

EBT Food Stamp/Cash Benefit

Sale

Select – SALE

Enter Amount – ENTER

[Hand terminal to customer] [Swipe Card]

or Enter Card Number – ENTER

Select – EBT

Select – FOOD or CASH

Confirm amount? – YES

Enter PIN – ENTER

[Return Terminal to Clerk] [Communications] [Receipt Prints]

Refund

Use ↓ to scroll, then:

Select – REFUND

Enter Amount – ENTER

[Hand terminal to customer] [Swipe Card]

or Enter Card Number – ENTER

Select – EBT

Confirm Amount? – YES

Enter PIN – ENTER

[Return Terminal to Clerk] [Communications] [Receipt Prints]

Voucher Clear

Use ↓ to scroll, then:

Select – FORCE

Enter Amount – ENTER

[Swipe Card]

or Enter Card Number – ENTER

Select – EBT

Confirm Amount? – YES

Enter Approval Code – ENTER

Enter Voucher Number – ENTER

[Communications] [Receipt Prints]

Balance Inquiry

Use ↓ to scroll, then:

Select – EBT BALANCE INQ

[Hand terminal to customer][Swipe Card]

or Enter Card Number – ENTER

Select – EBT

Select – FOOD or CASH

Enter PIN – ENTER

Enter Exp Date – ENTER

Imprint Card – ENTER

[Return Terminal to Clerk] [Communications] [Receipt Prints]

Verifone®

Vx520

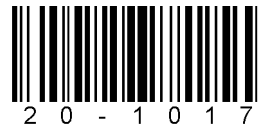
Quick Reference Guide

Optimize sales with your compact and easy-to-use countertop or wireless terminal.



Verifone®

For terminal support
please contact:
888.579.4667



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Retail & Restaurant

Credit/Debit Sale (Swipe/Tap/EMV Insert)

Select – SALE
Enter Amount – ENTER
Enter Tip Amount – ENTER*
[Tap/Insert/Swipe Card]
Confirm Amount – YES*
Select Payment Type From List*
Enter PIN – ENTER
[Communications]
[Remove EMV Card] [Receipt Prints]

Phone/Web Sale

Select – SALE
Enter Amount – ENTER
Enter Tip Amount – ENTER*
Confirm Amount? – YES*
Enter Card Number – ENTER
Select Payment Type from List*
Enter Exp Date – ENTER
Card Present – YES or NO
Imprint Card – ENTER
Enter CID – ENTER
Enter Address – ENTER
Zip Code – ENTER
[Communications] [Receipt Prints]

Credit/Debit Refund

Use ↓ to scroll, then:
Select – REFUND
Enter Amount – ENTER
Confirm Amount – YES or NO*
[Tap/Insert/Swipe Card/Enter Card Number]
Select Payment Type from List*
Enter Exp. Date – ENTER
[Communications] [Remove EMV Card]
[Receipt Prints]

Void Last Transaction

Use ↓ to scroll, then:
Select – VOID
Void Last Trans? YES
Select to change transaction – PREV or NEXT
Select to Void – YES
[Communications] [Receipt Prints]

Void Any Transaction

Use ↓ to scroll, then:
Select – VOID
Void Last Trans? NO
Retrieve by? INV# or ACCT#
Enter Inv# – ENTER
or
Enter Last 4 – ENTER
Select to change transaction – PREV or NEXT
Select to Void – YES
[Communications] [Receipt Prints]

Force

Use ↓ to scroll, then:
Select – FORCE
Enter Amount – ENTER
Enter Tip Amount – ENTER*
Confirm Amount – YES*
[Tap/Insert/Swipe Card/Enter Card Number]
Select Payment Type from List*
Enter Exp. Date – ENTER
Enter Custom Password – ENTER
Confirm Amount? – YES
Enter Approval Code – ENTER
[Remove EMV Card] [Receipt Prints]

Reprint Transaction

Press the third purple button
Select – LAST RECEIPT
or
Select – ANY RECEIPT
Enter Invoice # – ENTER
[Receipt Prints]

Batch Review (Totals)

Use ↓ to scroll, then:
Select – BATCH TOTALS
Select to change host – PREV or NEXT
Select to confirm – SLCT

Balance/Settle

Select – SETTLEMENT
Enter Password – ENTER
[Detail and total reports print]
Enter to confirm – ENTER
[Settlement report prints]



EMV / NFC

Simple steps to accept EMV chip cards:

- STEP 1 – Enter transaction amount before card is inserted
- STEP 2 – Have the card inserted chip-first and chip-side up
- STEP 3 – Leave the card in the slot until prompted to remove

Note, if card is pulled out before the transaction is completed, then the transaction is cancelled

Simple Steps for NFC / Contactless:

(i.e. Apple Pay, Samsung Pay, Google Wallet, Android Pay)

- STEP 1 – Enter transaction amount
- STEP 2 – When terminal prompts “Insert/Swipe/Tap”, the customer will “tap” their contactless payment device (phone/ smartwatch/ etc.) or contactless card over the green light.
- STEP 3 – The terminal will indicate if the “tap” was successful, and complete the transaction.