



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

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