Verifone VX670 Usage Guide

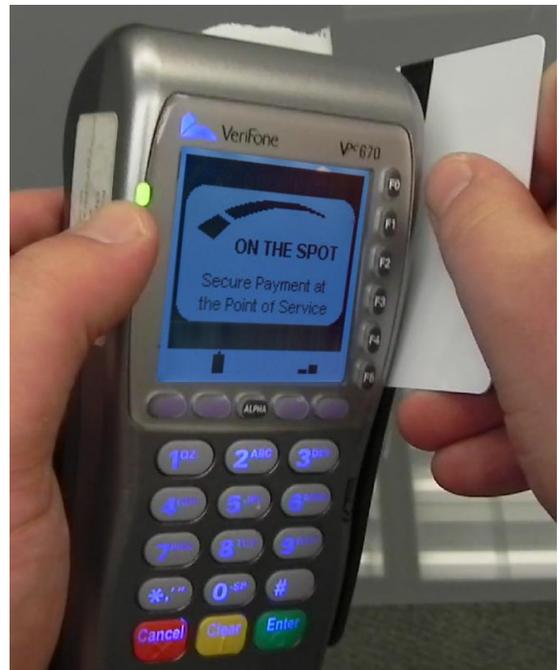## Contents

Logging into the VX670

Before taking payments at the table we must first login to the wireless device.

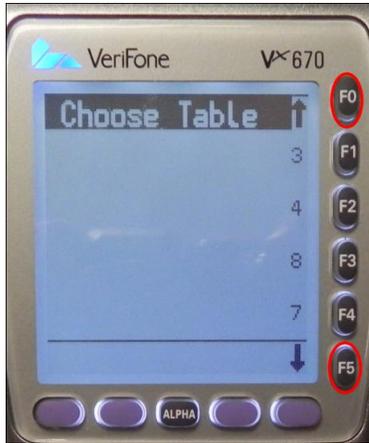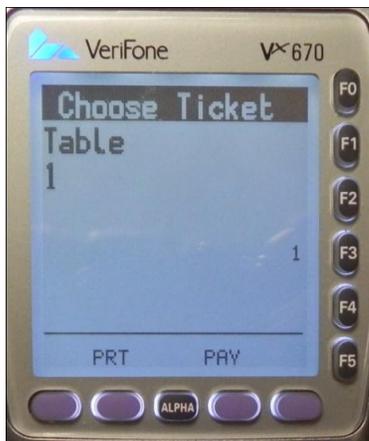|	
	At the startup screen (pictured left) login by one of the following methods:
• Enter your ID (01) and select Enter.	• Swipe your employee ID card.

Printing an Invoice on the VX670

To print a copy of the invoice please follow the instructions below:

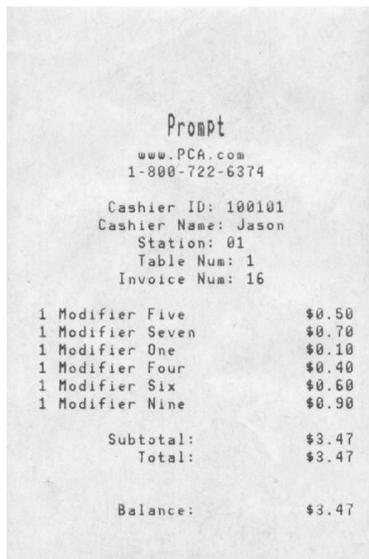|	
	1. After logging in, use the **F0** and **F5** keys (next to the arrows) to select the appropriate table you would like to print a receipt for.
	2. Select the **F** key next to the check you would like to print a receipt for (in this example **F3**), this will highlight the invoice. 3. Select the purple key (to the left of the Alpha key) under **PRT** to print a copy of the invoice.

