



MERCURY PAY SETUP

“GETTING STARTED GUIDE”

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CAP SOFTWARE CONTACT INFORMATION

Sales: (800)826-5009, or Sales@capretail.com
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www.capretail.com

CHAPTER 1

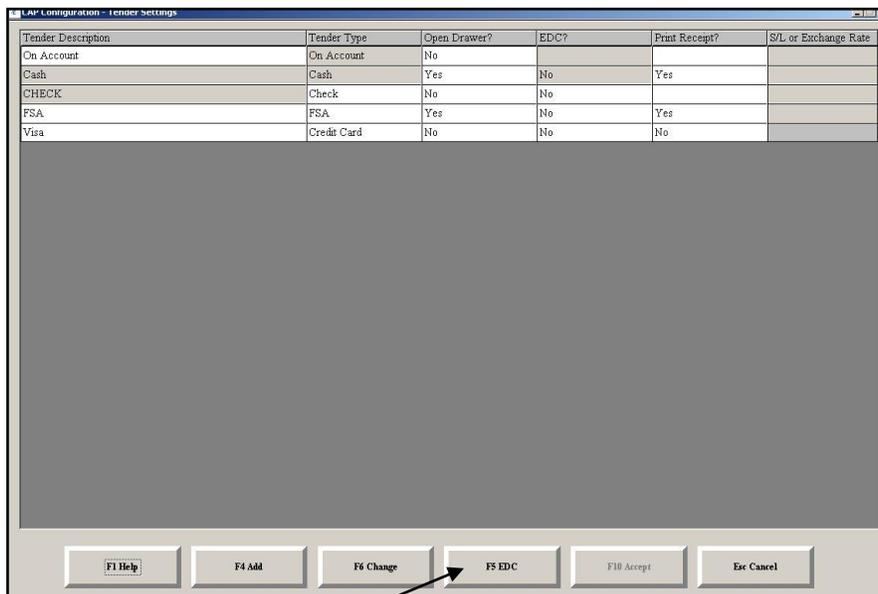
MERCURY PAY SETUP

*****BEFORE GETTING STARTED*****

Mercury Pay requires a constant, live Internet connection to function with CAP Software.

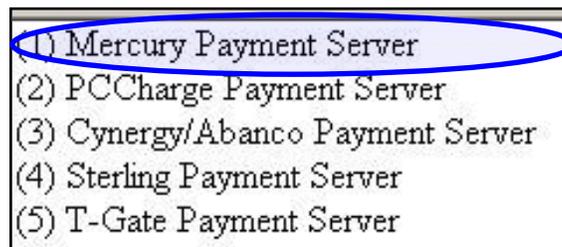
STEP BY STEP INSTRUCTIONS

- 1) Open the “CAP SellWise Pro” Desktop icon to get the “CAP Retail Manager” toolbar to launch. From there, select “Help”, then “Configuration”, and “Tender Settings”.



TENDER SETTINGS SCREEN

- 2) Select F5 EDC.
- 3) Once in the EDC options screen, highlight (1) Mercury Payment Server.



EDC OPTIONS SCREEN

4) Under Details, set "MERCURYPAY Used for Credit Card Authorization" to "Yes".

5) Enter "Merchant ID" number. Example: [8120003456=CAPPOS](#)

Details	
MERCURYPAY Used For Credit Card Authorization	Yes
Merchant ID	8120003456=CAPPOS
Accept Debit Card	No
Require Credit Verify Number (CVV) when Card number is manually keyed in	No
Verify Address, Zip code (AVS) when Card number is manually keyed in	No
FSA Web services password	

MERCURY PAYMENT SERVER DETAILS SCREEN

Mercury > Keyboard Wedge Configuration

Select EDC = None

Select Com Port = Com0 – USB

Set up EDC

Select EDC Method

- (1) Mercury Payment Server
- (2) PCCharge Payment Server
- (3) Shift4 Payments Server
- (4) Net Epay Server
- (5) Sterling Payment Server
- (6) Sage Exchange
- (7) PC-EFTPOS
- (8) Pax

