RBS WorldPay™

VeriFone Verix Series Restaurant Quick Reference Card
Help Desk: 1-800-859-5965

SALE

Screen Prompt	Action
Sale	1. Swipe card *or* Press **Sale** and then swipe card.
Choose Card <card types>	2. Select **Card Type** [F#]
Visa CHeck Master Money?	3. If prompted, select: • **Yes** [F#] for debit, or • **No** [F#] for credit
Or Key Manually	
Sale	4. Select **Sale** [F#], and type **Acct No** + [↵]
Choose Card <card types>	5. Select **Card Type** [F#]
Exp Date (MMYY)	6. **Exp Date** + [↵]
Card Present?	7. Select **yes** or **no**.
Imprint Card Press Enter Key	8. Imprint Card + [↵]
V-Code :	9. **V-Code** + [↵] *or press **Enter** to bypass*
Server Id:	10. **Server ID** + [↵]
Amount: $	11. Trans Amt + [↵]
Address <If prompted>	12. **Address** + [↵]
ZIP Code <If prompted>	13. **ZIP code** + [↵]
Debit Transactions Only	
Cash: $	14. Cash back Amt + [↵]
Tip Amt	15. Tip **amount** + [↵]
Enter PIN	16. Customer enters PIN
Corporate Cards Only	
Customer Ref Num:	17. Purchase order number + [↵] *or press **Enter** to bypass*
Tax Amt: $	18. Tax Amount + [↵]

TICKET ONLY

Screen Prompt	Action
<from main screen>	1. Scroll ▼ to **Ticket Only** [F#], and swipe card.
Choose Card <card types>	2. Select **Card Type** [F#]
Or Key Manually	
Acct:	3. Type **Acct No** + [↵]
Choose Card <card types>	4. Select **Card Type** [F#]
Exp Date (MMYY)	5. **Exp Date** + [↵]
Choose Tran	6. If prompted, select: • **Sale** [F#] if card is present • **Phone** [F#] for no card
Imprint Card Press Enter Key	7. **Imprint Card** + [↵]
Server Id:	8. **Server ID** + [↵]
Amount: $	9. **Trans Amt** + [↵]
Appr Code	10. **Approval Code** + [↵]
Print Customer Copy	11. Select **yes** or **no**
Ticket Only	
Print Customer Copy	12. Select **yes** or **no**

REFUND (credit transactions only)

Screen Prompt	Action
<from main screen>	1. Scroll ▼ to **Refund** [F#]
Password	2. Supervisor Password + [↵]
Swipe Card	3. Swipe Card.
Choose Card <card types>	4. Select **Card Type** [F#]
Or Key Manually	
Acct	5. Type **Acct No** + [↵]
Choose Card <card types>	6. Select **Card Type** [F#]
Exp Date (MMYY)	7. **Exp Date** + [↵]
Imprint Card Press Enter Key	8. **Imprint Card** + [↵]
Server Id	9. **Server ID** + [↵]
Amount: $	10. **Trans Amt** + [↵]
Tip Amount $ +	11. **Tip Amt** + [↵]
Print Customer Copy	12. Select **yes** or **no**

REPRINT A RE…

Screen Prompt	Action
<from main screen>	1. Pres…
<Receipt type>	2. Sele…
Last Rece…	
Printin…	Prints th…
Any Rece…	
Invoice	…nvoice
Print C… Copy	…elec…

Screen Pr…	
Note: *If … are unk… **Batch R…** … the Void*	
04/04/03	…l ▼ to **Void**
Password	…rvisor Password [↵]
Void Las… Yes N…	[F#] = last trans
…saction	
Click **No** [F…] …on. Find a transaction… …owing methods: • Press … [ ] for first invoic… **Next** to scroll to next invoic… • **Inv#** …e number + • **Acct#** …digits of account numbe…	
Print Cus… Copy	…t **yes** or **no**

…ST

Screen Pro…	
Idle scre…	…s [TIP]
Retrieve Srvr Am… Acct In…	…h by **Inv #** [F#]
Press Ent… all	[↵]
<trans in… Ad… Ne…	…t **Adj** [F#], *…t to view next trans*
New tip: $	…amount + [↵]
	…menu [EXIT] …rans. [NEXT]

Passw…	
Retrieve	
Press Enter All	
Batch Review ADJ	1…
Adjust Option	2. Se… Tip, …
Void	
Batch Review Void	1. Select **Voi…**

SETTLEMENT

Screen Prompt	Action
Note: Batch must be settled to receive funds.	
<from main screen>	1. Select Settlement [F#]
Password	2. Supervisor Password + [↵]
<displays totals>	3. Press [↵] to confirm totals.
Verify that "*Settlement Successful*" prints on Settlement report	

Doc. No.: 04…
Issue Date: …

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