

SoftPay Verix 2.3 for Omni Terminals

Verifone
vx5 Series
vx6 Series
vx7 Series



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vx5 Series
vx6 Series
vx7 Series

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:

Prnt Cust Copy? Yes No

REFUND

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

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

Amount \$:

Tip:

Prnt Cust Copy? Yes No

REPRINT

Press:

Select:

Invoice Number:

Printing...

TIP ADJUST

Press:

Password:

Retrieve by:

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

Select:

New tip: \$

[Transaction Displays]

Press clear to return to the previous menu.

REPORTS

Press:

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:

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

BATCH REVIEW

Press:

Password:

Retrieve by:

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

Select:

Adjust Option:

Void: Yes No Next

Print Cust Copy? Yes No

FORCE

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

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

Amount \$:

Appr Code:

Prnt Cust Copy? Yes No

VOID

Press:

Void Last Trans? Yes No

Retrieve By:

Invoice Number:
Last 4 Digits:

*[Transaction Displays]
Options are:*

Yes	No	Next
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To confirm, press Yes.

Prnt Cust Copy? Yes No

SETTLEMENT

Press:

Password:

Scroll hosts, Press:

Select host, Press:

[Terminal Displays Totals]

Enter to Confirm:

OR

Sales:

Refunds:

Total:

*[Communications Response]
[Settlement Report Prints]*

BATCH AUTH*

Press: 2
Select: On or Off

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

➤ = Debit transaction
= Optional

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