

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.
- 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 University ID.
- Step 2: Select [F2] for Refund.
- Step 3: Enter Manager Password: 1-1-1-1-1-1.
- 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 is 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 University ID.
- Step 2: Press [F3] for Tip.
- 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 800.576.9279

For your convenience, you can set up an account on the on-line reporting portal where you can track your transactions, deposits, 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.

SETTLE BATCH

- Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
- Step 2: Select [F3] for Batch.
- Step 3: Select [F2] to Close 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.

REPRINT LAST RECEIPT

- Step 1: If Terminal is at Main Menu Select corresponding Touchscreen key next to University ID.
- Step 2: Select [More] Using the Left-Most Purple Key Below Display Screen.
- Step 3: Select [F2] to Re-Print Last.
- Step 4: Merchant and Customer Copies of Receipt Print.

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 Totals Report.
Select [F2] to Print Batch Transaction Detail Report.
Select [F3] to Print Server Report.
Select [F4] to Print a Configuration 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 the SysMode Entry 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.

POWERCYCLING INSTRUCTIONS

- 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 Powercycle 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.



CampusCash™ powered by TRANSACT

The CampusCash™ User Guide provides comprehensive instructions for working with the Verifone VX680 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

Need Help?
Call Merchant Support 888.381.8054