

# Merchant Tip of the Month

***With Daylight Saving Time this weekend >>***

## Please update Terminal Clocks

### Text instructions for Verifone VX520

- At the Sale screen, press Enter (green button, lower right)
- Select "Setup"
- Type Password: 11739, then press Enter
- Scroll (using far left purple button) to Date/Time and select it
- Per prompt, enter the date (mmddyyy), then press Enter
- Input the time (must be in *military time*), then press Enter
- Press Cancel (red button, lower left) until returned to Sale screen

### Video Instructions for Verifone / Ingenico

- <https://vimeo.com/122023874>
  - Verifone terminal: at the 1 minute mark
  - Ingenico terminal: at the 2 minute and 45 seconds mark

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Questions? Please contact Merchant Services at [merchantservices@umich.edu](mailto:merchantservices@umich.edu).