



## VM40 & VM85 Ice Vending Machine Setup Guide

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#### **Introduction**

Thanks for purchasing Leer Ice Vending Machines! We recommend powering up each Ice Vending Machine at your facility. This allows you to test communications, update firmware, and verify setup was done correctly, prior to the machine being deployed. You do not need to wait for delivery to begin the setup process. If this is not your first machine, you can jump to step four.

#### **Ice Vending Machine Questions:**

Please contact Leer Inc. at (800)-766-5337 or [sales@leerinc.com](mailto:sales@leerinc.com).

#### **For VendNovation Questions:**

Please contact VendNovation at (425)-637-2344 x1 or [order@vendnovation.com](mailto:order@vendnovation.com).

#### **For Heartland Questions:**

Please contact VendNovation at (888)-963-3600 or [Robert.Donnely@e-hps.com](mailto:Robert.Donnely@e-hps.com).

#### **Setup Process**

##### **1) Create a Merchant of Record**

- Complete Heartland Application Form.
- Email the completed application to Heartland Payment Systems at [Robert.Donnely@e-hps.com](mailto:Robert.Donnely@e-hps.com) , and [SPTMicroPayments@e-hps.com](mailto:SPTMicroPayments@e-hps.com).
- Heartland will provide 25 Terminal IDs (TID). Keep note of the Terminal IDs provide to VendNovation.

##### **2) Create VendNovation Portal Account**

- Contact VendNovation at (425)-637-2344 x1 or [order@vendnovation.com](mailto:order@vendnovation.com).
- Provide VendNovation the Merchant of Record information.
- VendNovation will email you a username and password for your portal, where you can set bag weight, and pricing for your Ice Vending Machine.

##### **3) Test Vending Machine**

- Power on the Ice Vending Machine in your facility. Upon powering on, record Provision Code and provide to VendNovation.
- Contact VendNovation at (425)-637-2344 x1 or [order@vendnovation.com](mailto:order@vendnovation.com).
- While in contact with VendNovation, test sample transactions, and if everything is working correctly, your machine is ready!

