

Quick Reference Guide

Restaurant/ Retail
Verifone VX520

Sale

Press Sales: **F2**

Enter Amount: **ENTER**

Enter Tip: **ENTER**

Insert/ Swipe Card: **ENTER**

Choose Sale -

Credit: **F1**

Debit: **F2**

Enter PIN: **ENTER**

Confirm Cust. Copy: **ENTER**

** If using an external PIN Pad, enter PIN # and press enter on PIN Pad.*

Sale (Manual)

Press Phone Order: **F3**

Enter Amount: **ENTER**

Enter Tip: **ENTER**

Enter Card #: **ENTER**

Enter Exp. Date (MM/YY): **ENTER**

Enter PO #: **ENTER**

Enter V-Code: **ENTER**

Code Present? X-read: **F2**

Address: **ENTER**

Zip Code: **ENTER**

Confirm Cust. Copy: **ENTER**

Tip Adjust

Press Tip: **Tip**

Retrieve By-

By Account #: **F3**

Enter Acct. #: **ENTER**

Verify \$ Press Adj.: **F1**

Enter Tip Amount: **ENTER**

By Invoice #: **F4**

Enter Inv. #: **ENTER**

Verify \$ Press Adj.: **F1**

Enter Tip Amount: **ENTER**

Report

Press Report: **Report**

Total Report: **F2**

Detail Report: **F3**

Void

Press Void: **F4**

Void Last Trans.: No **F2**

Retrieve By-

Inv. #: **F1**

Acct. #: **F2**

Verify \$ and Card #: Yes **F1**

Refund

Press More: **More**

Select Refund: **F1**

Enter Amount: **ENTER**

Swipe/ Enter Card #: **ENTER**

Reprint

Press Reprint: **Reprint**

Any Receipt: **F3**

Enter Inv. #: **ENTER**

Offline

Press More: **More**

Offline: **F4**

Enter Amount: **ENTER**

Enter Card #: **ENTER**

Enter Exp. Date (MM/YY): **ENTER**

Skip Trans. ID: **ENTER**

Enter Appr. Code: **ENTER**

Settlement

Press More: **More**

Select Settlement: **F2**

Enter to Confirm: **ENTER**



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