

## SoftPay Verix 2.3 for Omni Terminals

**Verifone**  
vx5 Series  
vx6 Series  
vx7 Series



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**Verifone**  
vx5 Series  
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vx7 Series

**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?

**REFUND**

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):   
*[Optional Prompts Display]  
[Password Input/Clerk Login]*

Amount \$:

Prnt Cust Copy?

**REPRINT**

Press:

Select:

Invoice Number:

Printing...

**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:

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:

Clrk
Amt
Acct
Inv#

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

Select:

Adj
Void
Prev
Next

Adjust Option:

Amt
Tip
Clrk
Appr

Void:

Print 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?

**VOID**

Press:

Void Last Trans?

Retrieve By:

Invoice Number:   
Last 4 Digits:

*[Transaction Displays]  
Options are:*

Prnt Cust Copy?

**SETTLEMENT**

Press:

Password:

Scroll hosts, Press:

Select host, Press:

*[Terminal Displays Totals]*

Enter to Confirm:

OR

Sales:

Refunds:

Total:

*[Communications Response]  
[Settlement Report Prints]*

➤ = Debit transaction  
= Optional

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