## PC Charge Check Service Setup

1. Open PC Charge



2. Select Setup from the Toolbar

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System Ready



- 3. Select Check Service Company
- 4. From the Drop Down, select National Check Network (RMRS). If this option does not appear, please contact Verifone to ensure you have the latest release of the PC Charge software installed on your system.

Check Services Setup			
- Check Services Company			ОК
National Check Network (R	MRS)	-	
Paymentech Check Service National Check Network (R	es (GSAR) MRS)		<u>C</u> ancel
Concord Check Services (C Check Services powered by Alliance Data Systems, Inc. Secure Payment Systems (S NONE	5) CRD) y RMRS (EZCK) (ADSI) SPS)		Extended
Phone Numbers Primary Phone:		_	
Secondary Phone:			
Check Service			
MICR	C Driver's License		
C Checks on Delivery	C Double ID		

5. Populate the Check Company Site ID with the Verification MID assigned for the merchant; this number will always begin with 640. Example: 640-123456-601.

Check Services Se	etup	
Check Services Compa	ny	
National Check Netw	ork (RMRS)	
19-		<u>C</u> ancel
Check Company Site ID	)	
Site ID:	640-123456-601	
Phone Numbers Primary Phone:	1-303-442-2105	
Secondary Phone:	1-303-442-2105	
Secondary Phone: Check Service	1-303-442-2105	
Secondary Phone: Check Service	(1-303-442-2105	

6. Populate the Phone Numbers exactly as noted

Check Services Setu	p	
- Check Services Company -		
National Check Network	(RMRS)	
		<u><u>C</u>ancel</u>
- Check Company Site ID		Extended
Site ID: 64	40-123456-601	
Phone Numbers		
Primary Phone:	1-888-465-9020	
Secondary Phone:	1-888-603-2312	
Check Service		
MICR	C Driver's License	
C Checks on Delivery	C Double ID	

7. Based on the Drivers License requirement on the account, select the appropriate check service. For accounts that do not require a DL, select MICR. For accounts that require a DL, select Double ID. If the option for Double ID is not available to be selected, please contact Verifone to ensure you have the latest release of the PC Charge software installed on your system.

Check Services S	etup	
Check Services Compa	any	Οκ
National Check Netv	vork (RMRS)	
- 10- 		<u>C</u> ancel
Check Company Site ID	)	_
Site ID:	640.123456.601	Extended
Phone Numbers	10. X	
Primary Phone:	1-888-465-9020	
Secondary Phone:	1-888-603-2312	
Check Service		_
C MICD	C Driver's License	
K MICH		

8. Click on the Extended button to access the Extended Data Fields.

Check Truncation Setup	
Merchant Id:	
Bounce Fee:	<u>C</u> ance
Sales Count: 0	
Sales Balance: \$0.00	
Voids Count: 0	
Voids Balance: \$0.00	
mage Upload FTP Setup Owner Code: User Name: Password:	
FTP Address:	
204.134.12.112	

9. If the merchant is setup for check conversion (Gold or Silver service), check the Truncate Checks Box.

🔫 Rocky Mountain Extended Data Fields	
I Truncate Checks	
Check Truncation Setup	
Merchant Id:	
Bounce Fee:	Cancel
Sales Count: 0	
Sales Balance: \$0.00	
Voids Count: 0	
Voids Balance: \$0.00	
Image Upload FTP Setup	
Owner Code:	
User Name:	
Password:	
FTP Address:	
204.134.12.112	
C Connect via Dial C Connect via TCP/IP	

	10.	Por	oulate the	e Merchan	t ID wit	h the Co	nversion	MID	assigned	to the merchant.
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10. I opulate the		
	Rocky Mountain Extended Data Fields	
	🔽 Truncate Checks	
	Check Truncation Setup	
	Merchant Id: 641-123456-601	
	Bounce Fee:	<u>C</u> ancel
	Sales Count:	
	Sales Balance:	
	Voids Count:	
	Voids Balance:	
	Image Upload FTP Setup	
	Owner Code:	
	User Name:	
	Password:	
	FTP Address:	
	204.134.12.112	
	C Connect via Dial . Connect via TCP/IP	
11. Populate the	Bounce Fee based on the state the me	rchant is located in
	🛏 Rocky Mountain Extended Data Fields	
	✓ Truncate Checks	
	Check Truncation Setup	
	Merchant Id: 641-123456-601	<u> </u>
	Bounce Fee: 25.00	Cancel
	Sales Count:	
	Sales Balance:	
	Voids Count:	
	Voids Balance:	

Sales Count:	
Sales Balance:	
Voids Count:	
Voids Balance:	
Image Upload FTP Setup	1
Owner Code:	
User Name:	
Password:	
FTP Address:	
204.134.12.112	
C Connect via Dial C Connect via TCP/IP	

- 12. The Sales Count, Sales Balance, Void Count and Voice Balance fields do not need to be populated. These fields will update automatically as sales and voids are processed through the system. The Image Upload FTP Setup section can be left blank. Click OK on the Rock Mountain Extended Data Fields, and click OK on the Check Service company Setup screens to complete this portion of the setup.
- 13. Click on Setup, and select Printer, then Receipt Printer



14. Click on the Comments Button from the Receipt Printer setup window.

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• System 15.48.35

Receipt Printer Setup		
Printer	<b></b>	<u>0</u> K
Printer Type		<u>C</u> ancel
<ul> <li>Standard Printer</li> </ul>	C Roll Printer	Co <u>m</u> ments
Orientation	Receipt Options Print 0	Configure
C Landscape	Print Receipts for Pre-Auths/Books     Secure Receipts     Advanced Receipt Options	Customer Database Receipt Setup
Margins <u>I</u> op 720		
Left	Bight [720	
Bottom 720		
Column Width : 40		

15. Set the Comments exactly as shown below and click OK to save the changes.

🚰 Receip	t Comment Setup	_ 🗆 🗙
Comment	Lines	
Line 1	Printed Name	
Line 2	Printed Phone	<u>Cancel</u>
Line 3		
Line 4		
Line 5		

16. PC Charge Setup is now complete.