

Verifone Vx670 Quick Reference Guide



Screen / Keypad Layout



Sale (Swipe)

- 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 F3=Yes F3=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

Vx670 Quick Reference Guide

**R. W. Wagner, International Business
Machines Corporation**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the text box.

Vx670 Quick Reference Guide:

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