



ELECTRONIC EXCHANGE SYSTEMS

Omni Retail

QUICK REFERENCE GUIDE

SoftPay Verix 2.3 - East Host 041738

Scroll menu until desired option appears (e.g. use **↓** on 3200 machine, or use **MORE** on 396 machine).

SALE

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Swipe card and choose type (Credit or Debit), or press SALE to manually key account number from card. ENTER
2.	Expiry Date MMY	If prompted, key expiration date from card and ENTER
3.	Card Present?	YES NO
4.	V. Code	If prompted, key in V. Code (3 digit code on back of card). ENTER
5.	ZIP	If prompted, key in billing address ZIP code, press ENTER
6.	Amount \$	Key in amount of sale, press ENTER
7.	Cash Back \$	If prompted, key in cash back amount, press ENTER
8.	Tip	If prompted, key in tip amount, then ENTER or ENTER to bypass.
9.	Enter PIN (Debit)	If prompted, have customer key in their PIN code. ENTER
10.	Print Cust Copy?	YES NO

RETURN

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press REFUND
2.	Password	Key password and press ENTER
3.	Swipe or Enter Acct #	Swipe card and choose type (Credit or Debit), or manually key account number from card, press ENTER
4.	Expiry Date MMY	If prompted, key expiration date from card and ENTER
5.	Amount \$	Key in amount of refund, press ENTER
6.	Enter PIN (Debit)	If prompted, have customer key in their PIN code. ENTER
7.	Print Cust Copy?	YES NO

FORCED TRANSACTION

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press FORCE
2.	Swipe or Enter Acct #	Swipe card and choose type (Credit or Debit), or manually key account number from card, press ENTER
3.	Expiry Date MMY	If prompted, key expiration date from card and ENTER
4.	Amount \$	Key in amount of sale, press ENTER
5.	Appr Code	Key in Appr Code, press ENTER
6.	Print Cust Copy?	YES NO

PHONE ORDER

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press PHONE ORDER
2.	Enter Account #	Key account number, ENTER

continued

PHONE ORDER (continued)

STEP	TERMINAL PROMPT	ACTION
3.	Expiry Date MMY	Key expiration date, ENTER
4.	V. Code	If prompted, key in V. Code (3 digit code from back of card.) ENTER
5.	ZIP	If prompted, key in billing address ZIP code, press ENTER
6.	Enter Amount	Key in amount of sale, press ENTER
7.	Street Address	If prompted, key in billing street address (numbers only), then press ENTER
8.	Print Cust Copy?	YES NO

VOID SALE

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press VOID
2.	Void Last Trans?	YES NO
	If Yes: Select	NEXT or PREV , then SELECT
	If No: Select	INV# ACCT Choose a retrieval method.
3.	Invoice # / Account#	Key in requested number, press ENTER
4.	Select	YES NO NEXT To confirm, choose YES
5.	Print Cust Copy?	YES NO

REPRINT

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press REPRINT
2.	Select	LAST RECEIPT ANY RECEIPT
3.	Enter Invoice	NEXT or PREV , then SELECT
4.	Invoice Number	If prompted, key invoice number, then press ENTER
5.	Printing...	Receipt prints.

BATCH REVIEW

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press BATCH REVIEW
2.	Password	Key password, then ENTER
3.	Select	CLRK AMT ACCT INV# Choose a retrieval method.
4.	Select	ADJ PRNT VOID NEXT
5.	Select	If making adjustment, choose: AMT TIP CLRK or APPR
6.	Void	YES NO NEXT
7.	Print Cust Copy?	YES NO

SETTLEMENT

STEP	TERMINAL PROMPT	ACTION
1.	Idle Prompt	Press or select SETTLEMENT
2.	Totals	Key in totals, or confirm totals shown by pressing ENTER
3.	Printing...	Settlement report prints.