

## Paper Roll Installation

You must install the paper roll prior to processing transactions.

To install a paper roll:

1. Locate the groove at the top of the device where the receipt paper exits the terminal and pull the raised edge toward the device screen until it releases the cover.
2. Lift the cover to expose the paper roll.
3. Remove any partial roll of paper in the printer tray.
4. Remove the new roll of paper from its packaging and loosen the glued leading edge.
5. Unwind the paper roll past any glue residue and remove all excess paper with glue on it.
6. Insert the new roll of paper so the paper feeds from the back over the top of the roll.
7. Pull out at least 2" – 4" of paper before closing the lid.
8. While holding the paper up, firmly close the paper tray door until it clicks shut.
9. Pull up and across to tear the paper off against the serrated metal strip.

**Note:** When the paper roll needs to be replaced, a pink line will appear on the paper.



Printer Tray in Closed Position



Printer Tray in Open Position

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For assistance, call the **Help Desk** at the phone number that appears on the sticker attached to the side of your terminal.

**Or visit [www.ebtEDGE.com](http://www.ebtEDGE.com)**

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FIS

# Point of Sale Terminal Quick Installation Guide

For WIC Merchants

FIS Government Solutions

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Verifone V200c

## Introduction

The FIS application for the Verifone V200c Point of Sale (POS) countertop terminal allows you to serve WIC cardholders. This quick installation guide includes the steps necessary to install the POS terminal and change the printer paper.

An instructional installation video is available on the FIS Merchant Portal application ([www.ebtEDGE.com](http://www.ebtEDGE.com)).

## Prerequisites

The POS equipment installation requires only one electrical power outlet and an ethernet (LAN) cable for the broadband connection. No other special wiring is needed.

**NOTE:** Before setting up the POS terminal, the ethernet (LAN) wall jack and broadband internet connection must be installed and active.

The following items should be included in the package:

- Terminal
- External PIN pad
- Scanner device
- AC power cord with power supply adaptor
- Paper roll



Verify that you have all the necessary items before proceeding. If any items are missing or damaged, call the Merchant Help Desk at the number provided on the back panel of this pamphlet.

## POS Terminal Notes and Warnings

Select a location for the terminal and PIN pad that is well protected and convenient for both the clerk and the cardholder. The terminal should be located where it can lie flat, near an ethernet connection and power outlet.

**Note:** This device is intended for indoor use only.



Avoid using power outlets shared with devices that can cause voltage fluctuations or electrical noise, such as air conditioners, electric motors, fans, neon signs, or high frequency security equipment.

Avoid locating the POS terminal in areas:

- With direct sunlight, heat sources, oil, moisture, and dust.
- Near devices that can cause voltage fluctuations or electrical noise.



Before connecting the PIN pad, make sure the POS terminal is not connected to the power source. The terminal should not have power until after the PIN pad is connected.

**NOTE:** Broadband (LAN) connectivity can vary by location. Please talk to your internet provider for any configuration questions or issues.

## Installation Steps

The terminal may arrive with some elements already connected, but you should make sure all the following steps are complete before starting to use the terminal.

### Review the terminal ports:

Turn the terminal upside down and view the ports.



### Port Locations

#### Connect the ethernet cable:

Insert one end of the ethernet (LAN) cable into the ethernet port (LAN) on the terminal and the other end into the ethernet wall jack.

#### Connect the external PIN pad to the terminal:

Insert the PIN pad cable into the PIN pad device.

Then, insert the connector into the PIN pad port (PIN) on the terminal.

#### Connect the scanner to the terminal:

Insert the scanner cable into the USB port (USB) on the terminal.

#### Connect the terminal to the power source:

1. Insert the barrel-shaped end of the AC power cord into the power port (Power) on the terminal.
2. Route the cable through the cable retainer slot on the back of the terminal to secure the position of the power cord.
3. Plug the cord into an indoor electrical outlet.
4. The POS terminal is now ready for operation. When the terminal has power, the LCD screen lights up.

If the terminal fails to power up, call the Merchant Help Desk at the number provided on the back panel of this pamphlet.