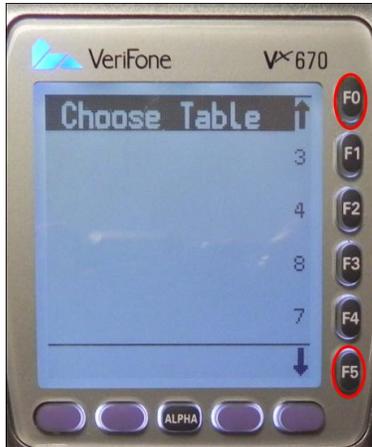4. After the invoice has been printed tear off the receipt and select **Enter** on the keypad.

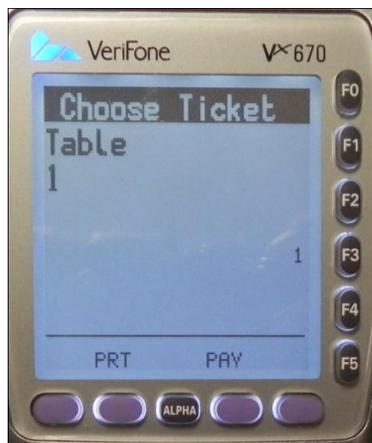The invoice (pictured left) will have all the information pertaining to the check.

You will then be brought to the payment window.

Paying an Invoice on the VX670 - Single Payment

To close out the invoice to a single tender type follow the directions below:

<table>
<tr>
<td></td>
<td>1. After logging in, use the **F0** and **F5** keys (next to the arrows) to select the appropriate table waiting to be paid.</td>
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<tr>
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2. Select the **F** key next to the check you would like to pay (in this example **F3**), this will highlight the invoice.

3. Select the purple key (to the right of the Alpha key) under **PAY** to close the invoice out to a tender type.
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4. Select **Single Payment** by choosing **F2** on your pinpad.

Note: Select **Cancel** (**F4**) to cancel the transaction.
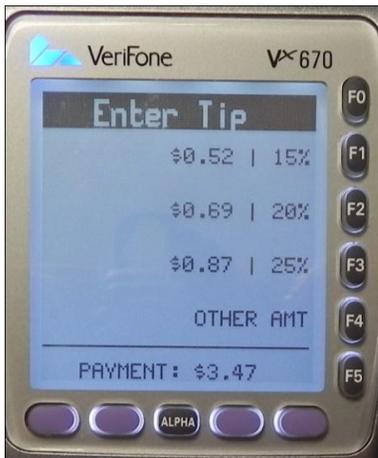</td>
</tr>
</table>

5. Select the Payment Type (with the appropriate **F** key) the customer will be closing the transaction to.

Note: If **Cash** is selected (not pictured), please skip to the **Tips** section (step 7).

6. If **Credit, Debit, or Gift** was selected, please swipe the customers card.

Note: If **Debit** was selected the customer will then be prompted for their PIN number.

7. Using the **F** keys select the tip amount the customer would like to add to the invoice.

| | 8. You will then be asked to confirm the total.

9. Select **F3** to **Confirm** the total amount.

10. To make any changes to the transaction select the purple button under **BACK**. |
|---|---|
| | 11. If the total was Confirmed the invoice will then print.

12. After the invoice has been printed tear off the receipt and select **Enter** on the keypad. |
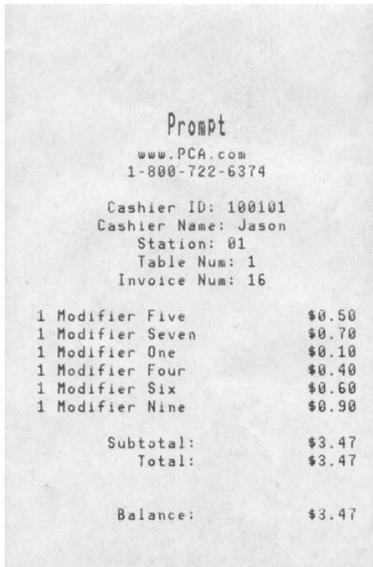
The invoice (pictured left) will have all the information pertaining to the check.
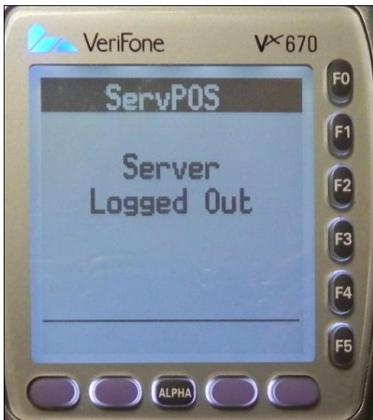
13. The Server will then be logged out.

