




# SOFTPAY QUICK REFERENCE CARD

## SALE

Press **Sale**

Enter Clerk/Server ID [if enabled] 

Enter Amount 


Enter Tip [if enabled] 

Confirm Amount [if enabled] **Yes** **No**


Insert/swipe/tap card or enter Account Number


Select Card Type [if Debit enabled] **Credit** **Debit**


### MANUAL ENTRY ONLY


Exp Date [MMYY] 

Card Present? **Yes**


Imprint Card 

Clerk/Server ID 

V-code [on back of card] 

Zip Code 

### DEBIT ONLY


Customer: Enter PIN on PIN pad, then press 

Transaction processed

Merchant receipt prints **Remove Card**


Wait for prompt

Print Cust Copy? **Yes** **No**


Return terminal to server [if enabled] 


## PHONE ORDER


Select **Phone Order**


Enter Amount 


Confirm Amount **Yes** **No**


Account # 

Exp Date [MMYY] 

PO Number 

Clerk/Server ID [if enabled] 

V-Code [on back of card] 


Zip Code 


Transaction processed, then merchant receipt prints

Print Cust Copy **Yes** **No**


## REFUND

Select **Refund**

Password 


Enter Amount 


Confirm Amount **Yes** **No**

Swipe card OR Enter Account #, then press 

Select Card Type [if enabled] **Credit** **Debit**

### MANUAL ENTRY ONLY


Exp Date [MMYY] 

Imprint Card 


Transaction processed, then merchant receipt prints

## FORCE


Select **Force**

Enter Amount 


Confirm Amount **Yes** **No**


Swipe Card OR Enter Account #, then press 


### MANUAL ENTRY ONLY

Exp Date [MMYY] 

Select Tran Type **Sale** **Phone**

Imprint Card [Sale Only] 


Clerk/Server ID [if enabled] 

Approval Code 

Transaction processed, then merchant receipt prints

## VOID

Select **Void**

Enter Tran ID 


Print Cust Copy? **Yes** **No**



# SOFTPAY QUICK REFERENCE CARD

## REPORTS

### Detail


Select right-most  key

Select

**Detail Report**

Report Prints

### Totals

Select right-most  key

Select

**Totals Report**

**Transactions**

Select report by

**Card Type**

Report Prints

## SETTLEMENT

Select

**Settlement**

Optional Prompts: Confirm Balance or Enter Balance

Enter or Confirm

Or

Total: \$

Reports: Depending on Options, Totals, Detail or Both reports will print after settlement

**NOTE:** Please remember to adjust tips **BEFORE** settlement

## NAVIGATION KEYS



= Cancel or return to previous menu



= Accept keyed information



= Erase keyed information



= Return to VMAC Main Menu

## TROUBLESHOOTING

**Problem:** Communication errors/ no line detected

**Solution:** Check phone line connection;  
Check Ethernet connection

**Problem:** Help is the only option displayed on the menu

**Solution:** Contact the Help Desk because your system is not initialized

