

NOTE: SOME PROMPTS MAY VARY BASED ON THE TERMINAL SETUP.

SALE (Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

MM/DDYY HH:MM	Press F2 for Sale
SWIPE OR ENTER ACCT	Swipe card or manually key card number and press Enter
CHOOSE CARD: DEBIT EBT CREDIT	Press F2 for Credit
LAST 4 DGTS ACCT:	Key last 4 digits of card number and press Enter
EXP DATE (MMYY):	Key expiration date and press Enter
CARD PRESENT	Press F1 if the customer's card is present or F2 if the customer's card is not present
IMPRINT CARD	Press F1 that you imprinted the card
RECURRING PAYMNT?	Press F1 if this is a recurring payment or F2 if this is not a recurring payment
E-COMMERCE?	Press F1 if this is an E-Commerce transaction or F2 if this is not an E-Commerce transaction
V-CODE:	Key in the Card Code and press Enter or press Enter for other options. <i>The card code can be found on the signature line of the customer's credit card</i>
INVOICE NUMBER:	Key invoice number and press Enter
CLERK/SERVER ID:	Key clerk or server number and press Enter
AMOUNT:	Key pre-rip amount and press Enter
TIP AMT:	Key amount and press Enter
ADDRESS:	Key the first 5 digits before the first letter of the customer's address and press Enter
ZIP CODE:	Key customer's zip code and press Enter
TAX AMT: \$ 0.00	Key tax amount and press Enter
TAX EXEMPT TRAN?	Press F1 if the transaction was tax exempt or F2 to return to the previous prompt. (only displayed if tax = \$0.00)
CUSTOMER NUMBER:	Key customer number or purchase number and press Enter
TEAR RECEIPT PRESS ENTER	Press Enter to print customer receipt. The AVS response code and Card Validation Code will be displayed on the printed on the receipt. If CALL CENTER is displayed, call for voice authorization and press Enter . If you receive voice authorization, follow the prompts to complete the transaction offline

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

MM/DDYY HH:MM	Press Reprint (3 rd purple key from left)
LAST RECEIPT ANY RECEIPT	Press F1 to reprint the last receipt or press F2 to reprint another receipt.
INVOICE NUMBER:	Key invoice number and press Enter

DEBIT SALE: Use this function to authorize and capture transactions for settlement. This procedure is if the VX570 is connected to a Verifone 1000, 1000 Se Pin Pad.

VX570 Terminal	
MM/DDYY HH:MM	Press F2 for Sale
SWIPE OR ENTER ACCT	Swipe card
CHOOSE CARD: DEBIT EBT	Press F1 for debit card.
Terminal May Prompt: CLERK ID INVOICE NUMBER	Clerk ID: Key clerk id and press Enter Invoice Number: Key invoice number and press Enter
AMOUNT:	Key amount and press Enter
CASH:	Key cash back amount and press Enter
Verifone 1000/1000 Se Pin Pad	
ENTER PIN	Customer: Key pin number on PinPad and press Enter
VX570 Terminal	
DIALING... APPROVED ###	Terminal dials to host for authorization.
TEAR RECEIPT PRESS ENTER	Press Enter to print customer receipt

DEBIT SALE: Use this function to authorize and capture transactions for settlement. This procedure is if the VX570 is using the internal pinpad.

MM/DDYY HH:MM	Press F2 for Sale
SWIPE OR ENTER ACCT	Swipe card
CHOOSE CARD: DEBIT EBT	Press F1 for debit card.
Terminal May Prompt: CLERK ID INVOICE NUMBER	Clerk ID: Key clerk id and press Enter Invoice Number: Key invoice number and press Enter
AMOUNT:	Key amount and press Enter
CASH:	Key cash back amount and press Enter
ENTER PIN	Customer: Key pin number on PinPad and press Enter
DIALING... APPROVED ###	Terminal dials to host for authorization.
TEAR RECEIPT PRESS ENTER	Press Enter to print customer receipt

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

MM/DDYY HH:MM	Press F4 for Settlement
TOTAL: \$\$.\$	Key batch amount and press Enter
SETTLEMENT OK XXXXXXXXXXXXX	Press Enter to print settlement report.

DEBIT SALE: Use this function to authorize and capture transactions for settlement. This procedure is if the VX570 is connected to an Omni 7000 le PinPad.

7000 LE Pin Pad	
SWIPE CARD	Customer: Swipe debit card though the 7000 le PinPad.
SELECT PAYMENT TYPE	Customer: Press F1 for ATM on 7000 le PinPad
ENTER PIN	Customer: Key pin number and press Enter
WANT CASHBACK? NO YES	Customer: Press desired option
Terminal May Prompt: ENTER CASH AMT	Customer: Key cash back amount and press Enter
VX570 Terminal	
Terminal May Prompt: CLERK ID INVOICE NUMBER	Clerk ID: Key clerk id and press Enter Invoice Number: Key invoice number and press Enter
AMOUNT: \$ 0.00	Merchant: Key dollar amount on VX570 terminals and press Enter
7000 LE Pin Pad	
CONFIRM AMOUNT: NO \$\$.\$ YES	Customer: Verify amount on 7000 le PinPad and Press F4 for Yes
VX570 Terminal	
DIALING... APPROVED ###	Terminal dials to host for authorization.
TEAR RECEIPT PRESS ENTER	Press Enter to print customer receipt

FORCE SALE Use this function to capture transactions when voice approval has been obtained.

Press the key under the "F" symbol.

