Verifone Vx670 Quick Reference Guide

Screen / Keypad Layout

Display Screen	F0
	F1
	F2
	F3
	F4
	F5

Scroll		ALPHA		

1	2	3
4	5	6
7	8	9
*	0	#
Cancel	Back	Enter

Sale (Swiped)
- **Select SoftPay**
- **Press Sale**
- **Swipe Card**
- **Choose Card Type**
- **Input Invoice #**, then **press Enter**
- **Input Dollar Amount**, then **press Enter**
- **Input Tip (if applicable)**, then **Press Enter**
- Print Customer receipt **Yes (F1) No (F2)**

Sale (Manual Entry)
- **Select SoftPay**
- **Press Sale**
- **Input Account #**, then **press Enter**
- **Input Expiration Date**, then **press Enter**
- Card Present **F1=Yes F2=No**
- **Input CVV Number,** then **press Enter**
- **Input Invoice #**, then **press Enter**
- **Input Dollar Amount**, then **press Enter**
- **Input Tip (if applicable)**, then **Press Enter**
- If card not Present, **Input Address** and then **press Enter**
- **Input Zip Code**, then **press Enter**
- Print Customer receipt **Yes (F1) No (F2)**

Force (Manual or Swiped)
- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Force**
- **Swipe card or enter Account #** and **press Enter**
- **Choose Card Type**
- **Manual:** **Enter Expiration Date**, then **press Enter**
- **Manual:** **Imprint Card**, then **press Enter**
- **Input Invoice #**, then **press Enter**
- Input Clerk ID, then press Enter
- Input Dollar Amount, then press Enter
- Input Tip (if applicable) press Enter
- **Input Approval Number**, then **press Enter**
- Print Customer receipt **Yes (F1) No (F2)**

Phone Order
- **Select SoftPay**
- **Select Phone Order**
- **Swipe card or enter Account #** and **press Enter**
- **Choose Card Type**
- **Enter Expiration Date**, then **press Enter**
- **Input Invoice #**, then **press Enter**

- **Input Order #**, then **press Enter**
- **Input Dollar Amount**, then **press Enter**
- **Input Address** and then **press Enter**
- **Input Zip Code**, then **press Enter**
- **Input CVV Number,** then **press Enter**
- Print Customer receipt **Yes (F1) No (F2)**

Void Last Transaction
- **Select SoftPay**
- **Select Void**
- **Select Yes (F1)**
- **Verify Transaction**, then **Select Yes (F1)**
- Print Customer receipt **Yes (F1) No (F2)**

Void by Invoice Number
- **Select SoftPay**
- **Select Void**
- **Select No (F2)**
- **Select Inv# (F1)**
- **Input Invoice Number,** then **press Enter**
- **Verify transaction,** then **press Yes (F1)**
- Print Customer receipt **Yes (F1) No (F2)**

Void by Account Number
- **Select SoftPay**
- **Select Void**
- **Select No (F2)**
- **Select Inv# (F1)**
- **Swipe or Input Account Number,** then **press Enter**
- **Verify transaction,** then **press Yes (F1)**
- Print Customer receipt **Yes (F1) No (F2)**

Refund
- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Refund**
- **Swipe card or enter Account #** and **press Enter**
- **Choose Card Type**

- **Manual: Enter Expiration Date**, then **press Enter**
- **Imprint Card, then press Enter**
- **Input Invoice Number, then press Enter**
- **Input Dollar Amount, then press Enter**
- Print Customer receipt **Yes (F1) No (F2)**

Authorization Only

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Auth Only**
- **Swipe card or enter Account #** and **press Enter**
- **Choose Card Type**
- **Manual: Enter Expiration Date**, then **press Enter**
- **Input Invoice Number, then press Enter**
- **Dollar Amount, then press Enter**
- Print Customer receipt **Yes (F1) No (F2)**

Turn Store & Forward On / Off

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Store & Forward**
- **Select Store & Forward Mode**
- **Press On (F1) or Off (F2)**

Store & Forward Batch Review

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Store & Forward**
- **Select Batch Review**

Send Store & Forward

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Store & Forward**

- **Send Select Store & Forward**

Batch Totals

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Batch Totals**
- **Press Cancel to return to normal operation**

Batch Review

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Batch Review**
- **Select method to retrieve transaction.** (Clerk, Amount, Account # or Invoice #)

Open Tab

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Tab**
- **Select Open Tab**
- **Swipe card or enter Account #** and **press Enter**
- **Choose Card Type**
- **Input Invoice #**, then **press Enter**
- **Input Dollar Amount**, then **press Enter**

Close Tab

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Tab**
- **Select Close Tab**
- **Select method to retrieve transaction.** (Account # or Invoice #)
- **Input Account # or Invoice #,** then **press Enter**
- **Press Yes (F1) to Close Tab**

Delete Tab

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Tab**
- **Select Delete Tab**
- **Select method to retrieve transaction.** (Account # or Invoice #)
- **Input Account # or Invoice #,** then **press Enter**
- **Press (F1) to Delete Tab**

Settlement

- **Select SoftPay**
- Using the down-arrow (2nd Purple Key to the left of Alpha Key) **scroll down and Select Settlement**
- **Press Yes (F1) to Settle**

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