New York WIC

Quick Reference Guide for VeriFone® Vx520 Terminal





Select **Logon Clerk** (F3)



Enter Clerk ID. Press green enter (key. (Must be 4 numbers)



Enter **Clerk Password**. Press green enter (key. (Must be 4 to 8 numbers)



Press any key to begin transactions.

Note: Prints a receipt with a logon message Clerk XXXX is logged on.

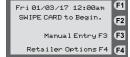
Terminal is logged on and ready for operation.

Supplies

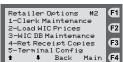
The VeriFone Vx520 can use either of the following types of single-ply thermalsensitive replacement paper:

- CRM0039 High Grade Thermal Paper 2 ¼ inch
- CRM0027 Medium Grade Thermal Paper 2 ¼ inch

Load/Change WIC Price(s)



Select **Retailer Options** (F4)



Arrow down and select **Load WIC Prices 2**_{ABC}





Scan or Enter Item #.

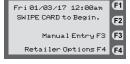


Enter price. Press Green Enter (Key. Scan or Enter New Item # or press Red Cancel X Key to return to previous screen.



Terminal displays item description and current price. Press button beneath Change and enter new price. Press green enter key. Scan or Enter next Item# or if finished press the red cancel key.





Select **Retailer Options** (F4).



Select **Logon/Logoff Clerk** $1_{oz.}$





Select **Logoff Clerk 2**_{ABC}.



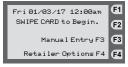
Terminal prints clerk totals. Press any key.

Note: Prints a receipt with a logoff message and clerk logoff totals.



Terminal will not perform any transactions in this mode.

Retailer Totals Report



Select **Retailer Options** (F4)



Select Reports (2_{ABC}).



Select **Retailer Totals** (3_{DEE}).





Enter Supervisor ID. Press green enter key.



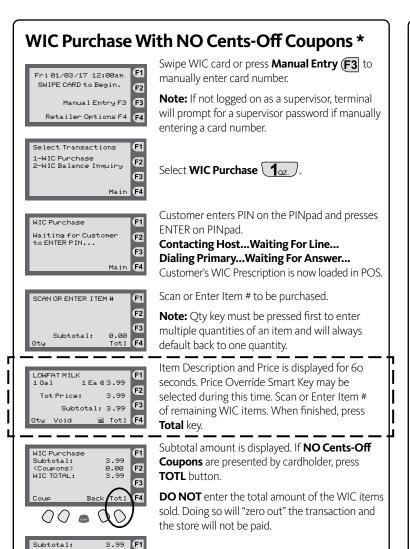
Enter **Supervisor Password**. Press green enter (key.



Enter **Settlement Date (MM/DD)**. Press green enter / key.

Note: The date entered on this screen must be the "settlement" date for the business day you are requesting.





* For instructions on completing a WIC Purchase **WITH** Cents-Off Coupons, see the WIC Retailer Manual.

Terminal prompts if transaction is "All Finished".

Press **1**_{oz.} to complete WIC Purchase.

F2

F3

WIC TOTAL:

All Finished?