MM/DDYY HH:MM	Press F2 for Force
FORCE	Press F2 for Force
SWIPE OR ENTER ACCT	Swipe card or manually key card number and press Enter
CHOOSE CARD: DEBIT EBT CREDIT	Press F3 for Credit
EXP DATE (MMYY):	Key expiration date and press Enter
INVOICE NUMBER:	Key invoice number and press Enter
CLERK/SERVER ID:	Key clerk or server number and press Enter
AMOUNT:	Key amount and press Enter
APPR CODE:	Key authorization number that was obtained by the voice authorization center and press Enter
TEAR RECEIPT PRESS ENTER	Press Enter to print customer receipt

AUTHORIZATION ONLY *This procedure is to authorize a credit card transaction. This will not capture in the terminal.*

MM/DDYY HH:MM	Press the key under the *↓* symbol two times
AUTH ONLY	Press F1 for Auth Only
SWIPE OR ENTER ACCT	Swipe card or manually key card number and press Enter
CHOOSE CARD: DEBIT EBT CREDIT	Press F3 for Credit
EXP DATE (MMYY):	Key expiration date and press Enter
CARD PRESENT	Press F1 if the customer's card is present or F2 if the customer's card is not present
INVOICE NUMBER:	Key invoice number and press Enter
CLERK/SERVER ID:	Key clerk or server number and press Enter
AMOUNT:	Key amount and press Enter
ADDRESS:	Key the first 5 digits before the first letter of the customer's address and press Enter
ZIP CODE:	Key customer's zip code and press Enter
TEAR RECEIPT PRESS ENTER	Press Enter to print customer receipt

VOID *Use this function to delete a transaction that is in the current batch.*

MM/DDYY HH:MM	Press the key under the *↓* symbol.
VOID	Press F1 for Void
VOID LAST TRANS?	Press F1 to void the last transaction or press F2 to void a transaction within the current batch
VOID RETRIEVE BY:	Press F1 to recall the transaction by the invoice number or F2 to recall the transaction by the customer's account number
VOID INVOICE NUMBER:	Key requested information (i.e. Invoice Number) and press Enter
VOID VISA SALE XXXXXXXXXXXXXXXX \$XX.XX	Press F1 to void the displayed transaction or press F3 for the next transaction
PRNT CUST COPY?	Press F1 to print customer receipt

CLOSE TAB *Use this function to close an open tab amount.*

MM/DDYY HH:MM	Press the key under the *↓* symbol two times
TABS	Press F4 for Tab
CLOSE TAB	Press F3 for Close Tab
RETRIEVE BY:	Press F1 to retrieve transaction by the invoice number or F2 to retrieve transaction by the customer's account number
INVOICE #	Key in the requested information (i.e. Invoice Number) and press Enter
XXXXXXXXXXXXXXXXXXXX \$XX.XX	Press F1 to close the displayed transaction or press F3 for the next tab transaction
NEW AMT:	Key new tab amount and press Enter

PRNT CUST COPY?	Press F1 to print customer receipt
REFUND: <i>Use this function to issue a credit to the cardholder account for goods or services.</i>	
MM/DDYY HH:MM	Press the key under the *↓* symbol once
REFUND	Press F3 for Refund
SWIPE OR ENTER ACCT	Swipe card or manually key card number and press Enter
CHOOSE CARD: DEBIT EBT CREDIT	Press F3 for Credit
EXP DATE (MMYY):	Key expiration date and press Enter
INVOICE NUMBER	Key invoice number and press Enter
CLERK/SERVER ID	Key clerk/server number and press Enter
AMOUNT:	Key refund amount and press Enter
PRNT CUST COPY?	Press F1 to print customer receipt

TIP ADJUSTMENT *Use this function to adjust the tip amount.*

MM/DDYY HH:MM	Press Tip (2nd purple key from left)
PASSWORD:	Key password and press Enter
RETRIEVE BY:	Retrieve by desired option
SERVER ID:	Key in the requested information (i.e. Server ID) and press Enter
SALE XXXXXXXXXXXXXXXX \$XX.XX	The terminal displays the selected transaction. Press F1 to add a tip to the displayed Transaction
TIP AMOUNT: NEW TIP	Key new tip amount and press Enter
APPROVED OK#####	Write tip amount on merchant receipt. Press Clear to return to the idle prompt.

REPORTS *Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).*

MM/DDYY HH:MM	Press Reports the purple key (1st purple key on right)
PASSWORD:	Key password and press Enter
TOTALS REPORT DETAIL REPORTS	Press appropriate key to select desired report. Press the key under ↓ for additional reporting options

OPEN TAB *Use this function to authorize an open tab amount. Open tabs must be closed before settlement.*

MM/DDYY HH:MM	Press the key under the *↓* symbol two times
TABS	Press F4 for Tab
OPEN TAB	Press F2 for Open Tab
SWIPE OR ENTER ACCT	Swipe card or manually key card number and press Enter
CHOOSE CARD:	Press F2 for Credit
EXP DATE (MMYY):	Key expiration date and press Enter
AMOUNT:	Key amount and press Enter

APPROVED	Terminal prints merchant receipt. Press Clear to return to the idle prompt.
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FIRST DATA MERCHANT SERVICES NASHVILLE VERIFONE® VX570 QUICK REFERENCE GUIDE

Restaurant / Retail Config. 670

PROGRAMMING INFORMATION	
Merchant Number	_____
Merchant ID (MID)	_____
Terminal ID (TID)	_____
Download Telephone Number	_____
Touch Tone or Rotary Dial	_____

Auto Download: Periodically your terminal will require an application update. The terminal will print the following message when this occurs.

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*****
Terminal Requires Application Update (Download)
DO NOT INTERRUPT DOWNLOAD IN PROGRESS
*****

Important: Do not press any keys or interfere with the terminal during the application update.

If after the update completes, the terminal displays "Must Update Params. Start Update Now?", Press F1 to complete the terminal update.
    
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