

VX 520 ALL-IN-ONE QUICK REFERENCE GUIDE

RETURNING TO THE MAIN SCREEN

1. If the screen shows “CREDIT/DEBIT, GIFT CARD”, select **F2** for to return to the main credit/debit application.

SALE

1. From the idle screen, press **F2** to select Sale.
2. Key in the sale amount and press **Enter**.
3. Press **F1** to confirm the amount.
4. Swipe, tap or insert card (or tap NFC-enabled mobile phone).
5. Select **F1** for credit or **F2** for debit (if prompted).
6. Enter the PIN if prompted and press **Enter**.
7. When prompted, press **F1** to print a customer copy of the receipt or **F2** for no receipt.

MANUAL SALE

1. From the idle screen, press **F2** to select Sale.
2. Key in the sale amount and press **Enter**.
3. Press **F1** to confirm the amount.
4. Key in card number.
5. Select **F1** for credit.
6. Enter expiration date (MMYY).
7. When prompted, select **F1** to indicate card present transaction or **F2** for card not present.
 - a. If yes:
 - i) Enter V-code or press **Enter** to skip if unavailable.
 - ii) Enter zip code or press **Enter** to skip if unavailable.
 - b. If no:
 - i) Enter Purchase Order number or press **Enter** to skip.
 - ii) Enter V-code or press **Enter** to skip if unavailable.
 - iii) Enter address then zip code or press **Enter** to skip if unavailable.
8. When prompted, press **F1** to print a customer copy of the receipt or **F2** for no receipt.

DEBIT SALE

1. From the idle screen, press **F2** to select Sale.
2. Key in the sale amount and press **Enter**.
3. Press **F1** to confirm the amount.
4. Swipe or insert card.
5. Select **F2** for debit.
6. Enter Tip Amount and press **Enter** (if applicable).
7. Enter PIN number and press **Enter**.
8. When prompted, press **F1** to print a customer copy of the receipt or **F2** for no receipt.

VOID/REVERSAL

1. From the idle screen, select **F4** for Reversal.
2. Press **F2** for Full.
3. Press **F1** to Retrieve by Invoice Number or **F2** to Retrieve by Sale Amount.
4. Enter Invoice Number or Sale Amount.
5. Confirm the last 4 digits of the card number & sale amount.
 - a. If Correct: Press **F1** for Yes to reverse the selected transaction.
 - b. If Not Correct: Press **F2** for No.
6. When prompted, press **F1** to print a customer copy of the receipt or **F2** for no receipt.

REFUND

1. From the idle screen, press the purple “More” key one time
2. Select **F1** for Refund.
3. Key in refund amount and press **Enter**.
4. Press **F1** to confirm the amount.
5. Swipe, tap or insert card, or manually enter card number.
6. Select **F1** for Credit.
 - a. If card number was entered manually, you will be prompted to enter expiration date (MMYY).
7. When prompted, press **F1** to print a customer copy of the receipt or **F2** for no receipt.

SETTLEMENT

1. From the idle screen, press **F3** for Settlement.
2. Enter manager password: **1,Alpha,Alpha,66831**.
3. Press **Enter** to confirm.
4. Batch report prints out once complete.

TIP ADJUST (IF APPLICABLE)

1. From the idle screen, press the purple “**Tip**” button.
2. Press **F1** to retrieve transaction by server, **F2** to retrieve by amount, **F3** to retrieve by card account number, or **F4** to retrieve by invoice number.
3. Enter the appropriate item prompted.
4. Transaction will be displayed. Press **F1** to adjust the transaction, **F2** to scroll to previous transaction, **F3** to scroll to next transaction, or **F4** to retrieve by invoice number.
5. If **F1** is selected, key in the tip amount and press **Enter**.