

Prior to setting up the interface with the POS

1. Set up a Service Agreement for Verifone Point via OLSON & IVES.
 - OLSON & IVES is the **only** authorized agent for Verifone Point using PostalMate. For more information, call (800)205-0650, or email Mike@olsonives.com.
 - After your Verifone Point account is setup, you will receive instructions from OLSON & IVES with your Merchant ID, user ID, password, and Merchant key.
 - Once the Service Agreement is in place, you may contact Verifone's support at 800-839-0947, to learn how to navigate your online portal.
 - Supported terminals: Verifone MX-915 and Verifone VX-820



It is recommended to have a terminal for each PostalMate workstation. Doing so allows you to process credit card transactions simultaneously for separate customers with no wait.

Set up the terminal

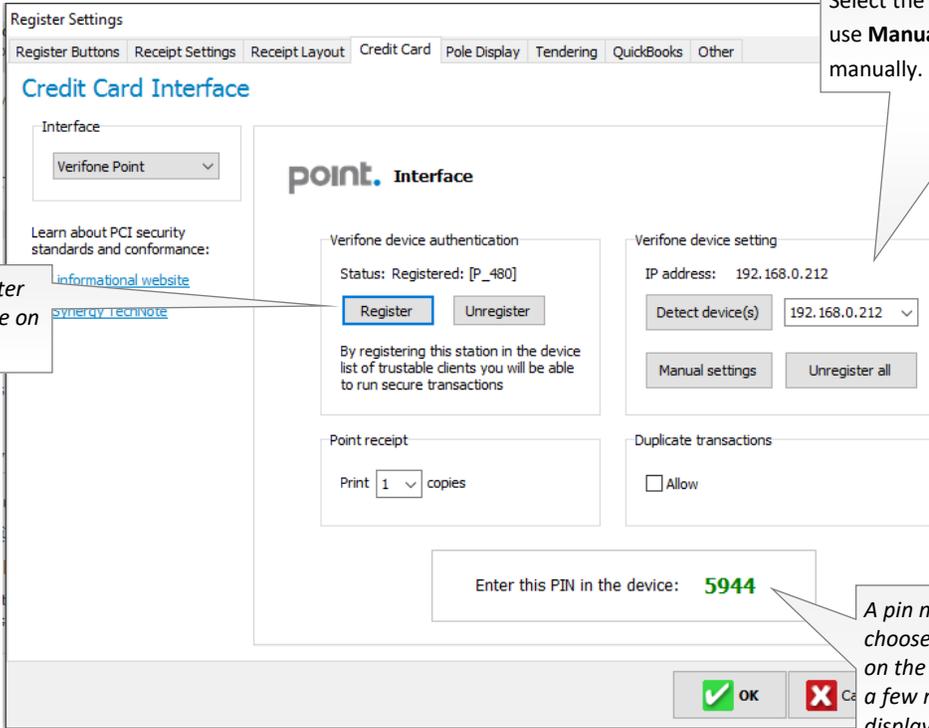
- The device connects to an Ethernet port on your router (not directly to the computer). Follow the instructions that came with the terminal for initial setup.
- On initial boot up of the device, the IP address for the device will display. Write down this number.

POS Setup with PAYware Connect

In the POS, select **Tools > Options > Register Settings** and choose the **Credit Card** tab.

1. Below **Interface** select Verifone Point from the drop down arrow.
 - On the right side of the screen, select Detect device(s). In most cases, the device should be detected and the IP address will be displayed.
 - If the device does not auto-detect, you may choose Manual settings to type in the IP address. The IP address displays on the terminal upon first boot up of the device.
 - If you have more than one device set up on your network, they will all display in the drop down list. Select the IP address of the device that will be used for this station.

1. Select **Register** below Verifone device authentication.
 - A pin number will display on the bottom of the screen.
 - Enter the pin number on the terminal. Wait a few moments and a message will display stating that the device is registered.
 - Click **OK** to save your settings.



Choose *Detect device(s)*
Select the IP from the drop-down list, or use **Manual settings** to enter the IP manually.

