



# Chip & Pin Transaction Procedures

Quick Reference Guide  
Model: Verifone VX 520

SALE		VOID		SETTLEMENT	
Terminal Display	User- Action	Terminal Display	User- Action	Terminal Display	User- Action
 <b>Sale</b> <b>EPP</b> <b>Void</b> ↓	(F1) (F2) 1. Press (F2) for Sale (F3) (F4)	 <b>Sale</b> <b>EPP</b> <b>Void</b> ↓	(F1) (F2) 1. Press (F3) for void (F3) (F4)	 <b>Sale</b> <b>EPP</b> <b>Void</b> ↓	(F1) (F2) 1. Press first purple button (F3) from left (F4)
Sale Amt : RM 10.00	(F1) (F2) 2. Key-in sale amount and (F3) press <ENTER> (F4)	Void Host : MBB Prev Next Slct Exit	(F1) (F2) 2. Press (F3) to select (F3) host MBB (F4)	<b>Settlement</b> <b>Logon</b> <b>Batch Totals</b> <b>Txn Review</b>	(F1) (F2) 2. Press (F1) for settlement (F3) (F4)
Sale Insert/Swipe/Enter	(F1) (F2) 3. Cardholder to insert (F3) credit card (F4)	Void Trxn #:	(F1) (F2) 3. Key in receipt transaction no (F3) and press <enter> (F4)	Settlement Host: MBB Prev Next Slct Exit	(F1) (F2) 3. Press (F3) to select (F3) host MBB (F4)
Sale RM 10.00 Enter PIN	(F1) (F2) 4. Cardholder to key in (F3) PIN and press <ENTER> (F4)	Void MASTER Prev Next Slct Exit	(F1) (F2) 4. Press (F3) to select (F3) (F4)	Settlement BthNo: 000001 Sales: RM 10.00 Rfnds: RM 0.00 Total: RM 10.00 View next page	(F1) (F2) 4. Press <ENTER> to (F3) continue (F4)
Sale MASTERCARD Receiving..	(F1) (F2) 5. Terminal communicating (F3) with host (F4)	Void MASTER Sale xxxxxxxxxxxxxxxx RM 10.00 Enter to Confirm	(F1) (F2) 5. Press <ENTER> to (F3) confirm (F4)	Settlement Settlement successful Printing...	(F1) (F2) 5. Settlement successful. (F3) Printing settlement report. (F4)
Sale Approved Printing...	(F1) (F2) 6. Transaction approved. (F3) Receipt printed out (F4) (Merchant copy)	Void MASTER Approved Printing...	(F1) (F2) 6. Void approved. Receipt (F3) printed out. (Merchant copy) (F4)		
Sale Print Cust Copy Yes No	(F1) (F2) 7. Select (F1) Yes to (F3) print customer copy (F4)	Void Print Cust Copy Yes No	(F1) (F2) 7. Select (F1) Yes to (F3) print customer copy (F4)		
Sale Approved Printing...	(F1) (F2) 8. Trasaction completed. (F3) Receipt printed out (F4) (Customer copy)	Void Approved Printing...	(F1) (F2) 8. Void completed. Receipt (F3) printed out. (F4) (Customer copy)		