

SALE

- Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
- Step 2: Select [F1] for Sale.
- Step 3: Swipe Card or Enter Card Number Followed by the Green [Enter] Key.
- Step 4: If Prompted, Select the corresponding [F] key for desired tender.
- Step 5: Enter Sale Amount Followed by the Green [Enter] Key.
- Step 6: If Prompted, Enter the Tip Amount followed by the Green [Enter] Key.
- Step 7: If Prompted, Enter the Clerk Number Followed by the Green [Enter] Key.
- Step 8: Transaction Processes.
- Step 9: Merchant Copy of Receipt Prints.
- Step 10: Press [Enter] for Customer Copy of Receipt Prints if desired.

REFUND

- Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
- Step 2: Select [F2] for Refund.
- Step 3: Enter Manager Password: 1-1-1-1-1-1.
- Step 4: Swipe Card or Enter Card Number Followed by the Green [Enter] Key.
- Step 5: Enter the Refund Amount.
- Step 6: Enter the Clerk Number if Prompted Followed by the Green [Enter] Key.
- Step 7: Transaction Processes.

TIP AFTER SALE*

- Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
- Step 2: Press [F3] for Tip.
- Step 3: Enter the reference Number including leading 0s from the Receipt followed by the Green [Enter] Key.
- Step 4: Enter Tip Amount followed by the Green [Enter] Key.
- Step 5: Transaction Processes.
- Step 6: Merchant Copy of Receipt Prints.
- Step 7: Press [Enter] for Customer Copy of Receipt if Desired.

* If your terminal doesn't have this functionality and you would like to add it, please call Merchant Support at 888.381.8054

For your convenience, you can set up an account on the online reporting portal where you can track your transactions, deposits, monthly statements, etc. at any time, (<https://www.campuscash.transactcampus.com>). If you need help signing up, please call Merchant Support at 888.381.8054.

The CampusCash™ User Guide provides comprehensive instructions for working with the Verifone VX520 terminal. The terminal is loaded with the CampusCash™ campus card processing software. The CampusCash™ processing software supports campus/ID card processing. CampusCash™ is a trademark and product of Transact Campus, Inc.
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SETTLE BATCH

- Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
- Step 2: Select [F3] for Batch.
- Step 3: Select [F2] to Close Batch.
- Step 4: Batch Receipt Prints.

REVIEW BATCH TOTALS

- Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
- Step 2: Select [F3] for Batch.
- Step 3: Select [F1] to Review Batch.
- Step 4: Use Purple Keys Below to Display Screen to Scroll Through Transactions.
- Step 5: Select [Done] When Finished.

REPRINT LAST RECEIPT

- Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
- Step 2: Select [More] Using the Left-Most Purple Key Below Display Screen.
- Step 3: Select [F2] for Re-Print Last.
- Step 4: Merchant and Customer Copies of Receipt Print.

REPORTS

- Step 1: If Terminal is at Main Menu Select corresponding [F] key for University ID.
- Step 2: Select [F4] for Reports.
- Step 3: Select [F1] to Print Batch Totals Report.
- Select [F2] to Print Batch Transaction Detail Report.
- Select [F3] to Print Server Report.
- Select [F4] to Print a Configuration Report (Manager Password 1-1-1-1-1-1 is Required).
- Step 4: Selected Report Prints.

CHANGE DATE AND TIME

- Step 1: Press [F2] and [F4] at the same time.
- Step 2: Enter System Password [1-Alpha-Alpha-6-6-8-3-1] followed by the Green [Enter] Key.
- Step 3: Press the Far left Purple Key.
- Step 4: Press Number 3 on the keypad for Clock.
- Step 5A: To Change Time Press 2 on the keypad. Enter the Hour and Minutes then Press the Green [Enter] Key.
- Step 5B: To Change Date Press 3 on the keypad. Enter the Month, Enter Day, Enter Year then press the Green [Enter] Key.
- Step 6: Select the Red [X] Key until you see the Option to Restart. Press the number 3 to Restart and Return to Main Menu.

Receipt Paper - 2.25 x 50 ft (max) thermal paper.
We do not fulfill orders for more receipt paper. Additional receipt paper for your terminal can be purchased at office supply stores or online. Remember to save your receipts for up to 180 days to avoid risk of loss.

Need Help?

Call Merchant Support 888.381.8054