

# 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:

If Server Report, select report:

If Batch History, select:

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

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