



Credit Transaction Procedures

Quick Reference Guide
Model: Verifone VX 520

Version: AFF52070001001

Chip & Pin Sale		VOID		SETTLEMENT	
Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action
AFFINBANK Sale Void ↓ Settlement	(F1) (F2) 1. Press (F2) for Sale (F3) (F4)	AFFINBANK Sale Void ↓ Settlement	(F1) (F2) 1. Press (F3) for Void (F3) (F4)	AFFINBANK Sale Void ↓ Settlement	(F1) (F2) 1. Select (F4) for Settlement (F3) (F4)
Sale Amt: MYR 100.00	(F1) (F2) 2. Key-in Amount and press <ENTER> (F3) (F4)	Void Host: AFF Prev Next Slct Exit	(F1) (F2) 2. Press (F3) to select AFF (F3) (F4)	Settlement All Host? Yes No	(F1) (F2) 2. Press (F1) to select Yes (F3) (F4)
Please Tap Card MYR 100.00 Insert/Swipe/Card Card No:	(F1) (F2) 3. Insert card (F3) (F4) (**If the card without paypass feature)	Void Merch Password:	(F1) (F2) 3. Key-in password (last 4 digits TID) and Press <ENTER> (F3) (F4)	Settlement Merch Password:	(F1) (F2) 3. Key-in password (last 4 digits TID) and Press <ENTER> (F3) (F4)
Sale MYR 100.00 Enter PIN, press OK	(F1) (F2) 4. Hand over terminal to card holder to Enter PIN, or (F3) (F4)	Void	(F1) (F2) 4. Key-in receipt Trace No and press <ENTER> (F3) (F4)	Settlement Processing..	(F1) (F2) 4. Communicating with host for processing. (F3) (F4)
Sale PIN BYPASSED	(F1) (F2) 5. Press <ENTER> to bypass PIN (F3) (F4)	Void VISA Sale xxxxxxxxxxxxxxxx MYR 100.00 Prev Next Slct Exit	(F1) (F2) 5. Press (F3) to select (F3) (F4)	Settlement Settlement Successful Printing	(F1) (F2) 5. Printing Settlement report (F3) (F4)
Sale Visa Receiving.....	(F1) (F2) 6. Communicating with host for processing (F3) (F4)	Void VISA Sale xxxxxxxxxxxxxxxx MYR 100.00	(F1) (F2) 6. Re-confirm transaction and press <ENTER> (F3) (F4)	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.	
Sale APPROVED XXXXXX Printing.....	(F1) (F2) 7. Transaction approved with receipt printed out. Tear receipt & obtain cardholder's signature (F3) (F4)	Void VISA Sale xxxxxxxxxxxxxxxx MYR 100.00	(F1) (F2) 7. Communicating with host for processing (F3) (F4)		
Sale Print Cust Copy? Yes No	(F1) (F2) 8. Select (F1) Yes to print customer copy (F3) (F4)	Void APPROVED Printing...	(F1) (F2) 8. Transaction approved with receipt printed out. Tear receipt & obtain cardholder's signature (F3) (F4)		
Printing...	(F1) (F2) 9. Printing. Tear receipt and return card to customer (F3) (F4)	Void Print Cust Copy? Yes No	(F1) (F2) 9. Select (F1) Yes to continue print customer copy (F3) (F4)		