SALE
Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to University ID.
Step 2: Select [F1] for Sale
Step 3: Swipe Card or Enter Card Number Followed by the Green [Enter] Key.
Step 4: If Prompted, Select the corresponding [F] key for desired tender.
Step 5: Enter Sale Amount Followed by the Green [Enter] Key.
Step 6: If Prompted, Enter the Tip Amount followed by the Green [Enter] Key.
Step 7: If Prompted, Enter the Clerk Number Followed by the Green [Enter] Key.
Step 8: Transaction Processes.
Step 9: Merchant Copy of Receipt Prints.

TIP AFTER SALE *
Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to University ID.
Step 2: Press [F3] for Tip
Step 3: Enter the reference Number including leading Os from the Receipt followed by the Green [Enter] Key
Step 4: Enter Tip Amount followed by the Green [Enter] Key
Step 5: Transaction Processes
Step 6: Merchant Copy of Receipt Prints
Step 7: Press [Enter] for Customer Copy of Receipt if Desired

SETTLE BATCH
Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
Step 2: Select [F3] for Batch.
Step 4: Batch Receipt Prints.

REVIEW BATCH TOTALS
Step 1: If Terminal is at Main Menu Select Touchscreen key for University ID.
Step 2: Select [F3] for Batch.
Step 3: Select [F1] to Review Batch.
Step 4: Use Purple Keys Below to Display Screen to Scroll Through Transactions.
Step 5: Select [Done] When Finished.

REPORTS
Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to University ID.
Step 2: Select [F4] for Reports.
Step 3: Select [F1] to Print Batch Totala Report.
Select [F2] to Print Batch Transaction Detail Report.
Select [F3] to Print Server Report.
(Manager Password is Required).
Step 4: Selected Report Prints.

CHANGE DATE AND TIME
Step 1: On any menu, press the 7 Key and the Green Enter key simultaneously
Step 2: Enter Manager Password: 1-6-6-8-3-1 and then press the Green Enter Key.
Step 3: Press the far left down arrow on the touchscreen to advance to Sys Mode Menu 2
Step 4: Press 2 for Clock
Step 5: Press 2 to Edit Time or 3 to Edit Date
Step 6: Enter Month, Enter Day, Enter Year then Press the Green [Enter] Key, OR Enter Hour and Minutes, then Press the Green [Enter] Key.
Step 7: Press the Green Enter key to confirm Date and Time on screen.
Step 8: Press the Red X button twice to return to Sys Mode Menu 1
Step 9: Select 1 for Restart and to Return to Main Menu.

For your convenience, you can set up an account on the online reporting portal (https://www.bbone.com) where you can track your transactions, deposits, monthly statements, etc. at any time. If you need help signing up, please call the Merchant Support at 888.381.8054.

Need Help?
Call Merchant Support 888.381.8054
**Powercycling:**

- Powercycling is powering off and then restarting your Vx680 card terminal.
- It is suggested that you powercycle the terminal every day before opening to ensure continuous connectivity to the AT&T network.

**To Powercyle your Vx680 terminal:**

- Disconnect your terminal from power and hold down the Red X button to turn the device off. Please note: The terminal will beep continuously until it shuts down.
- Then re-attach your terminal to power and wait for the device terminal to power back on. You can also hold down the Green arrow button to power the terminal back on.
- This will allow your device to reacquire its lease with the cellular network and maintain a consistent connection with your university campus card server.

**How to Check your Signal Strength:**

**With your terminal at the Main Menu:**

- Select corresponding Touchscreen key next to “CommServer”
- If you have a signal bar(s) highlighted in blue, that is your signal.
- If you have a yellow triangle above the signal bars, you have no signal. Please follow the instructions to the left to powercycle the terminal to reacquire cellular connectivity.

It is recommended that you have at least one (1) blue signal bar to successfully transact.

To toggle back to the Main Menu screen from the CommServer screen, press the * button above the RED X button.

---

**Receipt Paper - 2.25 x 50 ft (max) thermal paper.**

We do not fulfill orders for more receipt paper. Additional receipt paper for your terminal can be purchased at office supply stores or online. Remember to save your receipts for up to 180 days to avoid risk of loss.

---

**Need Help?**

Call Merchant Support 888.381.8054