



Chip & Pin Transaction Procedures

Quick Reference Guide
Model: Verifone VX 520

AUTH ONLY		OFFLINE		VOID		SETTLEMENT	
Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action
Maybank Sale EPP Void	F1 F2 F3 F4 1. Press the most left purple button to go to next menu	Maybank Sale EPP Void	F1 F2 F3 F4 1. Press the most left purple button to go to next menu	Maybank Sale EPP Void	F1 F2 F3 F4 1. Press F4 for Void button to go to next menu	Maybank Sale EPP Void	F1 F2 F3 F4 1. Press the most left purple button to go to next menu
PreAuth Offline Batch Totals Txn Review	F1 F2 F3 F4 2. Press F1 for PreAuth	PreAuth Offline Batch Totals Txn Review	F1 F2 F3 F4 2. Press F2 for Offline	Void Host: MBB Prev Next Slct Exit	F1 F2 F3 F4 2. Press F3 to select host MBB	Settlement ORS Menu Logon Bal@Inq	F1 F2 F3 F4 2. Press F1 for Settlement
PreAuth Amt: RM 100.00	F1 F2 F3 F4 3. Key in amount and press <ENTER>	Offline Amt: RM 100.00	F1 F2 F3 F4 3. Key in amount from 'PreAuth' receipt and press <ENTER>	Void Trxn #: F1 F2 F3 F4	F1 F2 F3 F4 3. Key in receipt transaction no and press <enter>	Settlement Host: MBB Prev Next Slct Exit	F1 F2 F3 F4 3. Press F3 to select host MBB
PreAuth Insert/Swipe/Enter	F1 F2 F3 F4 4. Cardholder to insert credit card	Offline Insert/Swipe/Enter	F1 F2 F3 F4 4. Insert credit card	Void MASTER Offline xxxxxxxxxxxxxxxx RM 100.00 Prev Next Slct Exit	F1 F2 F3 F4 5. Press F3 to select	Settlement BthNo: 000001 Sales: RM 100.00 Rfnds: RM 0.00 Total: RM 100.00 View next page	F1 F2 F3 F4 4. Press <ENTER> to continue
PreAuth RM 100.00 Enter PIN	F1 F2 F3 F4 5. Cardholder to key in PIN and press <ENTER> or,	Offline Appr Code:	F1 F2 F3 F4 5. Key in approval code from 'PreAuth' receipt and press <ENTER>	Void MASTER Offline xxxxxxxxxxxxxxxx RM 100.00 Enter to Confirm	F1 F2 F3 F4 6. Press <ENTER> to confirm	Settlement Settlement successful Printing...	F1 F2 F3 F4 5. Settlement successful. Printing settlement report.
PreAuth PIN bypass	F1 F2 F3 F4 6. Press <ENTER> to bypass PIN	Offline Approved Printing...	F1 F2 F3 F4 6. Transaction approved. Receipt printed out (Merchant copy)	Void MASTER Approved Printing...	F1 F2 F3 F4 7. Void approved. Receipt printed out. (Merchant copy)		
PreAuth Mastercard Receiving..	F1 F2 F3 F4 7. Terminal communicating with host	Offline Yes No Print Cust Copy	F1 F2 F3 F4 7. Select F1 Yes to print customer copy	Void Yes No Print Cust Copy	F1 F2 F3 F4 8. Select F1 Yes to print customer copy		
PreAuth Approved Printing...	F1 F2 F3 F4 8. Transaction approved. Receipt printed out (Merchant copy)	Offline Approved Printing...	F1 F2 F3 F4 8. Transaction completed. Receipt printed out (Customer copy)	Void Approved Printing...	F1 F2 F3 F4 9. Void completed. Receipt printed out. (Customer copy)		
PreAuth Yes No Print Cust Copy	F1 F2 F3 F4 9. Select F1 Yes to print customer copy						
PreAuth Approved Printing...	F1 F2 F3 F4 10. Transaction completed. Receipt printed out (Customer copy)						