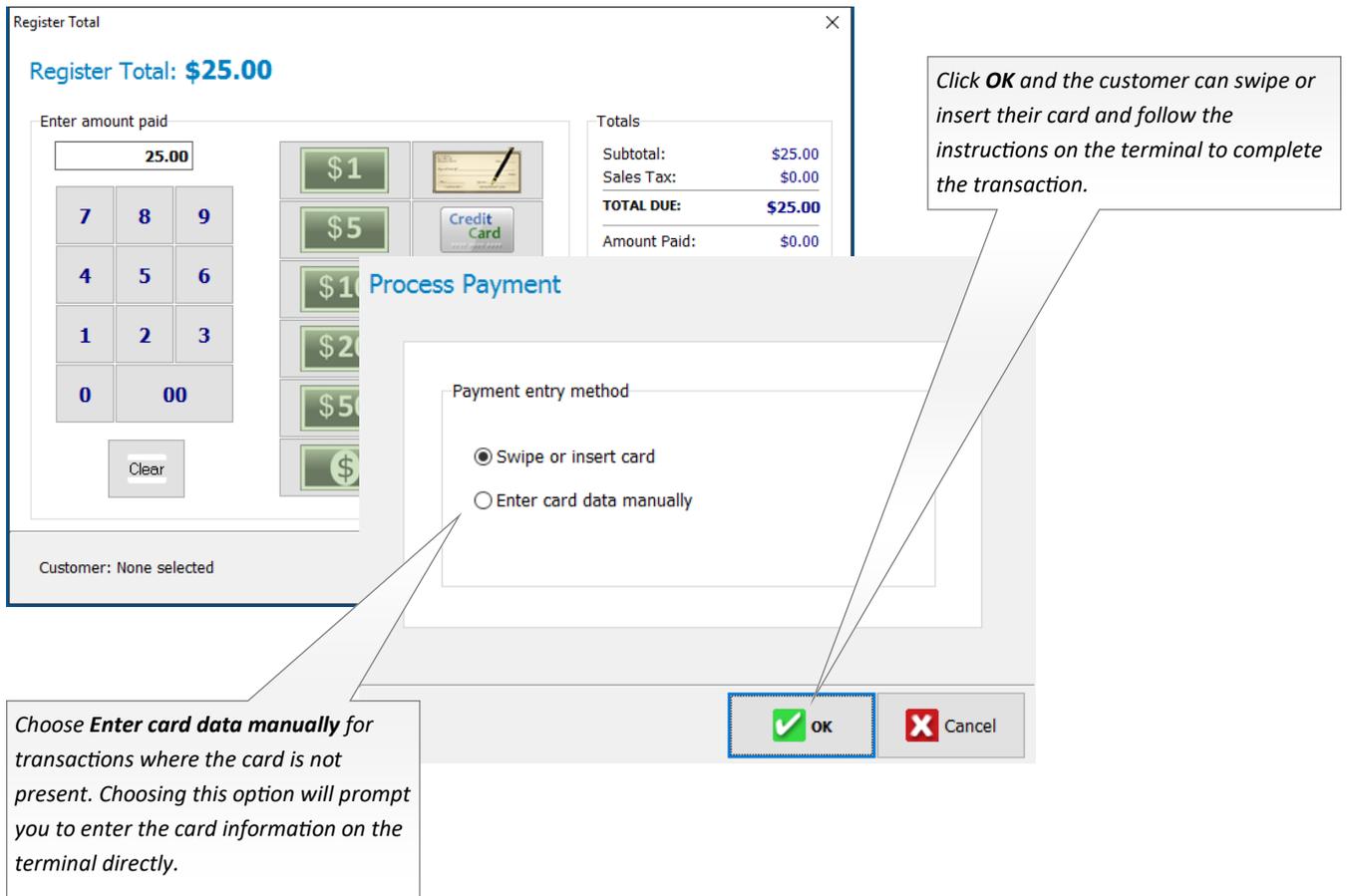
Choose *Register* after detecting the device on the right.

A pin number will display after you choose **Register**. Enter this number on the device. Once entered, wait for a few moments and a message will display stating the device is now registered.

Processing payments

On the **Register Total** screen, choose a credit card tender type.

*Note: The “all-in-one” tender button for **Credit Card** will work for all credit card types and return the identified card type to CashMate. This tender will print on the receipt and will be available to reconcile when closing the register day. Tender types can be set up on your master station in CashMate under **Tools > Options > Register Settings**. Choose the **Register Buttons** tab. Select **Tender types**.*



Register Total

Register Total: **\$25.00**

Enter amount paid:

Totals

Subtotal:	\$25.00
Sales Tax:	\$0.00
TOTAL DUE:	\$25.00
Amount Paid:	\$0.00

Process Payment

Payment entry method

- Swipe or insert card
- Enter card data manually

Customer: None selected

OK Cancel

*Choose **Enter card data manually** for transactions where the card is not present. Choosing this option will prompt you to enter the card information on the terminal directly.*

*Click **OK** and the customer can swipe or insert their card and follow the instructions on the terminal to complete the transaction.*

Payment Info

Processed payment information can be viewed in Register Transaction history. Choose **Tools > Register Transaction History** and select a transaction processed via credit card. Choose the **Payment Info** button on the bottom of the screen.

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Register Transaction History

Register Transaction History

From date: To date: Register station(s) to view:

Payment Details

Payment Details

Account: Visa ending with 8291

Details

Card holder: 0
Type: Visa
Amount: \$22.00
TroutID: 11946951
Token: 63
Ticket: 885541
Signature: *Trammel*

Close Help

Report Void Receipt Payment info Close Help

Register station(s) to view:

Account: Debit ending with 2773

Details

Card holder: PAYMENTECH
Type: Debit
Amount: \$2.00
TroutID: 11945825
Token: 55
Ticket: 879038
Signature:

Close Help

Report Void Receipt Payment info Close Help

Using the MX-915 with signature capture, the signature will display here.

Debit transactions and all transactions using the VX-820 will display the captured details without a signature.

Processing Returns

Process Returns as normal in CashMate choosing the Returns Items button in the beginning of the transaction. On the **Register Total** screen, select the credit card tender button. You will be prompted to select the original transaction from **Register History** to process the return. In most cases, you will need to have the card available to swipe or enter at the time of the return.