



CUP Transaction Procedures

Quick Reference Guide
Model: Verifone VX520

Sale (chip)		Sale (Swipe)		Void		Settlement	
Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action
1. SALE 2. VOID 3. REFUND 4. AUTH 5. PRINT 6. SETTLE 7. MANAGE	F1 F2 F3 F4 1. Press <1> for Sale	1. SALE 2. VOID 3. REFUND 4. AUTH 5. PRINT 6. SETTLE 7. MANAGE	F1 F2 F3 F4 1. Press <1> for Sale	1. SALE 2. VOID 3. REFUND 4. AUTH 5. PRINT 6. SETTLE 7. MANAGE	F1 F2 F3 F4 1. Press <2> for Void	1. SALE 2. VOID 3. REFUND 4. AUTH 5. PRINT 6. SETTLE 7. MANAGE	F1 F2 F3 F4 1. Press <6> for Settlement
SALE INSERT/SWIPE -->	F1 F2 F3 F4 2. Insert card	SALE INSERT/SWIPE -->	F1 F2 F3 F4 2. Swipe card	VOID SUP Oper PSW:	F1 F2 F3 F4 2. Key in <123456> and then press <ENTER>	SETTLEMENT TOTAL SALES AMT: MYR 10.00 ENTER TO CONFIRM	F1 F2 F3 F4 2. Press <ENTER>
SALE UNIONPAY DEBIT PLS CONFIRM CARD	F1 F2 F3 F4 3. Press <ENTER> to confirm card number	SALE PAN: XXXXXXXXXXXXXXXXXX	F1 F2 F3 F4 3. Press <ENTER>	VOID TRXN #: 29	F1 F2 F3 F4 3. Key in TRXN No . and then press <ENTER>	SETTLEMENT Dialing... Press [X] exit	F1 F2 F3 F4 3. Processing
SALE INPUT AMOUNT: [<-] TO MODIFY	F1 F2 F3 F4 4. Key in amount and press <ENTER>	SALE Amount MYR 10.00	F1 F2 F3 F4 4. Key in Transaction Amount and press <ENTER>	VOID Old Trans: CARD NO: XXXXXXXXXXXX TRXN #: 000010 AMOUNT: 10.00 REF NO: 071211342761	F1 F2 F3 F4 4. Press <ENTER> to confirm	SETTLEMENT Printing Settle... Wait	F1 F2 F3 F4 4. Settlement receipt printed out
SALE ENTER YOUR PIN Enter if No PIN	F1 F2 F3 F4 5. Request cardholder to key in PIN# & press <ENTER>	10.00 Input PIN: Enter if No PIN	F1 F2 F3 F4 5. Request cardholder to key in PIN# & press <ENTER>	VOID Dialing... Press [X] exit	F1 F2 F3 F4 5. Processing	SETTLEMENT Print Detail ? 0-No 1-Yes	F1 F2 F3 F4 5. Press <0> not to Print Detail OR Press <1> to Print Detail
SALE Dialing... Press [X] exit	F1 F2 F3 F4 6. Processing	SALE Dialing... Press [X] exit	F1 F2 F3 F4 6. Processing	Success Printing	F1 F2 F3 F4 6. Transaction approved and merchant receipt printed out	LOGOUT Dialing... Press [X] exit	F1 F2 F3 F4 6. Press <CANCEL> to exit
APPROVED Printing	F1 F2 F3 F4 7. Transaction approved and merchant receipt printed out	APPROVED Printing	F1 F2 F3 F4 7. Transaction approved and merchant receipt printed out	Success Printing Press any key	F1 F2 F3 F4 7. Press <ENTER> to print Customer Copy		
APPROVED Printing Press any key	F1 F2 F3 F4 8. Press <ENTER> to print Customer Copy	APPROVED Printing Press any key	F1 F2 F3 F4 8. Press <ENTER> to print Customer Copy				