

Retail

Quick Reference Card

SoftPay Verix

Sale

Swipe Card or Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

[Optional Prompts Display]
[Password Input/Clerk Login]

Amount \$:

→ Cash Back \$:

→ Enter PIN:

Prnt Cust Copy?

Force

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

[Optional Prompts Display]
[Password Input/Clerk Login]

Amount \$:

Appr Code:

(Approval Message)

Prnt Cust Copy?

Refund

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

[Optional Prompts Display]
[Password Input/Clerk Login]

Amount \$:

Prnt Cust Copy?

Void

Press:

Void Last Trans?

Retrieve By:

Invoice Number:

Last 4 digits:

[Transaction Displays]
Options are:

Prnt Cust Copy?

Reprint

Press:

Select:

Invoice Number:

Printing...

Settlement

Press:

Password:

Scroll hosts, Press:

Select host, Press:

[Terminal Displays Totals]

Enter to Confirm:

OR

Sales:

Refunds:

Total:

[Communications Response]
[Settlement Report Prints]

Note: → = Debit transaction
■ = Optional

Phone/Web

Press:

Account #:
(Manual entry only)

Customer Number:

Choose Card:

Exp Date (MMYY):

[Password Input/Clerk Login]

V-Code:
(MC/Visa only)

Ticket Number:

Amount \$:

Address:
and /or
Zip Code:
(MC/Visa only)

Prnt Cust Copy?

Batch Auth*

Press: 2
Select: On or Off

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

Reports

Press:

Select report:

If Server Report, select report:

If Batch History, select:

If Merchant, Password:

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

Batch Review

Press:

Password:

Retrieve by:



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

Select:

Adjust Option:

Void

Prnt Cust Copy?

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



VeriFone Part # 22781 Rev. B