## SOFTPAY QUICK REFERENCE CARD

Credit

Debit

### SALE

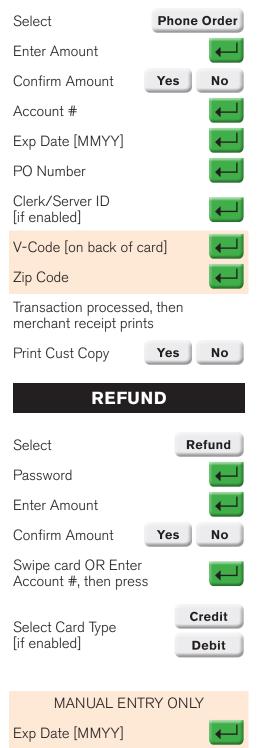
Press		Sale
Enter Clerk/Server ID [if enabled]		•
Enter Amount		-
Enter Tip [if enabled]		•
Confirm Amount [if enabled]	Yes	No
Insert/swipe/tap card or enter Account Number		

Select Card Type	
[if Debit enabled]	

MANUAL ENTRY ONLY	/
Exp Date [MMYY]	$\mathbf{\leftarrow}$
Card Present?	Yes
Imprint Card	$\mathbf{\leftarrow}$
Clerk/Server ID	$\mathbf{\leftarrow}$
V-code [on back of card]	$\leftarrow$
Zip Code	$\mathbf{\leftarrow}$



### **PHONE ORDER**



Imprint Card

Transaction processed, then merchant receipt prints

Select	Force
Enter Amount	
Confirm Amount	Yes No
Swipe Card OR Enter Account #, then press	
MANUAL ENT	RY ONLY
Exp Date [MMYY]	
Select Tran Type	Sale
	Phone
Imprint Card [Sale On	ly]
Clerk/Server ID [if enabled]	
Approval Code	
Transaction processed	d, then

merchant receipt prints

# Select Void Enter Tran ID Print Cust Copy? Yes No

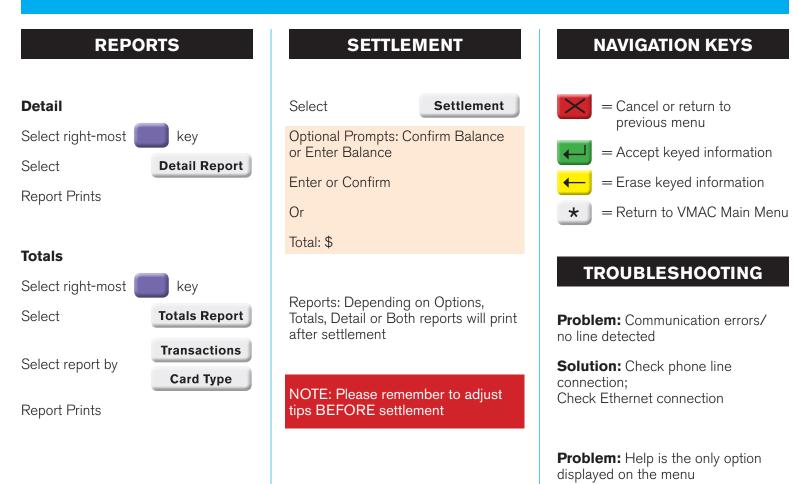
VOID





#### FORCE

## SOFTPAY QUICK REFERENCE CARD



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



