

**GHL**

Credit Transaction Procedures

Quick Reference Guide
Model: Verifone VX 520

SALE (Chip & Pin)		VOID		SETTLEMENT	
Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action
globalpayments Sale Installment ↓ Void	<p>F1 F2 F3 F4</p> <p>1. Press F2 for Sale</p>	globalpayments Sale Installment ↓ Void	<p>F1 F2 F3 F4</p> <p>1. Press F4 for Void</p>	globalpayments Sale Installment ↓ Void	<p>F1 F2 F3 F4</p> <p>1. Press 1st purple button (from left)</p>
Amt: MYR 0.00	<p>F1 F2 F3 F4</p> <p>2. Key in amount and press <ENTER></p>	Void Host: HSBC Prev Next Slct Exit	<p>F1 F2 F3 F4</p> <p>2. Press F3 to select host HSBC or press F2 next for other host and press F3 to select the host</p>	Settlement Logon Batch Totals ↓ Txn Review	<p>F1 F2 F3 F4</p> <p>2. Press F1 for Settlement</p>
Please Tap Card RM 100.00 Insert/Swipe/Enter Card No:	3. Insert card	Void Trace #:	<p>F1 F2 F3 F4</p> <p>3. Key-in receipt TRACE no. and press <ENTER></p>	Settlement Yes All Host?	<p>F1 F2 F3 F4</p> <p>3. Press F1 to select Yes</p>
Sale MYR 100.00 Enter PIN, press OK	<p>F1 F2 F3 F4</p> <p>4. Hand over terminal to card holder to key in PIN and press <ENTER></p>	Void VISA Sale 4537*****2679 MYR 100.00	<p>F1 F2 F3 F4</p> <p>4. Press F3 to Select</p>	Settlement Receiving	<p>F1 F2 F3 F4</p> <p>4. Communicating with host for processing. Printing Settlement report</p>
Sale VISA Processing....	5. Communicating with host for processing. Transaction approved and receipt print out	Void VISA Sale 4537*****2679 MYR 100.00 Enter to Confirm	<p>F1 F2 F3 F4</p> <p>5. Press <ENTER> to confirm</p>		
Sale Yes No Prnt Cust Copy?	<p>F1 F2 F3 F4</p> <p>6. Press F1 Yes to print Customer Copy</p>	Void Processing	<p>F1 F2 F3 F4</p> <p>6. Communicating with host for processing. Transaction approved and receipt print out</p>	Void Prnt Cust Copy? Yes NO	<p>F1 F2 F3 F4</p> <p>7. Press F1 Yes to print customer copy</p>