



Processing EMV Transactions

"GETTING STARTED GUIDE"

Contents

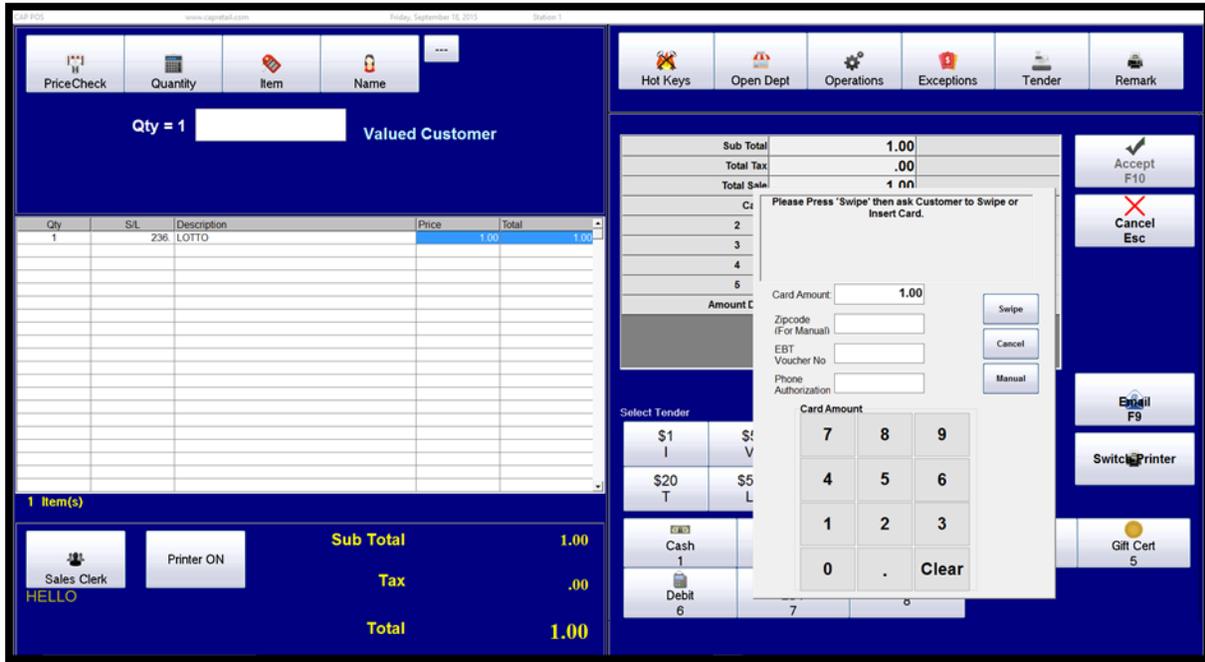
Processing an EMV Sale 3

Returning an EMV Transaction 7

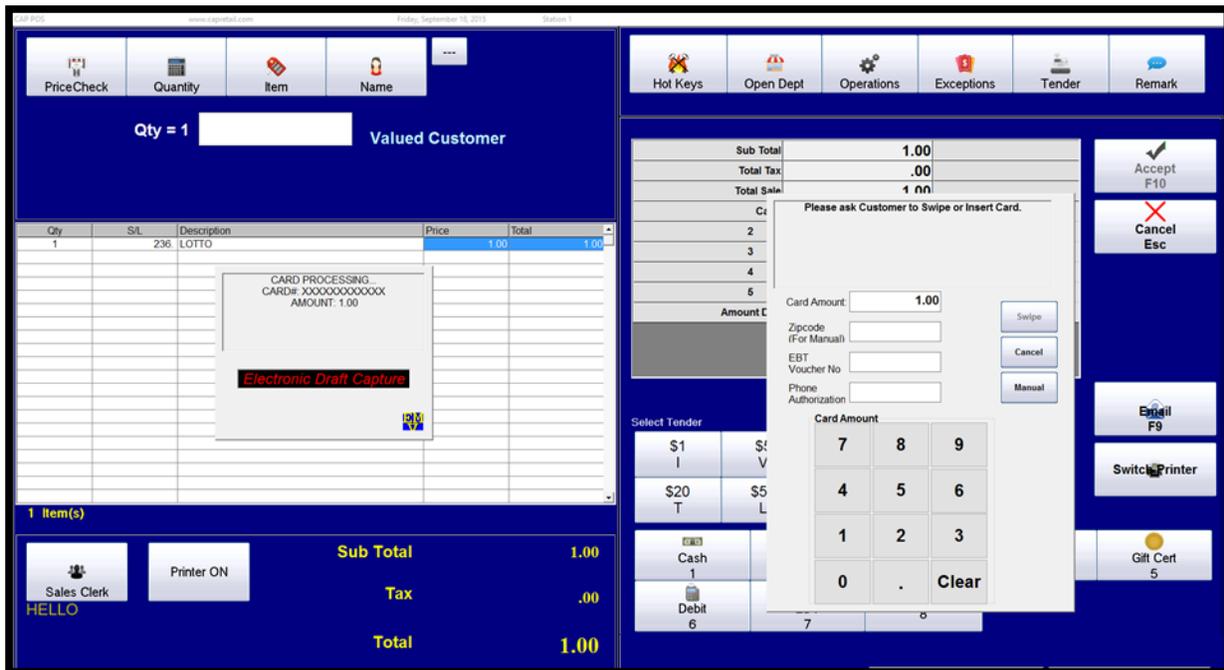
Voiding an EMV Transaction 7

Processing an EMV Sale

1. Open **CAP POS**.
2. **Select/Scan** items as normal and proceed to **Tender**.
3. Select the tender type **Credit Card**.
4. Select **Swipe**. (See image below)



* Pressing Swipe will initiate the VX805. (See image below)



5. The VX805 will prompt the customer to approve the amount of the transaction. Advise the customer to press the green button to proceed with the transaction. (See image below)



6. The customer should then fully insert their chip card into the unit. *The customer should feel a slight click when the card is inserted fully.* (See image below)



*A message will appear advising **DO NOT REMOVE CARD**. *Please make sure the customer does not remove their card until the VX805 prompts them to do so.* (See image below)