Paying a Split Tender Invoice on the VX670

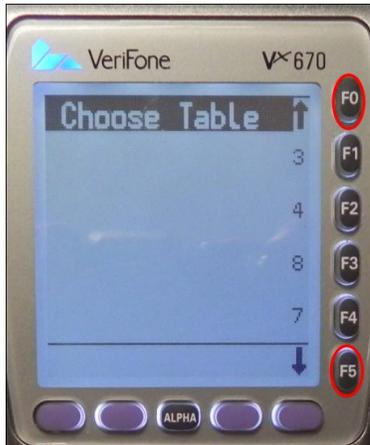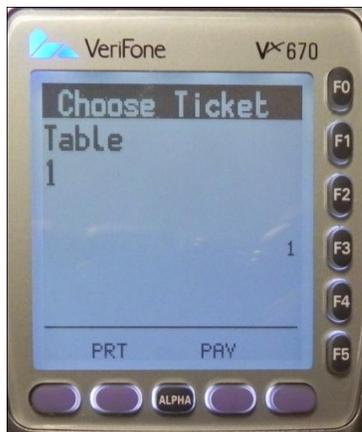If the customer would like to pay the total of the invoice to two tender types (for example half cash and half credit) we can close out each tender type accepted individually.

	1. After logging in, use the **F0** and **F5** keys (next to the arrows) to select the appropriate table waiting to be paid.
	2. Select the **F** key next to the check you would like to pay (in this example **F3**), this will highlight the invoice. 3. Select the purple key (to the right of the Alpha key) under **PAY** to close the invoice out to a tender type.
	4. Select **Split Payment** by choosing **F3** on your pinpad. **Note**: Select **Cancel** (**F4**) to cancel the transaction.

5. Using the keypad, enter the amount the customer would like to pay to this tender type.

6. Select **Enter**.

7. Select the first **Payment Type** (with the appropriate **F** key) the customer will be paying with.

Note: If **Cash** is selected (not pictured), please skip to the **Tips** section (step 9).

8. If **Credit, Debit, or Gift** was selected, please swipe the customers card.

Note: If **Debit** was selected the customer will then be prompted for their PIN number.
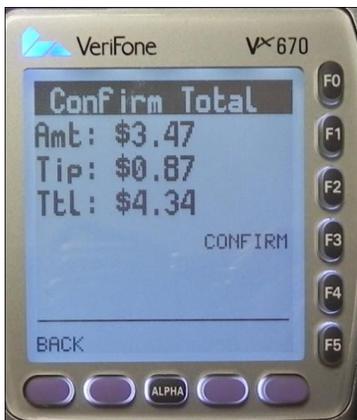
|	
	9. Using the **F** keys select the tip amount the customer would like to add to this tender type. **Note**: When completing the other split tender payments, the customer will be asked again to enter the amount of tip for each other split.
	10. You will then be asked to confirm the total. 11. Select **F3** to **Confirm** the total amount. 12. To make any changes to the transaction select the purple button under **BACK**.
	13. If the total was Confirmed the invoice will then print. 14. After the invoice has been printed tear off the receipt and select **Enter** on the keypad.

