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Processing EMV Transactions

"GETTING STARTED GUIDE"

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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)

CAP POS	www.capreti	sil.com Friday.	September 18, 2015	Station 1							
Price Check	Quantity	Name			🕅 Hot Keys	Open I	Dept Ope	¢° rations	2 Exceptions	Tender	a Remark
	Qty = 1	Valueo	l Custome	r							
					Sub Total	al 1.00			4		
						Total Tax	·	.0	00		Accept F10
						Total Sale	Please Press 'Sy	1 f	IN sk Customer to Si	wine or	
05	Sil Description		Drice	Total		Ci	rieaseriess of	Insert C	Card.	inpe or	Cancel
1	236. LOTTO		1.0	00 1.00		- 2					Esc
						4					
						5	_				
						Amount E	Card Amount:	1	.00	Swine	
							Zipcode (For Magual)			Single	
							FBT			Cancel	
							Voucher No				
							Phone Authorization			Manual	
					Select Tender		Card Amor	unt			Email
					\$1	e.	7	8	9		F9
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					620	65	4	5	6		Switcherniter
1 Hom(c)					\$20 T		4	3	0		
T nem(s)					_		4	2	2		
T		Sub Total		1.00			1	2	3		Cill Card
*	Printer ON			1100	Lash 1						5
Sales Clerk		Тах		.00	<u> </u>		0	•	Clear		
HELLO				.00	Debit	-			8		
		Total		1.00	6		/				
		Total		1.00							

* 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)

Find Transaction								
Number 00024	400 Opto 09/18/2015	Time 01:17 PM						X
Sales H	Station 1							
Sold to:	Valued Customer							Cancel
Remarks								
				Transaction				VH
Qty	SL	10770	Description		Price	Total	1.00	
1.00	230.	Lono	LOHO			1.00	1.00	2
							_	
								Between .
								A
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				CAP POS ×			_	
				Print Voided Transaction				Ind
				Yes No			_	Gift Receipt
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						Sab Tetal		Packing List
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ρ	< >				xxxxxxxxxxx111	Total Vice	1.00	
Transaction	7 8							Ship To
0								
Date	5 6							
0								Remarks
Customer	· 2							
						Discount	0.00	