchase amount then press ENTER ⭕
2. At the Present Card screen start typing the card number then press ENTER ⭕
3. Type in Expiry Date then press ENTER ⭕
4. Select Yes or No to answer CSC number is available,
5. Type in the CSC Number and press ENTER ⭕
6. If no CSC number available select reason why unavailable, 7. Select Credit, terminal will then process and display the result.

Adding a Surcharge
1. Press the **#** button three times before selecting Option 2 for Setup
2. Enter in the Setup Password "999" followed by ENTER ⭕
3. Select Option 3 for Surcharge
4. If you are wanting a Percentage, select Option 3
5. Enter in the minimum surcharge amount followed by ENTER and maximum surcharge amount followed by ENTER ⭕
6. Type in the percentage you are wanting, i.e., if you are wanting a 2.5% surcharge, type in 25.00

7. Press ENTER again through the minimum and maximum surcharge amount
8. Select Option 1 if you want this enabled on Contactless/PayWave transactions or Option 2 if you do not
9. Hold down the red cross ❌ and reboot the terminal

Customer Receipt Options

1. Press the **#** button three times before selecting Option 1 for Utility
2. Select Option 2 for Print Utility
3. Select Option 1 for Receipt Options
4. Select Option 1 if you do not wish to print receipts, Option 2 if you want one receipt printed or Option 3 if you want two receipts to print
5. Select Option 1 if you want it to always print out a merchant receipt or Option 2 if you want it to ask before printing a merchant receipt
6. Press ENTER ⭕ and reboot the terminal

Replacing Paper