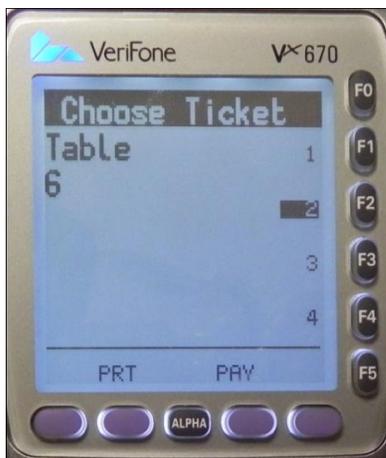|	
	The invoice will have all the information pertaining to the first tender type accepted. 15. The Server will then be logged out. **Note**: This process will need to be repeated for each tender type that will be accepted from this customer.

Closing a Split Table Invoice on the VX670

If there are multiple checks to be closed at one table (i.e. split checks for each customer) then follow the directions below to close out each transaction:
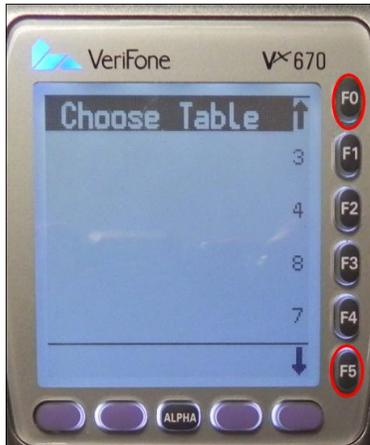
	1. After logging in, use the **F0** and **F5** keys (next to the arrows) to select the appropriate table with split checks, waiting to be paid.
	2. Select the **F** key next to the check you would like to pay (in this example **F3**), this will highlight the invoice.
	3. After highlighting the split you would like to process, make one of the following selections: • Select the purple key (to the left of the Alpha key) under **PRT** to print a copy of the invoice. • Select the purple key (to the right of the Alpha key) under **PAY** to close the invoice out to a tender type.

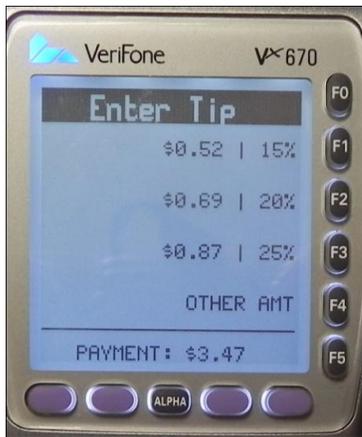|	
	4. Select how the customer will be paying the transaction. **Note**: Select **Cancel** (**F4**) to cancel the transaction.
	5. Select the first **Payment Type** (with the appropriate **F** key) the customer will be paying with. **Note**: If **Cash** is selected (not pictured), please skip to the **Tips** section (step 9).
	6. If **Credit, Debit, or Gift** was selected, please swipe the customers card. **Note**: If **Debit** was selected the customer will then be prompted for their PIN number.

	7. Using the **F** keys select the tip amount the customer would like to add to this tender type. **Note**: When completing the other split tender payments, the customer will be asked again to enter the amount of tip for each other split.
	8. You will then be asked to confirm the total. 9. Select **F3** to **Confirm** the total amount. 10. To make any changes to the transaction select the purple button under **BACK**.
	11. If the total was Confirmed the invoice will then print. 12. After the invoice has been printed tear off the receipt and select **Enter** on the keypad.

The invoice will have all the information pertaining to the first tender type accepted.

13. The Server will then be logged out.

Note: This process will need to be repeated for each tender type that will be accepted from this customer.

Other Notes

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- You may log in by either entering your cashier id or swiping your employee ID card at the On The Spot screen (pictured left).

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- If you have tables enabled the pinpad will display those tables that are associated with your employee ID.

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Note: To restart the pinpad, press and hold the **Cancel** (**Red**) button on the pinpad until the device turns off (short beeps followed by a long beep), then press and hold the **Enter** (**Green**) button on the pinpad to turn the device back on.