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.

①
```
        TIME
    PURCHASE
      REFUND
  SETTLEMENT
  CORRECTION
```
Touch

②
```
               FORCE
  PREAUTH/COMPLTE
     SERVER SETUP
      OTHER SETUP
```
Touch PreAuth/Complete

③
```
PREAUTH/COMPLTE
        PREAUTH
       COMPLETE
 DELETE PREAUTH
 PREAUTH REPORT
```
Touch Complete.

④
```
COMPLETE
            CLRK
            AMT
           ACCT
RETRIEVE BY: INV#
```
Touch the desired search method: Clerk, Amount, Account Number or Invoice Number

⑤
```
COMPLETE
INVOICE NUMBER:
```
For example, enter the invoice number. *The leading zeros in an invoice are not required.*

⑥
```
COMPLETE
             COMP
             PREV
             NEXT
INVOICE #:   EXIT
```
If the correct transaction is shown, touch COMP. *If you touch PREV or NEXT, you will move to the previous or next open pre-auth transaction in the batch.*

⑦
```
COMPLETE

   AMOUNT $0.00
NEW AMOUNT $0.00
```
Enter the new transaction amount, including tips and/or adjustments. Press the green OK key.

⑧
```
PREAUTH - COMPLETE
TEAR RECEIPT
PRESS OK
```
Tear the merchant copy and then press the green OK key to print the customer copy.

CORRECTIONS (Voids)

Use this function to delete a transaction that is in the current batch.

①
```
        TIME
    PURCHASE
      REFUND
  SETTLEMENT
  CORRECTION
```
Touch CORRECTION.

②
```
CORRECTION
             YES
             NO
CORRECT LAST?
```
If you want to correct the last transaction, touch YES. If you want to correct a different transaction, touch NO.

③
```
CORRECTION
           INV #
           ACCT#
RETRIEVE BY:
```
Touch INV# to search for transactions by invoice number or ACCT# to search by account number.

④
```
CORRECTION
INVOICE NUMBER:
```
Enter the INV# (or the last four digits of the ACCT#) to find the transaction and press the green OK key to continue.

⑤
```
CORRECTION
             YES
             NO
             NEXT
INV #
```
Touch applicable choice to continue or press CLEAR to go back.

⑥
```
CORRECTION
             YES
             NO
TOTAL: $0.00
```
Touch Yes.

⑦
```
CORRECTION
TEAR RECEIPT
PRESS OK
```
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.

①
```
        TIME
    PURCHASE
      REFUND
  SETTLEMENT
  CORRECTION
```
Touch

②
```
          REPORTS
    TOTALS REPORT
    DETAIL REPORT
   SERVER REPORTS
   PREAUTH REPORT
```
Select a report or touch to move through additional reports. The report will print. Press CANCEL to return to the main menu.

Additional prompts may appear as options vary from report to report.

③
```
        TIME
    PURCHASE
      REFUND
  SETTLEMENT
  CORRECTION
```
Touch SETTLEMENT.

④
```
SETTLEMENT
TOTAL: $0.00
```
Enter the total of the batch from your TOTALS or DETAILED Report and press the green OK key.

⑤
```
        TIME
    PURCHASE
      REFUND
  SETTLEMENT
  CORRECTION
```
The batch will settle at the Host, the current batch is then deleted from the terminal and the transaction menu appear.

VeriFone VX 680

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PAYMENTiX

10:13

Purchase

Refund

Settlement

Correction

```
1 QZ   2 ABC   3 DEF
4 GHI  5 JKL   6 MNO
7 PRS  8 TUV   9 WXY
 *      0      #
CANC   CORR    OK
ANNUL
```

Quick Reference Guide

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

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 charge-back. 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.

①
```
         TIME
PURCHASE
REFUND
SETTLEMENT
CORRECTION
```
Touch PURCHASE.

②
```
PURCHASE
AMOUNT:    $0.00
```
Enter the amount of the sale/purchase using the keypad. Press the green OK key when finished.

