

Retail

Quick Reference Card

SoftPay Verix 2.3 for Omni Terminals

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?

Reports

Press:

Select report:

<input type="button" value="Totals Report"/>	<input type="button" value="Shift Reports"/>
<input type="button" value="Detail Report"/>	<input type="button" value="Unadjust Rpt"/>
<input type="button" value="Host Totals Rpt"/>	<input type="button" value="Batch History"/>
<input type="button" value="Server Reports"/>	<input type="button" value="Terminal Param"/>
	<input type="button" value="Terminal Stats"/>
	<input type="button" value="Merchant Rpt"/>

If Server Report, select report:

<input type="button" value="Totals Report"/>	<input type="button" value="IRS Tip Report"/>
<input type="button" value="Detail Report"/>	<input type="button" value="Discount Tip"/>
<input type="button" value="Server Table"/>	

If Batch History, select:

<input type="button" value="Date"/>
<input type="button" value="All"/>

If Merchant, Password:

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

Batch Review

Press:

Password:

Retrieve by:

<input type="button" value="ClrK"/>
<input type="button" value="Amt"/>
<input type="button" value="Acct"/>
<input type="button" value="Inv#"/>

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

Select:



<input type="button" value="Adj"/>
<input type="button" value="Void"/>
<input type="button" value="Prev"/>
<input type="button" value="Next"/>

Adjust Option:

<input type="button" value="Amt"/>
<input type="button" value="Tip"/>
<input type="button" value="ClrK"/>
<input type="button" value="Appr"/>

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. A

Based on SoftPay Version 2.3