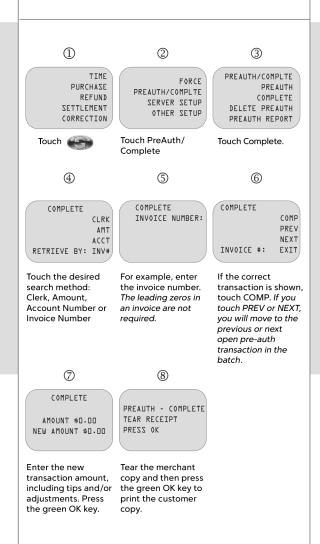
### The Quick Reference Guide provides step-by-step instructions of daily terminal operations.

# ♦ PAYMENTIX

#### PRE-AUTHORIZATION (Completion)

The completion of an approved PREAUTH must be done within 10 days of obtaining a PREAUTH transaction. Refer to your Card Acceptance Agreement for more information regarding pre-authorizations.

In restaurant environments, pre-authorizations should not be processed when CHIP cards are presented by the cardholder. CHIP cards in a restaurant environment should be processed as PURCHASE transactions. TIP entry is available at the time of the PURCHASE for CHIP and debit cards.



# CORRECTIONS (Voids) Use this function to delete a transaction that is in the current batch. 1 2 3 TIME PURCHASE REFUND ROORRECTION YES NO CORRECTION INV # ACCT#

SETTLEMENT CORRECT LAST? RETRIEVE BY: CORRECTION Touch CORRECTION. If you want to Touch INV# to correct the last search for transactions by transaction, touch YES. If you want to invoice number or correct a different ACCT# to search by transaction, touch account number. NO. 4 (5) 6 CORRECTION CORRECTION CORRECTION INVOICE NUMBER: YES YES NEXT TOTAL: \$0.00 INV # Touch Yes. Touch applicable Enter the INV# (or choice to continue or the last four digits of press CLEAR to go the ACCT#) to find back. the transaction and press the green OK

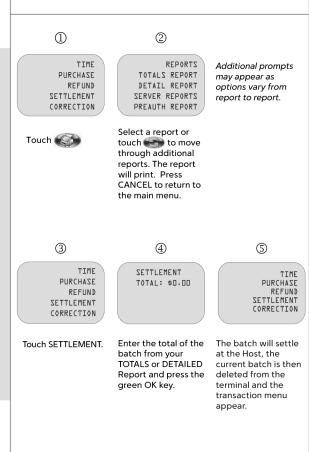
CORRECTION
TEAR RECEIPT
PRESS OK

key to continue.

The CORRECTION will reverse the transaction and update the batch. Tear the merchant copy and then press the green OK key to print the customer copy.

#### **REPORTS and BALANCING**

Reports and Balancing will process all sales and credits that have been entered since the last time the terminal was balanced. It will ensure that any charges/credits are applied to the customer's card and that any funds due to you are sent to your account. As part of the balance process, you should print a TOTALS or DETAIL Report to confirm your batch totals. You should balance daily in order to receive timely deposits of your funds.



## VeriFone VX 680



Quick Reference Guide

The Quick Reference Guide provides step-by-step instructions of daily terminal operations.

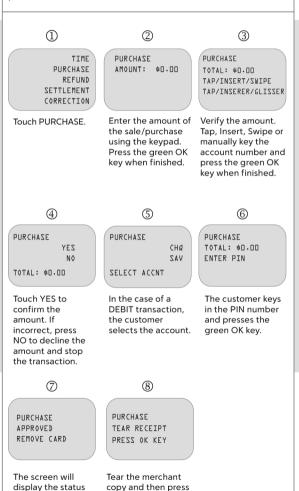
DATE

**EOPTIONAL** 

Touch SOFTPAY-FDCC.

#### **PURCHASES**

Magnetic stripe credit cards may be swiped or keyed, but if you key in a credit card, you must obtain a manual imprint of the card to prove that the card was presented. Failure to do so could result in a chargeback. CHIP cards are inserted by the card holder into the card reader and must remain inserted for the duration of the transaction. CHIP cards may not be embossed for imprinting and should only be swiped if the terminal prompts you to do so. NOTE: For DEBIT and CHIP card transactions, you will be prompted to pass the terminal to the customer who will confirm the amount and enter their PIN to process the transaction.



the green OK key to

print the customer

сору.

and a merchant

receipt will print.

#### **TERMINAL START-UP** When the terminal is first started up, whether at Initial Installation or when electrical power has been removed and then reapplied, the following screen will display. (1) TIME COMMSERVER SOFTPAY-FDCC

#### **REFUND** A Refund provides funds back to the customer when: - The customer returns purchased goods. - You want to reverse an incorrect sale and the sale took place before the terminal was last balanced. (1) 2 (3) REFUND TIME REFUND PURCHASE AMOUNT: \$0.00 TOTAL: \$0.00 REFUND JAP/INSERT/SWIPE SETTLEMENT TAP/INSERER/GLISSER CORRECTION Enter the amount Verify the amount. Touch REFUND. using the keypad. Tap, Insert, Swipe or Press the green OK manually key account number and press the green OK kev when finished. 4 (5) 6 REFUND REFUND REFUND YES APPROVED TEAR RECEIPT TOTAL: \$0.00 REMOVE CARD PRESS OK KEY Touch YES to The screen will Tear the merchant confirm the display status and a copy and then press amount, Press NO merchant receipt will the green OK key to to decline the print the customer print. amount and stop copy. the transaction.

#### **REPRINT** Use REPRINT to print a copy of a transaction made since the last balance. (1) (2) (3) TIME REPRINT REPRINT ANY RCPT PURCHASE LAST RECEIPT INVOICE NUMBER: REFUND ANY RECEIPT SETTLEMENT CORRECTION Touch LAST RECEIPT Enter the invoice Touch to print the last number for the receipt or touch ANY transaction vou RECEIPT to print any would like to reprint other transaction in and press the green the open batch. OK key.

#### PRE AUTHORIZATION

The pre-authorization of a credit card provides you with an approval code confirming that funds are available to the cardholder. It does not charge the card. The customer is charged the transaction amount only upon completion of the pre-authorization transaction. Pre-authorizing a card places a hold on the funds for a period of 10 days. If you do not complete the pre-authorization within this period, the hold will be released. CHIP cards being used for a Pre-Auth will require the cardholder to be present for PIN entry. In restaurant environments, pre-authorizations should not be done when CHIP cards are presented by the cardholder. CHIP cards in a restaurant environment should be processed as PURCHASE transactions.

