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Verifone VX520 Quick Reference Guide

Credit: Debit Sale

- Select **SALE**
- Input the sale amount and press **ENTER**
- If prompted, select **YES** to confirm amount at end-of-transaction
- Swipe, insert, or tap* card or manually enter** the account # and press **ENTER**
- If prompted, select **CREDIT** or **DEBIT**
- If prompted, enter PIN and press **ENTER**
- For signed and slip-only, the transaction will process and print receipt

Do NOT remove the card until prompted or by the prompts on the display. Doing so will cause a duplicate transaction along with a payment failure.

**Manually Input Security Prompts

- ** Input expiration date (MMYY) and press **ENTER**
- ** Select **YES** to indicate card present
- ** Input CVV code or press **ENTER** to bypass
- ** Input numerical street address and press **ENTER** or press **ENTER** to bypass
- ** Input zip code and press **ENTER** or press **ENTER** to bypass
- Transaction will process and print receipt

To Obtain a Pinless Authorization

For ALL cards

- Call US 800 NHI 0485
- Text Merchant ID to: [Redacted]
- Please obtain an authorization code and follow the steps for a pinless transaction.
- **WilliamG: Do NOT enter transaction as a normal sale.**

Report Receipt

- Press **REPORT**
- Select **LAST RECEIPT** or select **ANY RECEIPT** and follow prompts

Daily Summary Report

- Press **REPORT**
- Select **Fx** for Force Report or **Fx** for Detail Report
- Selection report will print

If your terminal is unable to print, the report will print automatically.

Review Batch Totals

- Select **More** key twice
- Select **Fx** for Batch Review

This is for review only.

SETTLEMENT

- **Be sure to print report prior**
- Select **SETTLEMENT**
- If prompted, enter password
- Confirm totals and press **ENTER**
- Settlement report prints

Force Transaction (only use after obtaining authorization)

BEST PRACTICE: FORCE WITH CHECKS SIGNATURE

- Select **More** key (top row - far left key)
- Select **Fx** for Force
- Input amount and **ENTER**
- To confirm, press **Force** **ENTER**
- Swipe, insert, or tap* card or manually enter** the account # and press **ENTER**
- Enter expiration date (MMYY) **ENTER**
- Select **Include** for type of transaction
- Input approval code and press **ENTER**

(Use the "More" key to change transaction history)

To Void a Transaction (must be confirmed batch)

- Select **More** key (top row - far left key)
- Select **Fx** for Void
- Voided transaction (Fx for yes or Fx for no)
- If no - select **Fx** to retrieve Invoice #
- Input the check number from the receipt
- View transaction information on the screen
- Select **Refund**, **Rx** for force, **Fx** to view the next invoice

EMV (3DS) Update

- If your terminal displays only EMV - please do the following:
 - Select **Update Now**
 - Input the password - 00000 and **ENTER**
- This will begin the necessary EMV update for your terminal.
- Please note - this password is only valid for EMV updates.

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JG Myers



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Quick Reference Guide Microsoft Corporation,1987 *Reality X* McDonnell Douglas Information Systems Limited
(Hemel Hempstead, England),1995 *V/3000 Entry Program* ,1980 ZoomText Quick Reference Guide, Version 8.1 ,200?
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Inc,2008 **SystemVerilog Testbench Quick Reference** Faisal Haque,Jonathan Michelson,2018-11-15 VS BASIC
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Table of Contents Verifone Vx520 Quick Reference Guide

1. Understanding the eBook Verifone Vx520 Quick Reference Guide
 - The Rise of Digital Reading Verifone Vx520 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Verifone Vx520 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Verifone Vx520 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Verifone Vx520 Quick Reference Guide
 - Personalized Recommendations
 - Verifone Vx520 Quick Reference Guide User Reviews and Ratings
 - Verifone Vx520 Quick Reference Guide and Bestseller Lists
5. Accessing Verifone Vx520 Quick Reference Guide Free and Paid eBooks
 - Verifone Vx520 Quick Reference Guide Public Domain eBooks
 - Verifone Vx520 Quick Reference Guide eBook Subscription Services
 - Verifone Vx520 Quick Reference Guide Budget-Friendly Options
6. Navigating Verifone Vx520 Quick Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
- Verifone Vx520 Quick Reference Guide Compatibility with Devices
- Verifone Vx520 Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Verifone Vx520 Quick Reference Guide
 - Highlighting and Note-Taking Verifone Vx520 Quick Reference Guide
 - Interactive Elements Verifone Vx520 Quick Reference Guide
- 8. Staying Engaged with Verifone Vx520 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Verifone Vx520 Quick Reference Guide
- 9. Balancing eBooks and Physical Books Verifone Vx520 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Verifone Vx520 Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Verifone Vx520 Quick Reference Guide
 - Setting Reading Goals Verifone Vx520 Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Verifone Vx520 Quick Reference Guide
 - Fact-Checking eBook Content of Verifone Vx520 Quick Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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