OOLIO

OOLIO PAY AU/NZ

Verifone V400M

This is your mini-user guide to help you navigate your Verifone V400M when in **stand-alone mode**

V 1.0
31st May 2024

How to Enable Standalone Mode:

1. Press **11112222 - Confirm**
2. Screen Prompts Switch to Standalone Mode?
3. Select **Confirm**

How to Enable Integrated Mode:

1. Press **#11112222 - Confirm**
2. Screen Prompts Switch to Integrated?
3. Select **Confirm**

How to Perform a Manual Logon

1. Press **#4648**
2. Rsa logon press **OK** or
3. Press **Confirm**
4. Select **Next** on screen or press '**#**' to find option **ADMIN MENU**
5. Select **Next**
6. Press on RSA logon

To Perform Purchase:

1. Press **1** on keypad
   (Shortcut key for payment screen)
2. Enter Amount
3. Press **Confirm**

To proceed with Cashout with a Purchase:

1. Press **1** on keypad
   (Shortcut key for payment screen)
2. Enter Amount
3. Press **Confirm**
4. Screen changes to **Cashout**
5. Enter the **Cashout** amount
6. Press **Confirm**

How to Reboot terminal:

1. Press **#99** - select **Reboot** or
2. Press **Cancel** for 3 seconds - select **Reboot**

How to Shutdown Terminal:

1. Press **Cancel** for 7 seconds or
2. Press **Cancel** for 3 seconds - select **Shutdown**

How to Perform only Cashout:

1. Press **2** on keypad
   (Shortcut key for Cashout screen)
2. Enter Amount
3. Press **Confirm**

How to Perform Refund: *

1. Press **3** on Keypad
   (Shortcut key for Refund screen)
   (Note: If cashout option is disabled shortcut
   key will be 2 for refund)
2. Enter **Password** (if merchant has one)
3. Enter Amount
   Customer Taps/Swipes/Inserts card

How to Perform MOTO Purchase: *

1. Press **4** on Keypad
   (Shortcut key for Moto purchase screen)
   (Note: If cashout option is disabled shortcut
   key will be 3 for Moto)
2. Enter **Password** (If password is enabled)
3. Enter Amount
4. Key in Card No
5. Press **Confirm**
6. Key in Expiry
7. Press **Confirm**
8. Key in 3 digit CVV code
9. Press **Confirm**

How to Perform MOTO Refund: *

1. Press **5** on Keypad
   (Shortcut key for Moto refund screen)
   (Note: If cashout option is disabled shortcut
   key will be 4 for Moto)
2. Enter **Password** (If password is enabled)
3. Enter Amount
4. Key in Card No
5. Press **Confirm**
6. Key in Expiry
7. Press **Confirm**
8. Key in 3 digit CVV code
9. Press **Confirm**

*Some restrictions may apply

For End of Day Reports:

1. Press **Confirm**
2. Press **Next** on screen or Press '**#**' to find
   option **ADMIN MENU** then Press **Next**
3. Select **SHIFT TOTALS**
   Terminal will print receipts with totals
   performed on terminal. It will prompt on
   options to **Reset SHIFT TOTALS?**
4. Press '**Yes**' to Reset or '**No**' not to Reset
   (If you select '**No**' totals will carry forward till
   the next Shift Totals)

Receipt Printing:

On Standalone mode **Merchant Copy** prints
automatically.
Stops at **Customer Copy** for user confirmation
'**Yes**- to print' or '**No**- not to print'

To Reprint Last Receipt:

1. **Press #77 - Confirm**
   or from the main screen
2. Press **Confirm**
3. Press **Next** on screen or Press '**#**' to find option
   ADMIN MENU
4. Select **Reprint**

Keypad Details:

X – **Cancel**, < - **Clear** & O - **Confirm**
Default Settlement time: **5am to 5am**

Contact

For further support contact
OOLIO PAY on **1300 166 546**
or email at **support.pay@oolio.com**