



Important Information

About this document:

This Quick Reference Card (QRC) refers to **default** 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, **please contact your card processor or merchant services provider** 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:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

Confirm Acct #:

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

Amount \$:

→ Cash Back \$:

→ Enter PIN:

Tip:

Print Cust Copy?

Force

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

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

Amount \$:

Appr Code:

Print Cust Copy?

Refund

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

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

Amount \$:

Tip:

Prnt Cust Copy?

Void

Press:

Void Last Trans?

Retrieve By:

Invoice Number: or Last 4 digits:

[Transaction Displays]

Options are:

To confirm, press Yes.

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

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

If Server Report, select report:

- Totals Report
- IRS Tip Report
- Detail Report
- Discount Tip
- Server Table

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 Part # 22782 Rev. B