*A message will appear that the sale is **PROCESSING**. (See image below)



*When the sale is finalized, the customer will see the **APPROVED** message. (See image below)



7. A message will then appear advising the customer to **REMOVE CARD**. The transaction is now finalized. (See image below)

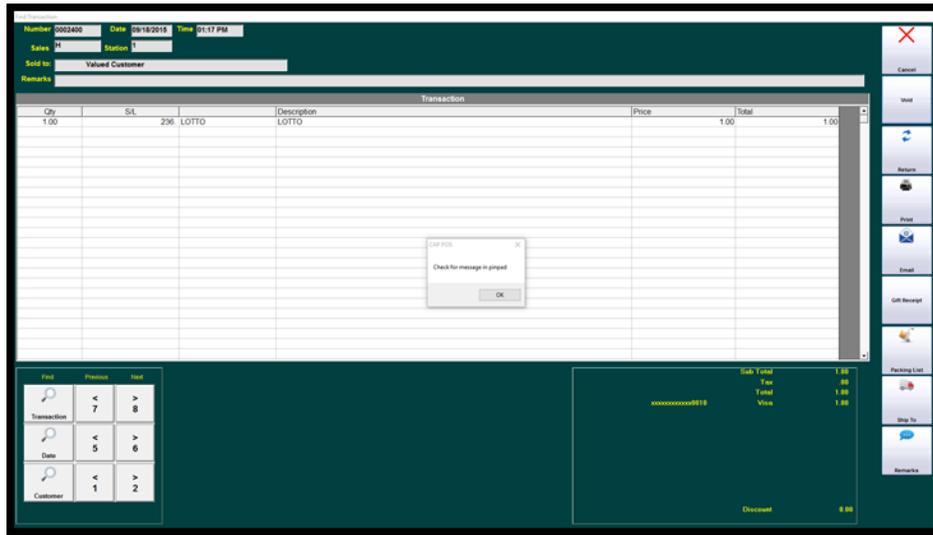


Returning an EMV Transaction

- Returns are processed the same way as a Non-EMV transaction. You will either select **Operations> Find Invoice>Return** at the Point of Sale or scan the item at the Point Of Sale and select **Exceptions>Return**. Then, follow the prompts on the VX805.

Voiding an EMV Transaction

- You are now able to process a Void on the same day with the card present.
 1. Go to **Operation> Find Invoice>Void** which will then initialize the VX805. (See image below)



2. Follow the prompts on the pin pad

3. Print the receipt if desired by selecting **Yes** or **No**. The Void will then be processed. (See image below)

