V200C user guide

CampusCa$h

SALE

Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to Sale.
Step 2: Select which University on the touch screen (if applicable).
Step 3: Swipe Card or Enter Card Number Followed by the Green [Enter] Key.
Step 4: If Prompted, Select the corresponding touch screen 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.
Step 10: Press [Enter] for Customer Copy of Receipt Prints if desired.

REFUND

Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to Refund.
Step 2: Enter Manager Password: 1-1-1-1-1-1.
Step 3: Select which University on the touch screen (if applicable).
Step 4: Swipe Card or Enter Card Number Followed by the Green [Enter] Key.
Step 5: Enter the Refund Amount.
Step 6: Enter the Clerk Number if Prompted Followed by the Green [Enter] Key.
Step 7: Transaction Processes.
Step 8: Merchant Copy of Receipt Prints.
Step 9: Press [Enter] for Customer Copy of Receipt if Desired.

TIP AFTER SALE*

Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to Tip.
Step 2: Select which University on the touch screen (if applicable).
Step 3: Enter the reference Number including leading 0s 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.

* If your terminal doesn't have this functionality and you would like to add it, please call Merchant Support at 888.381.8054

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

The CampusCash™ User Guide provides comprehensive instructions for working with the V200C terminal. The terminal is loaded with the CampusCash™ campus card processing software. The CampusCash™ processing software supports campus/ID card processing. CampusCash™ is a trademark and product of Transact Campus, Inc. Designed and produced by Transact, Campus Inc. ©2021

CampusCa$h powered by TRANSACT

SETTLE BATCH

Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to Batch.
Step 2: Select the touchscreen option to Close Batch.
Step 3: Batch Receipt Prints.

REVIEW BATCH TOTALS

Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to Batch.
Step 2: Select the touchscreen option to Review Batch.
Step 3: Select which University on the touch screen (if applicable).
Step 4: Use touch screen Keys to Scroll through Transactions.
Step 5: Select [Done] When Finished.

REPRINT LAST RECEIPT

Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to Reprint Last.
Step 2: Merchant and Customer Copies of Receipt Print.

REPORTS

Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to Reports.
Step 2: Select the first touch screen option to Print Batch Totals Report.
Select the second touch screen option to Print Batch Transaction Detail Report.
Select the third touch screen option to Print Server Report.
Select the fourth touch screen option to Print a Configuration Report (Manager Password is Required).
Step 3: Selected Report Prints.

CHANGE DATE AND TIME

Step 1: On any menu, press and hold the 1-5-9 keys simultaneously.
Step 2: Select the touch screen option for supervisor.
Step 3: Enter the SysMode Entry Password: 1-6-6-8-3-1-1 and then press the Green [Enter] Key.
Step 4: Select Administration.
Step 5: Press the touchscreen option for date/time.
Step 6: Select the corresponding touchscreen window to update the date, month, year or time value.
Press the Green [Enter] Key to lock in numerical values.
Step 7: Press the Red X button twice to return to SysMode Menu.
Step 8: Select the touchscreen option for Run Applications to return to the CampusCash application.

Receipt Paper - 2.25 x 50 ft (max) thermal paper.
We do not fufill 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