Important Information

<u>About this document:</u>
This Quick Reference Card (QRC) refers to **<u>default</u>** settings for the SoftPay application running on the Verix or Verix V platform within your VeriFone device.

We strongly advise that you contact your card processor or merchant services before changing any settings, as this could interrupt the service or operation of your VeriFone device.

NOTE:
Your card processor or bank may have customized the SoftPay application installed on your VeriFone device to meet your specific needs, and may have also installed additional applications including those for gift cards, check cashing, etc.

If the menus on your device do not match those shown in the QRC, **<u>please contact your card processor or merchant services provider</u>** for their customized version of this document. VeriFone does not maintain a library of custom QRCs.

Thank you,
VeriFone

Restaurant

Quick Reference Card

SoftPay Verix

Sale

Swipe Card or Press:	Sale
Swipe or Enter Account #:	ENTER
Choose Card:	<card type>
Exp Date (MMYY):	ENTER
Confirm Acct #:	ENTER

[Optional prompts display]
[Password Input/Clerk Login]

Amount $:	ENTER
►**Cash Back $:**	ENTER
►*Enter PIN*	ENTER
Tip:	ENTER
Print Cust Copy?	Yes / No

Force

Press:	Force
Swipe or Enter Account #:	ENTER
Choose Card	<card type>
Exp Date (MMYY):	ENTER

[Optional prompts display]
[Password Input/Clerk Login]

Amount $:	ENTER
Appr Code:	ENTER
Prnt Cust Copy?	Yes / No

Refund

Press:	Refund
Swipe or Enter Account #:	ENTER
Choose Card:	<card type>
Exp Date (MMYY):	ENTER

[Optional prompts display]
[Password Input/Clerk Login]

Amount $:	ENTER
Tip:	ENTER
Prnt Cust Copy?	Yes / No

Void

Press:	Void
Void Last Trans?	Yes / No
Retrieve By:	Inv # / Acct #
Invoice Number: or Last 4 digits:	ENTER

[Transaction Displays]

Options are:	Yes
	No
	Next

To confirm, press Yes.

Prnt Cust Copy?	Yes / No

Reprint

Press:	Reprint
Select:	Last Receipt
	Any Receipt
Invoice Number:	ENTER

Printing…

Settlement

Press:	Settlement
Password:	ENTER
Scroll hosts, Press:	Next / Prev
Select host, Press:	Select

[Terminal Displays Totals]

Enter to Confirm:	ENTER

OR

Sales:	ENTER
Refunds:	ENTER
Total:	ENTER

[Communications Response]
[Settlement Report Prints]

Note: ► = Debit transaction
▌ = Optional

Tip Adjust

Press: `Tip Adjust`

Password: `ENTER`

Retrieve by:
- Srvr
- Amt
- Acct
- Inv#

*[Terminal prompts
for additional information]
[Transaction Displays]*

Select:
- Adj
- Prev
- Next
- Exit

New Tip: $ `ENTER`

[Transaction Displays]

Press clear to return to the previous menu.

Batch Auth*

Press: 2
Select: On or Off

**Must be supported by
processor and turned on in
the terminal download*

Reports

Press: `Reports`

Select report:
- Totals Report
- Detail Report
- Host Totals Rpt
- Server Reports
- Shift Reports
- Unadjust Rpt
- Batch History
- Terminal Param
- Terminal Stats
- Merchant Rpt

If Server Report, select report:
- Totals Report
- Detail Report
- Server Table
- IRS Tip Report
- Discount Tip

If Batch History, select:
- Date
- All

If Merchant, Password: `ENTER`

*Report Key: m = Manually keyed
* = Trans. adjusted*

Batch Review

Press: `Batch Review`

Password: `ENTER`

Retrieve by:
- Srvr
- Amt
- Acct
- Inv#

*[Terminal prompts
for additional information]
[Transaction Displays]*

Select:
- Adj
- Void
- Prev
- Next

Adjust Option:
- Amt
- Tip
- Srvr
- Appr

Void `Yes` `No` `Next`

Prnt Cust Copy? `Yes` `No`

NOTE: To scroll any menu, press ▼ until desired option appears. ◄ key changes the direction of the scrolling arrow.

VeriFone

VeriFone Part # 22782 Rev. B