③
```
PURCHASE
TOTAL: $0.00
TAP/INSERT/SWIPE
TAP/INSERER/GLISSER
```
Verify the amount. Tap, Insert, Swipe or manually key the account number and press the green OK key when finished.

④
```
PURCHASE
          YES
          NO
TOTAL: $0.00
```
Touch YES to confirm the amount. If incorrect, press NO to decline the amount and stop the transaction.

⑤
```
PURCHASE
          CHQ
          SAV
SELECT ACCNT
```
In the case of a DEBIT transaction, the customer selects the account.

⑥
```
PURCHASE
TOTAL: $0.00
ENTER PIN
```
The customer keys in the PIN number and presses the green OK key.

⑦
```
PURCHASE
APPROVED
REMOVE CARD
```
The screen will display the status and a merchant receipt will print.

⑧
```
PURCHASE
TEAR RECEIPT
PRESS OK KEY
```
Tear the merchant copy and then press the green OK key to print the customer copy.

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
```
DATE
         TIME
COMMSERVER
SOFTPAY-FDCC
[OPTIONAL]
```

Touch 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
```
         TIME
PURCHASE
REFUND
SETTLEMENT
CORRECTION
```
Touch REFUND.

②
```
REFUND
AMOUNT:   $0.00
```
Enter the amount using the keypad. Press the green OK key.

③
```
REFUND
TOTAL: $0.00
TAP/INSERT/SWIPE
TAP/INSERER/GLISSER
```
Verify the amount. Tap, Insert, Swipe or manually key account number and press the green OK key when finished.

④
```
REFUND
          YES
          NO
TOTAL: $0.00
```
Touch YES to confirm the amount. Press NO to decline the amount and stop the transaction.

⑤
```
REFUND
APPROVED
REMOVE CARD
```
The screen will display status and a merchant receipt will print.

⑥
```
REFUND
TEAR RECEIPT
PRESS OK KEY
```
Tear the merchant copy and then press the green OK key to print the customer copy.

REPRINT

Use REPRINT to print a copy of a transaction made since the last balance.

①
```
         TIME
PURCHASE
REFUND
SETTLEMENT
CORRECTION
```
Touch

②
```
         REPRINT
LAST RECEIPT
ANY RECEIPT
```
Touch LAST RECEIPT to print the last receipt or touch ANY RECEIPT to print any other transaction in the open batch.

③
```
REPRINT ANY RCPT
INVOICE NUMBER:
```
Enter the invoice number for the transaction you would like to reprint and press the green 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.

①
```
         TIME
PURCHASE
REFUND
SETTLEMENT
CORRECTION
```
Touch

②
```
         FORCE
PREAUTH/COMPLETE
SERVER SETUP
OTHER SETUP
```
Touch PREAUTH/ COMPLETE.

③
```
PREAUTH/COMPLTE
         PREAUTH
         COMPLETE
DELETE PREAUTH
PREAUTH REPORT
```
Touch PREAUTH.

④
```
PREAUTH
AMOUNT:    $0.00
```
Enter the amount of the pre-auth using the keypad. Press the green OK key.

⑤
```
PREAUTH
TOTAL: $ 0.00
TAP/INSERT/SWIPE
TAP/INSERER/GLISSER
```
Verify the amount. Tap, Insert, Swipe or manually key account number and press the green OK key when finished.

⑥
```
PREAUTH
          YES
          NO
TOTAL: $0.00
```
Touch YES to confirm the amount. If the amount is incorrect, press NO to decline the amount and stop the transaction.

⑦
```
PREAUTH
TOTAL $0.00
ENTER PIN
```
Key PIN number and press the green OK key.

⑧
```
PREAUTH
APPROVED
REMOVE CARD
```
The screen will display status and a merchant receipt will print.

⑨
```
TEAR RECEIPT
PRESS OK KEY
```
Tear the merchant copy and then press the green OK key to print the customer copy.