Details

MERCURYPAY Used For Credit Card Authorization	Yes
Merchant ID	XXXXXXXXXXXXXXXX
Accept Debit Card	Yes
Require Credit Verify Number (CVV) when Card number is manually keyed in	No
Verify Address, Zip code (AVS) when Card number is manually keyed in	No
FSA Web services password	
MPS Server Name	
SecureDevice	
Pad ID	

Select EDC Device

None

Select COM Port

Com0 - USB

F1 Help F10 Accept Esc Cancel

Mercury > External pin pad configuration

Select EDC Device = Select Device

Select Com Port = Com0 – USB for Mercury IPAD, IPAD SC or Dynamag

Set com port value for Verifone 100SE, UIC PP790SE and PP795

Details	
MERCURYPAY Used For Credit Card Authorization	Yes
Merchant ID	XXXXXXXXXXXXXXXXXX
Accept Debit Card	Yes
Require Credit Verify Number (CVV) when Card number is manually keyed in	No
Verify Address, Zip code (AVS) when Card number is manually keyed in	No
FSA Web services password	
MPS Server Name	
SecureDevice	
Pad ID	

6) Select “F10 Accept” to save settings, and return you to the “Configuration” screen.

7) Select “Tender Settings”, to make sure credit card tender types are correct.
For each credit card type, the EDC property should be set to "Yes" and "Print EDC Receipt" to "Yes."

(a) If changes are needed, highlight the specific tender type needing the change, and press “F6 Change”

Description	Master Card
Tender Type	Credit Card
Open Drawer	Yes
EDC	No
Print EDC Receipt	Yes

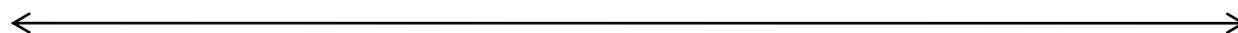
“F6 CHANGE” SCREEN

- (b) From here, you make changes from the drop down boxes, as well as click in the “Yes/No” boxes to toggle to the option you need.
 - (c) Once corrections are complete, select “F10 Accept” to return to the prior “Tender Setting” Configuration screen. Repeat (a)-(c) for all credit card types until accurate.
- 8) Once complete, from the main “Tender Settings” screen, select “F10 Accept” to save.

See Mercury IPAD setup doc for information on setting up hardware devices
<http://www.capretail.com/content/Guides-and-Documents/Install-Guides+Checklists/CAPandMercuryIPADsetup.pdf>

CHAPTER 2

FREQUENTLY ASKED QUESTIONS



QUESTION:

How will we settle credit card batches with Mercury?

ANSWER:

Mercury is setup through CAP. It is host based and does **not** require settlement of a batch. You can see the transaction on their web site.

QUESTION:

Will we do returns and credits through CAP as we do now? There is no manual way to do this with Mercury as with my previous credit card server.

ANSWER:

CAP handles credits, returns and adjusting transactions with Mercury Pay as with other credit card transaction servers. There is also a manual way to do this on the Mercury Pay website which can be accessed at: www.mercurypay.com.

MPS — Mercury Payment Systems - Windows Internet Explorer
http://www.mercurypay.com/

File Edit View Favorites Tools Help

MPS — Mercury Payment Systems

MPS | Smart Payment Processing™

Search

The Mercury Difference

We were the first payment processing company to put our technology, for free, into POS systems. We make payment processing smart and easy for thousands of retailers, restaurants, supermarkets, pharmacies and healthcare providers in the U.S. and Canada.

Fresh Thinking | Merchant Solutions | Reseller Partnerships | Developer Integrations

Sign In
MercuryView® Log In

User Name:
Password:
Forgot User Name or Password?

MercuryShield™ is a new PA-DSS validated payment application that handles the processing and secure transactions. Customer service is a promise we keep, starting with smart, friendly people to resellers to deliver the best payment processing to our merchants. We make sure every step of the merchant integrated POS payment solutions. Our payment processing platform combines smart technology

MERCURY PAYMENT SYSTEMS WEBSITE

QUESTION:

How do we go about overriding duplicate transactions with Mercury Pay?

ANSWER:

With Mercury Pay Systems, no other third party processor is involved with a credit card transaction. Therefore, merchants should not see duplicate transactions. In the rare instance that duplicates occur, there is a terminal interface merchants may download to process transactions outside of CAP POS.