



Worldpay Payment Terminal

EMV Batch Out Instructions | [Verifone VX 520](#)

Follow the steps in this quick guide to update your payment terminal to accept chip cards.



Note: These instructions are for users with an IP internet connection. Instructions for users with a dial-up internet connection will be coming soon.



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- 1 On the main menu home screen
Press the **Reports** key.
- 2 **Press F3** to select **Detail Report**.
The terminal will print a report.
- 3 After the report is printed **Press the X**
key to return to the main menu home screen.
- 4 **Press F4** to select **Settlement**.
The terminal will print a report.
- 5 Screen will ask for a password.
Use your business' password
then **Press Enter**.
- 6 A totals report will print and the terminal
will display the Settlement screen.
Press Enter to confirm Settlement.
- 7 The terminal will go through a series of
screens, then the terminal will print a receipt
that says **Settlement Successful**.

