AFFINBANK GHL — Contactless Transaction Procedures

Quick Refference Guide
Model: Verifone VX 520

Version: AFF52070001001

Sale (below MYR 250.00)

Terminal Display	User- Action
AFFINBANK / Sale F1 / Void F2 / Settlement F3 / F4	1. Press F2 for **Sale**
Sale ... Amt: MYR 250.00	2. Key-in Amount and press **<ENTER>**
Please Tap Card MYR 250.00 / Insert/Swipe/Enter Card No:	3. Hand over terminal to card holder to double confirm sale amount
(tap paypass image)	4. Ask card holder to tap **paypass** on the terminal screen while blue light blinks
MASTERCARD / Card No: xxxxxxxxxxxxxxxxx / Exp Dt (MM/YY): xx/xx / Receiving...	5. Communicating with host for processing
APPROVED XXXXXX / Printing.......	6. Transaction approved with receipt printed out.
Print Cust Copy? Yes No	7. Select F1 Yes to print customer copy

Sale (above RM250.00)

Terminal Display	User- Action
AFFINBANK / Sale F1 / Void F2 / Settlement F3 / F4	1. Press F2 for **Sale**
Sale ... Amt: MYR 260.00	2. Key-in *Amount* and press **<ENTER>**
Please Tap Card MYR 260.00 / Insert/Swipe/Enter Card No:	3. Hand over terminal to card holder to double confirm sale amount
(tap paypass image)	4. Ask card holder to tap **paypass** on the terminal screen while blue light blinks
MYR 260.00 / Enter PIN, press OK	5. Cardholder to key in PIN and press **<ENTER>**
Receiving.......	6. Communicating with host for processing
APPROVED XXXXXX / Printing.......	7. Transaction approved with receipt printed out.
Print Cust Copy? Yes No	8. Select F1 Yes to print customer copy

VOID

Terminal Display	User- Action
AFFINBANK / Sale F1 / Void F2 / Settlement F3 / F4	1. Press F3 for **Void**
Void Host: AFF / Prev Next Slct Exit	2. Press F3 to select AFF
Void ... Merch Password:	3. Key-in password (last 4 digits TID) and Press **<ENTER>**
Void	4. Key-in receipt Trace No and press **<ENTER>**
Void MASTERCARD / Sale xxxxxxxxxxxxxxx MYR 260.00 / Prev Next Slct Exit	5. Press F3 to select
Void MASTERCARD / Sale xxxxxxxxxxxxxxx MYR 260.00	6. Re-confirm transaction and press **<ENTER>**
Void MASTER / Sale xxxxxxxxxxxxxxx MYR 260.00	7. Communicating with host for processing
Void / APPROVED / Printing...	8. Transaction approved with receipt printed out. Tear receipt & obtain cardholder's signature
Void / Print Cust Copy? Yes No	9. Select F1 Yes to continue print customer copy

SETTLEMENT

Terminal Display	User- Action
AFFINBANK / Sale F1 / Void F2 / Settlement F3 / F4	1. Select F4 for **Settlement**
Settlement / All Host? Yes No	2. Press F1 to select Yes
Settlement / Merch Password:	3. Key-in password (last 4 digits TID) and Press **<ENTER>**
Settlement / Processing..	4. Communicating with host for processing.
Settlement / Settlement Successful / Printing	5. Printing Settlement report

After settlement report is printed, please ensure "*Settlement Successful*" is printed on the last row of report. If report shows "*Settlement Unsuccessful*", please repeat the steps to perform settlement again.

GHL Terminal Support Helpdesk
Operating Hours: 24hr. (Monday-Sunday)   Tel No: 603-6286 5222 / 1300-88-1488

Updated on 19 July 2016