

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

SALE	
Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. Select Sale [F#], and type Acct # + [Enter]
Choose Card	3. Select Card Type [F#]
Exp Date (MMYY)	4. Exp Date + [Enter]
Card Present	5. Yes – go to step 6 No – skip step 6
Imprint Card	6. Imprint card + [Enter]
Clerk ID: <If Prompted>	7. Clerk ID + [Enter]
Amount: \$	8. Trans Amt + [Enter]
V-Code : <If Prompted>	9. V-Code + [Enter] or Press Enter to bypass
Address <If Prompted>	10. Address + [Enter] or Press Enter to bypass
Zip Code <If Prompted>	11. ZIP Code + [Enter] or Press Enter to bypass
Debit Transactions Only	
Cash Back? <If prompted>	12. Cash back amt + [Enter]
Enter PIN	13. Customer enters PIN
Corporate Cards Only	
Customer Ref Num:	12. P.O. # + [Enter] or Press Enter to bypass
Tax Amt: \$ <If Prompted>	13. Tax Amt + [Enter] or Press Enter to bypass
Prnt Cust Copy?	14. Yes for customer receipt

REFUND (CREDIT TRANSACTIONS ONLY)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Refund [F#]
Password	2. Password + [Enter]
Swipe or Enter Account #:	3. Swipe card.
Or Key Manually	
Account #	4. Type Acct # + [Enter]
Choose Card	5. Select Card Type [F#]
Exp Date (MMYY)	6. Exp Date + [Enter]
Card Present	7. Yes – go to step 8 No – skip step 8
Imprint Card Press Enter Key	8. Imprint card + [Enter]
Clerk ID <If prompted>	9. Clerk ID + [Enter]
Amount: \$	10. Trans Amt + [Enter]
V-Code : <If Prompted>	11. V-Code + [Enter] or Press Enter to bypass
Prnt Cust Copy?	12. Yes for customer receipt.

AUTHORIZATION ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Auth Only [F#]
Swipe or Enter Account #:	2. Swipe card.
Or Key Manually	
Account #:	3. Type Acct # + [Enter]
Choose Card	4. Select Card Type [F#]
Exp Date (MMYY)	5. Exp Date + [Enter]
Imprint Card	6. Imprint card + [Enter]
Amount: \$	7. Trans Amt + [Enter]
Prnt Cust Copy?	8. Yes for customer receipt

REPRINT A RECEIPT	
Screen Prompt	Action
From Main Screen	1. Press
<Receipt type>	2. Select a Receipt
Last Receipt	
Printing...	3. Prints the last receipt.
Any Receipt	
Invoice #:	3. Invoice Number +
Prnt Cust Copy?	4. Yes for customer receipt.

TICKET ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll to Ticket Only
Swipe or Enter Account #:	2. Swipe card.
Or Key Manually	
Account #:	3. Type Acct # +
Choose Card	4. Select Card Type
Exp Date (MMYY)	5. Exp Date +
Choose Tran:	6. Select Tran Type
Imprint Card <If Prompted>	7. Imprint card +
Clerk ID: <If Prompted>	8. Clerk ID +
Amount: \$	9. Trans Amt +
Appr Code	10. Approval Code +

REPORTS	
Screen Prompt	Action
From Main Screen	1. Press Reports 
<Reports>	2. Scroll menu and select Report Name 
Totals - Prints Total report Detail - Prints Detail report Host Totals - Select Host Type Server - Available when Server/Clerk active Shift - Shift Number or All Unadjust - Available when tips active Batch History - Date or All Additional reports for terminal status Batch Auth Report Cards Report Merchant Report – Enter password if prompted	

BATCH REVIEW (ADJ, PRINT, VOID)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Batch Review 
Password	2. Password + 
Retrieve By:	3. Select Inv # 
Press Enter For All	4. Press Prev or Next to scroll.
Adjust	
Batch Review ADJ	5. Select Adj 
Adjust Option	6. Select adjust type 
Void	
Batch Review Void	5. Select Void 