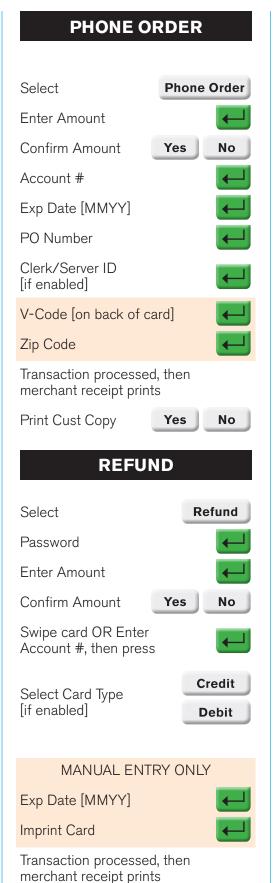
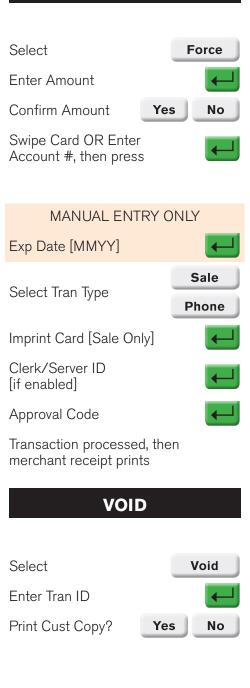
#### SOFTPAY QUICK REFERENCE CARD

# SALE Press Sale Enter Clerk/Server ID [if enabled] Enter Amount Enter Tip [if enabled] Confirm Amount Yes No [if enabled] Insert/swipe/tap card or enter Account Number Credit Select Card Type [if Debit enabled] Debit MANUAL ENTRY ONLY Exp Date [MMYY] Card Present? Yes Imprint Card Clerk/Server ID V-code [on back of card] Zip Code **DFBIT ONLY** Customer: Enter PIN on PIN pad, then press Transaction processed Remove Merchant receipt prints Card Wait for prompt Print Cust Copy? Yes No Return terminal to server [if enabled]





**FORCE** 



### **SOFTPAY QUICK REFERENCE CARD**

## **DETAIL REPORT**

Select right-most

key

Detail Report

Report Prints

Select

Select right-most

key

Select Totals Report

Select report by

Card Type

Report Prints

## **NAVIGATION KEYS**

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**

 $\times$ 

= Cancel or return to previous menu

 $\blacksquare$ 

= Accept keyed information

**←** 

= Erase keyed information

\*

= Return to Main menu

### **TROUBLESHOOTING**

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

**Solution:** Check all connections

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

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

