



Worldpay Payment Terminal

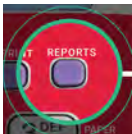
EMV IP Download Instructions | Verifone VX 520

Follow these simple instructions after business hours to download the chip card software to your IP terminal. You can also watch the tutorial available at www.worldpay.us/EMV

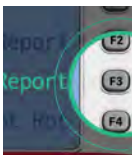
Batch Out Instructions

Batch out or all of your transactions will be lost.

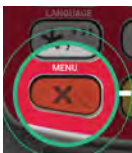
If your business auto settles each day you must also proceed with this step manually just this one time.



1. On the main menu home screen **Press** the **Reports** key.



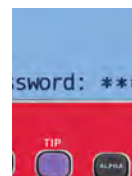
2. **Press** the **F** key to select **Detail Report**.
The terminal will print a report.



3. After the report is printed **Press** the **X** key to return to the main menu home screen.



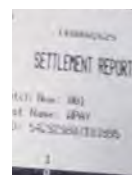
4. **Press** the **F** key to select **Settlement**.
The terminal will print a report.



5. Screen will ask for a password.
Enter 72797
Or, use your business' custom password.



6. A totals report will print and the terminal will display the settlement screen.
Press Enter to confirm settlement.



7. The terminal will go through a series of screens, then the terminal will print a receipt that says **Settlement Successful**.

Proceed to Step 8 to begin software update.



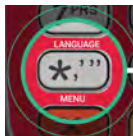
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Note: The download process will take about 10 minutes to complete.

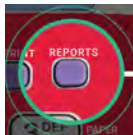
If at any time you make a mistake or you step away and your terminal times out, **press the X key** on your terminal to start over.



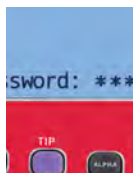
8. On the main menu home screen
Press the ★ key.



9. **Press** the **F** key to select **Commserver**.



10. **Press** the **Reports** key.



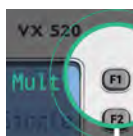
11. Screen will ask for a password.
Enter 72797
Or, use your business' custom password.



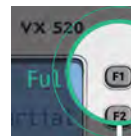
12. **Press** the **F** key to select **Download**.



13. Screen will ask for Group ID.
Press 1 then **Press Enter**.



14. **Press** the **F** key to select **Multi**.



15. **Press** the **F** key to select **Full**.



16. **Press** the **F** key to select **TCPIP**.

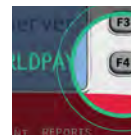


17. **Press** the **F** key to select

⚠ DO NOT TOUCH the terminal while it downloads software.

If the screen does not change in 10 minutes, do not touch the terminal. **Start.**
and call Customer Care:

1-800-859-5965, Option 2



18. **Press** the **F** key to select **Worldpay** and you will return to the home screen.

You're almost done!



Note: Your software is updated but you have two more steps to go!

19. **Place a test transaction.**

Place a test transaction of \$0.01 to verify your terminal is working correctly with the update, using either a chip card or magnetic stripe card swipe.

20. **Success! Your terminal has been updated and is EMV chip card ready!**

Take our survey and let us know about your experience. Go to worldpay.us/emvsurvey