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

PRE-AUTHORIZATION (Completion)

The completion of an approved PREAUTH must be done within 5 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:



INV #
```
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.

Short Range Wireless

VeriFone VX 680

Quick Reference Guide

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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 promts 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 transction.

⑤
```
PURCHASE
           CHQ
           SAV
SELECT ACCNT
```
For example, for 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 balanced last.

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 transction.

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 iupon completion CHIP of the pre-authorization transaction. Pre-authorizing a card places a hold on the funds for a period of 5 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 transction.

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.