

BEST MERCHANT SERVICES VX 520 RETAIL

	<u>DISPLAY</u>	<u>INSTRUCTIONS</u>
SALE	MM/DD/YY HH/MM CLERK/SERVER ID AMOUNT CARD ENTRY OR ACCOUNT NUMBER CHOOSE CARD :	Press F2 SALE Key in clerk or server id then press Enter * IF SERVER IS ENABLED* Key in amount and press Enter Swipe card or key in card number and press Enter Press F1 for Credit
MANUAL SALE	MM/DD/YY HH/MM CARD ENTRY OR ACCOUNT NUMBER CHOOSE CARD EXP DATE (MMYY) CARD PRESENT CVV2 CODE : AMOUNT ADDRESS ZIP CODE TAX AMT: \$ PRINT CUST COPY? -----OR----- CARD PRESENT CVV2 CODE : AMOUNT ADDRESS ZIP CODE TAX AMT: \$ PRINT CUST COPY?	Press F2 SALE key in card number and press Enter Press F1 for Credit Key in card expiration date and press Enter Press F1 for Card Present or F2 for not present Enter the Cvv2 code listed on the back of the card and press enter Key in amount and press Enter Key in the address number and press Enter Key in the cardholder's zip code and press Enter Key in tax amount and press Enter *PURCHASE CARD ONLY* Press Enter key to print Press F2 for not present Enter The Three Digit Number on the back of the card and for Amex enter the four digit number on the front of the card and then press Enter Key in amount and press Enter Key in the address number and press Enter Key in the Zip code and press Enter Key in tax amount and press Enter *PURCHASE CARD ONLY* Press Enter key to print
AMEX BUSINESS CARD SALE	MM/DD/YY HH/MM CLERK/SERVER ID AMOUNT CARD ENTRY OR ACCOUNT NUMBER CHOOSE CARD : Order Number PRINT CUST COPY? -----OR----- CARD PRESENT? CARD ENTRY OR ACCOUNT NUMBER CHOOSE CARD : EXP DATE (MMYY) Order Number CID CODE : ADDRESS : ZIP CODE : TAX AMT: \$ PRINT CUST COPY?	Press F2 SALE Key in clerk or server id then press Enter * IF SERVER IS ENABLED* Key in amount and press Enter Swipe card or key in card number and press Enter Press F1 for Credit Key in a order number and press Enter Press Enter key to print F1 For present or F2 for not present Key in the full card number Press F1 for Credit Key in card expiration date and press Enter Key in a order number and press Enter Key in the four digit number on the front of the card and then press Enter Key in the address number and press Enter Key in the Zip code and press Enter Key in tax amount and press Enter *PURCHASE CARD ONLY* Press Enter key to print

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	<u>DISPLAY</u>	<u>INSTRUCTIONS</u>
DEBIT	MM/DD/YY HH/MM CLERK/SERVER ID AMOUNT CHOOSE CARD SWIPE CARD ACCOUNT YOU/A GIFT FOR TOTAL : \$ PRINT CUST COPY?	Press F2 for Sale Key in clerk or server id then press Enter * IF SERVER IS ENABLED* Key in amount and press Enter Press F2 for Debit Swipe card Have card holder key in pin number and press Enter Press The Green Key to Print
REFUND	MM/DD/YY HH/MM REFUND AMOUNT CARD ENTRY OR ACCOUNT NUMBER CHOOSE CARD EXP DATE (MMYY) PRINT CUST COPY?	Press the Purple key that is above the down arrow symbol. Press the F4 key Key in amount and press Enter Swipe card or key in card number and press Enter Press F1 for Credit Key in card expiration date and press Enter *ONLY FOR MANUAL* Press Enter
VOID	MM/DD/YY HH/MM VOID VOID LAST TRANS? VOID INV# Amount VOID RETRIEVE BY INVOICE # or LAST 4 DIGITS VOID INV# Amount \$XX.XX	Press the Purple key that is above the down arrow symbol. Press F2 for Void Press F1 to void last transaction or press F2 for any transaction Press F1 for Yes to void the transaction or F4 for Next Press F1 for Invoice number or Press F2 to go by account number Key in the Invoice # or the last 4 digit card #depending on your choice. Press F1 for Yes to void the transaction or F4 for Next
FORCE SALE	MM/DD/YY HH/MM [SETTLE VOID FORCE REFUND] CLERK/SERVER ID AMOUNT CARD ENTRY OR ACCOUNT NUMBER CHOOSE CARD : APPR CODE: PRINT CUST COPY?	Press the Purple key below the down arrow symbol Press F3 for Force Key in clerk or server id then press Enter * IF SERVER IS ENABLED* Key in amount and press Enter Swipe card or key in card number and press Enter Press F1 for Credit Key in the 6 Digit Approval code received from Global Call Center Press Enter
SETTLE	MM/DD/YY HH/MM SETTLEMENT SETTLEMENT SALES REFUNDS TOTAL	Press the key below the down arrow symbol Press F1 for Settlement Press Enter