



Verifone Quick Reference Guide

<i>Purchase (Swiped Entry)</i>	
Action	Display
Swipe Card	Purchase
Key amount of sale; press ENTER	Amount of Sale?
Please wait while the terminal calls for approval and prints a receipt	Processing
Transaction number and approval code are displayed. Reference number follows. If one is returns. The Transaction is now complete. Press ENTER to return to idle prompt.	TR=00 AP=123456 REF=123456789012

<i>Purchase (Manual Entry)</i>	
Action	Display
Press the PURCHASE key (1)	Purchase
Key in the account number; press ENTER	Enter account #
Press ENTER but be sure to imprint the card and attach the merchant copy of printed receipt to the imprinted sales slip.	Imprint Card
Key in the card's expiration date; press ENTER	Expire Date MMY
Key in the amount of sale; press ENTER	Amount of Sale?
Please wait while the terminal calls for approval and prints a receipt.	Processing
Transaction number and approval codes are displayed. Reference number follows, if one is returned. The transaction is now complete. Press CLEAR to return to idle prompt	TR=00 AP=123456 REF=123456789012



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<i>Credit/Return</i>	
Action	Display
Press the FUNCTION key then press the CREDIT key. (1)	Credit
Swipe card or key in account number.	Enter Account #
If the card was not swiped, imprint the card, if present, press ENTER	Imprint Card
Enter the expiration date if the card was not swiped; press ENTER	Expire Date MMY
Enter the amount of the credit; press ENTER	Amount of Credit
This message displays as the terminal prints a receipt	Processing...
The transaction number and transaction type are displayed. Press ENTER to return to the idle prompt.	TR = 999 Credit

<i>Force</i>	
Action	Display
Press the FORCE key	Force
Swipe card or key in account number.	Enter Account #
Press ENTER. If the card was not swiped through the terminal, imprint the card and attach the merchant copy of the printed receipt to the imprinted sales slip.	Imprint Card
If the card was not swiped through the terminal in the previous step, enter the card's expiration date; press ENTER	Expire Date MMY
Key in the amount of the force; press ENTER	Amount of Force
Enter the authorization code obtained from the voice authorization center; press ENTER	Enter Auth Code
Please wait while the receipt prints.	Processing...
The Transaction number and approval code are displayed. The transaction is now complete. Press CLEAR to return to idle prompt.	TR=000 AP=123456



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<i>Auth Only</i>	
Action	Display
Press the Auth Only Key	Auth Only
Key in the account number or swipe the card through the terminal	Enter Account #
Press ENTER. If the card was not swiped through the terminal, imprint the card and attach the merchant copy of the printed receipt to the imprinted sales slip.	Imprint Card
If the card was not swiped through the terminal in the previous step, enter the card's expiration date; press ENTER	Expire Date MMY
Key in the amount of the authorization. Please wait while the receipt prints.	Processing
Approval is displayed. Reference number follows, if one is returned. The transaction is now complete. Press CLEAR to return to idle prompt	AP=123456 REF=123456789012

<i>Reprint Receipt</i>	
Action	Display
Press the FUNCTION key then press the Reprint/Redisplay Key.	Day Date Time
To reprint a receipt, press 1	1 = print 2 = display
Enter the transaction number of the transaction to be reprinted, press ENTER	ENTER TRAN #
Confirm the transaction number and type; press ENTER	#123 sale
Confirm the card type and total amount; press ENTER	Visa \$\$\$\$\$\$.\$\$
Confirm the account number; press ENTER	Acct NBR Follows 12345678990123456
Confirm the expiration date and auth code; press ENTER	Exp = MM/YY 123456
Confirm the employee and ticket number; press ENTER after each	Employee = 123456 Ticket = 123
To reprint, press ENTER. The receipt will print. To stop the reprint press CLEAR	Print Receipt? Printing...
The reprint is now complete. Press CLEAR to return to idle prompt.	End of Report



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<i>Void Tran/ Delete Batch - Use With Caution</i>	
Action	Display
Press the Function key ENTER then press the VOID Key 6.	Void/Delete
Enter manager's password; press ENTER (if option is enabled).	Mgr Password
To void a transaction, press 1. To delete the batch, press 9	1=Void 9 = Delete
If a transaction is being voided, enter the transaction number; press ENTER	Void Enter Tran #
The transaction number and type are displayed. If this is the transaction to be voided, press ENTER	Tran 123 Follows #123 sale
Verify card type and total amount; press ENTER	Visa \$\$\$\$\$\$. \$\$
Verify the transaction's account number; press ENTER	1234567890123456
Verify the expiration date and auth code; press ENTER	EXP=MM/YY 123456
Verify the employee and ticket number; Press ENTER after each	Employee = 123456 Ticket = 123
Verify that this is the correct transaction to be voided. Press enter to continue with the void. press CLEAR to abort the void and return to the idle prompt.	Void Tran #123 Processing... Prt Receipt? 1 = Y
The batch has been deleted.	Batch Cleared



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<i>Edit Tip/Edit Amount (If applicable)</i>	
Action	Display
Press the FUNCTION key then press the Edit Tip Key 4.	Edit Tran
Press 1 to edit the tip amount	Entr 1=Tip 2=Amt
Enter the transaction number or press ENTER to start at the beginning of batch.	Enter Tran #
The transaction number and type are displayed; press ENTER	Tran 123 Follows #123 Sale
Review the card type and total amount. As the terminal lists information about the card, press ENTER to proceed	VISA \$\$\$\$\$\$. \$\$
Review the transaction's account number; press ENTER	Acct Nbr follows 1234567890123456
Review the expiration date and authorization number; press ENTER	EXP = MM/YY 123456
Review the employee number (if collected during the original transaction); press ENTER	Employee = 123456
Press ENTER	Ticket = 123
Enter the tip amount, press ENTER	Tip is 0.00
Confirm the tip amount; press ENTER	Tot is \$\$\$\$\$\$. \$\$
The transaction total, including tax and tip is displayed. To accept this amount, press ENTER	Processing...
To continue without printing a receipt, press ENTER. To print a new receipt for the edited transaction press 1	Prt Receipt? 1=Y
Please wait while the terminal prints receipt	Printing...
The editing of this transaction is now complete. To edit another transaction, enter the transaction number, press ENTER. To return to the idle prompt, press CLEAR	Enter Tran#



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<i>Send Batch</i>	
Action	Display
Press the Send Batch key.	Send Batch
Please wait while the terminal transmits the batch (unless password is used).	Processing... Dialing... Waiting For Ansr... Transmitting... Receiving...
The terminal will print a Send batch report.	Printing...
The total amount received by the host is displayed; press ENTER	APP \$\$\$\$\$\$. \$\$
If a batch reference number is returned from the host, it will be displayed; press ENTER	Ref = 123456789012
If a host message is returned, it will be displayed. To scroll forward through the message, press #. To scroll backward through the message, press *. Once the host message has been reviewed, press ENTER to return to the idle prompt. The settlement is now complete.	Host Message