



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 the press the Reprint/Redisplay Key. | Day Date Time |
| To reprint a receipt, press 1 | 1 = print 2 = disply |
| 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 |



Verifone Quick Reference Guide

| <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# |



Verifone Quick Reference Guide

| <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 |