VX Series

Card Transaction - Sale

Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present. Items in italics do not apply to every situation.

Press **1: Credit**.
Press **1: Sale**.
Swipe card or manually key card number and press **Enter**.
Verify last four digits of account number and press **4: Yes**.
Key expiration date and press **Enter**.
Press **4: Yes** if the card is present or **6: No** if the card is not present.
Key amount and press **Enter**.
Key amount and press **Yes/Enter**.
Key the first five digits of the customer's address and press **Enter**.
Key the customer's **ZIP** and press **Enter**.
Terminal communicates with the host for approval.
Press **4: Yes** to print customer receipt.
Press **Clear** to return to idle prompt.

Card Transaction - Debit Sale

Use this function to authorize and capture transactions for settlement. Items in italics do not apply to every situation.

Press **2: Debit**.
Press **1: Sale**.
Swipe card on terminal or PIN pad. Note: Debit cards cannot be manually keyed.
Verify last four digits of account number and press **4: Yes**.
Key amount and press **Enter**. Tips cannot be adjusted on debit transactions.
Instruct customer to enter PIN via PIN pad and press Enter. Do not ask customer for PIN.
Terminal communicates with the host for prompt.
Press **4: Yes** to print customer receipt.
Press **Clear** to return to the idle prompt.

Card Transaction - Void

Use this function to delete a transaction that is in current batch.

Press **1: Credit**.
Press **6**: **More** twice.
Press **1: Void Trans**.
Key invoice number and press **Enter**.
Press **5: Void**.
Press **4: Yes**.
Press **Clear** to return to idle prompt.

Card Transaction - Reprint

Use this function to reprint the last transaction or any transaction stored in the Terminal's memory.

Press **1: Credit**.
Press **6: More** twice.
Press **5: Reprint**.
Insert, green **Enter** key.
Key invoice number and press **Enter** or press **Enter** to reprint last receipt.

Press **4: Yes** to print customer receipt.
Press **Clear** to return to idle prompt.

Settle

Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

Press **1: Credit**.
Press **6: More**.
Press **3: Close**.
Press **4: Yes** to confirm close.
Terminal communicates with host for approval.
Press **Clear** to return to idle prompt.

Partial Approval

Use this function to authorize a partial approval transaction.

Press **1: Credit**.
Press **1: Sale**.
Swipe card or manually key card number and press **Enter**.
Key expiration date and press **Enter**.
Press **4: Yes** if the card is present or press **6: No** if the card is not present
Key amount and press **Enter**.
Key the first five digits of the customer address and press **Enter**.
Key customer **ZIP** and press **Enter**.
Terminal communicates with host for approval.
Press the desired option. If **No** is selected, transaction will be voided. Initiate a new transaction to collect full amount.
Press **4:Yes** to print customer receipt.
Press **Clear** to return to idle prompt.

Force Sale

Use this function to capture transactions when voice approval has been obtained. Referred to as a forced transaction.

Press **1: Credit**.
Press **3: Force**.
Swipe card or manually key card number and press **Enter**.
Key expiration date and press **Enter**.
Key amount and press **Enter**.

Key authorization number that was obtained by the voice authorization center and press **Enter**.
Terminal communicates with the host for approval.
Press **4: Yes** to print customer receipt.
Press **Clear** to return to idle prompt.

Reviews

Various types of reviews can be generated for transactions in the current batch transactions that have not yet been settled.

Press **1: Credit**.
Press **6: More** twice.
Press the desired report to view.
Key invoice or clerk number and press **Enter**.
Press **Clear** to return to idle prompt or press **6: Next** to scroll through other transactions.

Authorization Only

This procedure is to authorize a credit card transaction. This will not capture in the terminal.

Press **1: Credit**.
Press **6: More**.
Press **1: Auth**.
Key expiration date and press **Enter**.
Key authorization and press **Enter**.
Terminal communicates with the host for approval.
Press **4: Yes** to print customer receipt.
Press **Clear** to return to idle prompt

Reports

Various types of reports can be generated for transactions in the current batch transactions that have not yet been settled.

Press **1: Credit**.
Press **6: More** twice.
Press **3: Print Report**.
Press the desired report to print.
Press **Clear** to return to idle prompt.

Card Transaction - Refund

Use this function to issue a credit to the cardholder’s account for goods or services.

Press 1: Credit.

Press 2: Refund.
Swipe card or manually key card number and press **Enter**.
Key expiration date and press **Enter**.
Key amount and press **Enter**.
Press **4: Yes** to print customer receipt.
Press **Clear** to return to idle prompt.

Balance Inquiry

Use this function to issue a credit to the cardholder’s account for goods or services.

Press 1: Credit.
Press 2: Refund.
Swipe card or manually key card number and press **Enter**.
Key expiration date and press **Enter**.
Key amount and press **Enter**.
Press **4: Yes** to print customer receipt.
Press **Clear** to return to idle prompt.

Tip Adjustment

Press the red **Cancel** key when finished.

Use this function to add the tip amount to a transaction that is in the current batch.

Press **1: Credit**.
Press **5: Tips**.
Key invoice number and press **Enter**
Press **5: Edit**.
Key tip amount and press **Enter**.
To continue adjustments, press **6: Next**.
Press **5: Edit**.
Press the red Cancel key when finished.

AVS Response Codes

Some prompts may vary based on the terminal setup.

Visa Codes

Y: Address and ZIP match ; Domestic only.

A: Address matches, ZIP does not.

S: AVS not supported at this time; Domestic only.

R: Unable to verify address because either address information is unavailable or issuer does not support AVS Domestic only.

U: Either five-digit or nine-digit ZIP matches, address does not or not is included in request.

Z: Neither the ZIP nor the address matches.

N: Address matches, ZIP not verified.

B: ZIP matches, address not verified.

P: Address and ZIP not verified due to incompatible formats.

C: Address and ZIP match; International only.

D: Address not verified for International transaction; International only.

G: Address not verified for International transaction; International only.

I: Address not verified; International only.

M: Address and ZIP match; International only.

Mastercard Codes

Y: Exact, all digits match, five-digit ZIP.

A: Address matches, ZIP does not.

S: AVS not supported at this time.

R: Retry, system unable to process.

U: No data from Issuer/Authorization system.

Z: five-digit ZIP matches, but address does not.

N: Neither the ZIP, nor the address matches.

W: For US addresses, nine-digit ZIP matches, but address does not; for address outside US,

ZIP matches, but address does not.

Discover Codes

Y: Address only matches.

A: Address and five-digit ZIP match.

S: AVS not supported at this time.

U: Retry, system unable to process.

Z: Five-digit ZIP matches, but address does not.

American Express Codes

Y: Yes, address and ZIP are both correct.

A: Address only is correct.

S: AVS not supported at this time.

R: System unavailable; retry.

U: The necessary information is not available, account number is neither US nor Canadian.

Z: ZIP only is correct.

N : Neither the ZIP nor the address matches.