



Installment Transaction Procedures

Quick Reference Guide
Model: Verifone VX 520

| SALE(Installment) | | VOID | | SETTLEMENT | |
|--|---|--|---|---|---|
| Terminal Display | User- Action | Terminal Display | User- Action | Terminal Display | User- Action |
| globalpayments Sale Installment Void | 1. Press F3 for Installment | globalpayments Sale Installment Void | 1. Press F4 for Void | globalpayments Sale Installment Void | 1. Press 1st purple button (from left) |
| Amt: MYR 0.00 | 2. Key in amount and press <ENTER> | Void Host : HSBC | 2. Press F2 for Next host 4 times and press F3 to select host HSBI | Settlement Logon Batch Totals Txn Review | 2. Press F1 for Settlement |
| Select Merchant 1.6 MONTHS 2.12 MONTHS | 3. Press 1 to select 6 months or Press 2 to select 12 months and press <ENTER> | Select Merchant 1.6 MONTHS 2.12 MONTHS | 3. Press 1 to select 6 months or Press 2 to select 12 months and press <ENTER> | Settlement All Host? | 3. Press F1 to select Yes |
| Installment Insert/Swipe/Enter Card No: | 4. Insert card | Void Trace #: | 4. Key-in receipt TRACE no. and press <ENTER> | Settlement Receiving | 4. Communicating with host for processing. Printing Settlement report |
| Installment MYR 1000.00 Enter PIN, press OK | 5. Hand over terminal to card holder to key in PIN and press <ENTER> | Void VISA Installment 461772****9267 MYR 1000.00 | 5. Press F3 to Select | | |
| Sale VISA CREDIT Processing.... | 6. Communicating with host for processing. Transaction approved and receipt print out | Void VISA Installment 461772****9267 MYR 1000.00 Enter to Confirm | 6. Press <ENTER> to confirm | | |
| Installment Prnt Cust Copy? | 7. Press F1 Yes to print Customer Copy | Void Processing ... | 7. Communicating with host for processing. Transaction approved and receipt print out | | |
| | | Void Prnt Cust Copy? | 8. Press F1 Yes to print customer copy | | |