

# VX520 Reference Guide

When your Vx520 first turns on, and every time the terminal is restarted, you will see a menu screen with two options. Always press [F3] for CREDIT/DEBIT, to go to the transactions menu.

## From the transactions menu:

1. How to complete a SALE
  - a. Press Sale [F2]
  - b. Enter Amount press [enter]
  - c. Swipe or insert card. Follow directions on screen.
  - d. Wait for receipt to print.
  - e. Select “Yes” or “No” for customer copy.
2. How to VOID transaction
  - a. Press VOID button [F3]
  - b. Choose YES [F1] to void the last transaction, or NO [F2] to void transaction by invoice or account number. (Both Invoice and Account number can be found on the receipt)
3. How to complete a MANUAL sale.
  - a. Press Sale [F2]
  - b. Enter Amount press [enter]
  - c. Enter card number on keypad, follow instructions on screen.
  - d. Wait for receipt to print.
  - e. Select “Yes” or “No” for customer copy.
4. How to REPRINT receipts
  - a. Press “Reprint” Hotkey.
  - b. Choose “Last receipt” or “Any Receipt”
  - c. “Last Receipt” prints the last receipt. While “Any Receipt” prints any receipt by Invoice number.
5. How to REFUND transaction
  - a. Press REFUND [F4]
  - b. Type amount press [ENTER]
  - c. Insert card (Refund is essentially a sale, but from merchant to customer.)
6. How to complete SETTLEMENT – (Must Press ENTER to confirm)
  - a. Press “Scroll Menu” Hot Key
  - b. Press SETTLEMENT [F4]
  - c. Follow Directions on screen.

