

# VX520 ENGLISH MANUAL

**MERCHANT#(MID) :** \_\_\_\_\_

**TERMINAL#(TID) :** \_\_\_\_\_

<b>SALE (EMV, SWIPE)</b>	<b>PUNCH IN SALE</b>	<b>REFUND</b>	<b>VOID</b>
<p>CREDIT/DEBIT SALE</p> <ul style="list-style-type: none"> <li>• Select SALE</li> <li>• Input amount and press ENTER</li> <li>• If prompted, select YES to confirm amount .</li> <li>• Swipe, insert, or tap card.</li> <li>• If prompted, select CREDIT or DEBIT</li> <li>• If prompted, cardholder enters PIN and presses ENTER</li> </ul>	<p>CREDIT/DEBIT SALE</p> <ul style="list-style-type: none"> <li>• Select SALE</li> <li>• Input amount and press ENTER</li> <li>• If prompted, select YES to confirm amount .</li> <li>• manually input account number and press ENTER</li> <li>• If prompted, select CREDIT or DEBIT</li> <li>• If prompted, input expiration date and press ENTER</li> <li>• If prompted, cardholder enters PIN and presses ENTER</li> </ul>	<ul style="list-style-type: none"> <li>• Select REFUND</li> <li>• If prompted, input password and press ENTER</li> <li>• Input amount and press ENTER</li> <li>• If prompted, select YES to confirm amount.</li> <li>• Swipe, insert, or tap card, or manually input account number and press ENTER</li> <li>• If prompted, select CREDIT or DEBIT</li> <li>• If prompted, input expiration date and press ENTER</li> <li>• If prompted, cardholder enters PIN and presses ENTER</li> </ul>	<ul style="list-style-type: none"> <li>• Select VOID</li> <li>• If prompted, input password and press ENTER</li> <li>• Select YES to void last transaction or NO to void a different transaction</li> <li>• If YES is selected, proceed to next step                             <ul style="list-style-type: none"> <li>- If desired transaction is displayed, select YES</li> </ul> </li> <li>• If NO is selected, proceed to next step                             <ul style="list-style-type: none"> <li>- Select INV# or ACCT# to search transactions</li> <li>-Input (Invoice # or last 4 digits of Account #) and press ENTER</li> <li>- If desired transaction is displayed, select YES</li> <li>- If desired transaction is not displayed, select NEXT to review other transactions or NO to exit Void menu</li> </ul> </li> <li>• If prompted, press ENTER to clear Remove Card prompt</li> <li>• Select YES to print Customer receipt copy</li> </ul>
<b>PRINT REPORT</b>	<b>REPRINT RECEIPT</b>	<b>SETTLEMENT</b>	
<ul style="list-style-type: none"> <li>• Press REPORTS</li> <li>• Select from displayed reports or press MORE until option appears</li> <li>• Select the desired report</li> <li>• If displayed, respond to additional prompts</li> <li>• Selected report will print</li> </ul>	<ul style="list-style-type: none"> <li>• Press REPRINT</li> <li>• Select LAST or ANY</li> <li>• If LAST is selected:                             <ul style="list-style-type: none"> <li>-The last receipt prints</li> </ul> </li> <li>• If ANY is selected:                             <ul style="list-style-type: none"> <li>- Input Invoice # and press ENTER</li> <li>- Requested Merchant receipt copy prints</li> </ul> </li> <li>• Select YES to print Customer receipt copy</li> </ul>	<ul style="list-style-type: none"> <li>• Select SETTLEMENT</li> <li>• If prompted, input password and press ENTER</li> <li>• Totals will display and/or print</li> <li>• Confirm totals and press ENTER</li> <li>• Settlement report prints</li> </ul>	

**Password : 16682**