



Sale

1. Select SALE (F2).
2. [if applicable] Enter employee number and press the ENTER key.
3. Enter the transaction amount and press ENTER.
4. Swipe, enter or insert the card of the client.

Note: If you are presented with a card with chip on it, insert the card into the terminal's chip reader, with the chip facing up. Leave the card in the reader until the transaction is completed.

5. [if applicable] Enter the TIP amount and press the ENTER key.
6. Confirm the Total amount and press ENTER.
7. [if applicable] Select the account type: CHQ (F1) or SAV (F2).
8. [if applicable] Enter your PIN and press ENTER.
9. The terminal will dial to the host for authorization.
10. Transaction is approved or declined and receipt is printed.

Void

1. Select VOID (F3).
2. Enter the managers password and press the ENTER key.
3. To void last transaction, press F1, or to search for a transaction, press F2.
4. [if applicable] Search by Invoice # by pressing F1 or Account # by pressing F2.
5. Confirm the transaction you want to void and press ENTER.
6. [if applicable] Swipe or insert the card when prompted.

Refund (Debit/Credit)

1. Press the Menu key until the REFUND option appears, then press (F1).
2. Enter the managers password and press the ENTER key.
3. Enter the amount to be Refunded and press ENTER.
4. Swipe, enter or insert the card of the client.
5. Confirm the amount you want to Refund.

Pre-Auth (Credit)

1. Press the Menu key until the PRE-AUTH option appears, then press (F2).
2. Enter the amount to be Pre-Authorized and press the ENTER key.
3. Swipe, enter or insert the card of the client.
4. Confirm the amount you want to Pre-Authorize and press ENTER.
5. [if applicable] Enter your PIN and press ENTER.

Completion (Credit)

1. Press the Menu key until the COMPLETION option appears, then press (F4).
2. Enter the Invoice # and press the ENTER key.
3. Add Tip amount and press ENTER.
4. Confirm the amount you want to close the transaction at and press ENTER.

Settlement

1. Select SETTLEMENT (F4).
2. Enter the managers password and press the ENTER key.
3. Confirm the Batch and press ENTER.



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Auth-only (Credit Only)

1. Press the Menu key until the AUTH-ONLY option appears, then press (F1).
2. Enter the transaction amount and press the Enter key.
3. Swipe, enter or insert the card of the client.

Off- Line Transaction (Credit Only)

1. Press the Menu key until the OFF-LINE option appears, then press (F2)
2. Enter the transaction amount and press the Enter key
3. Enter the Account number and press Enter
4. Enter the Card Expiration date and press Enter
5. Confirm the amount and press Enter

Phone/ Mail Order (Credit Only)

1. Press the Menu key until the PHONE ORDER option appears, then press (F3)
2. Manually enter the card number of the client
3. Enter the Card Expiration date and press the Enter key
4. Enter the transaction amount and press Enter

Employee Setup

1. Press the Menu key until the EMPLOYEE SETUP option appears, then press (F3)
2. Enter the managers password and press the Enter key
3. Make your selection: LOG ON EMPL (F1), LOG OFF EMPL (F2), ADD EMPL (F3)
4. For additional options, press Menu:
MODIFY EMPL (F1)
DELETE EMPL (F2)
CLEAR EMPL (F3)

Find (Transaction Search)

1. Press the Menu key until the FIND option appears, then press (F1)
2. Select your search method: EMPLOYEE (F1), AMOUNT (F2), ACCOUNT # (F3), INVOICE # (F4)
3. Enter the applicable information and press the Enter key

Cash Sale/Refund

1. Press the Menu key until the CASH RECEIPT option appears, then press (F4)
2. Select your transaction type: CASH SALE (F2), CASH REFUND (F3)
3. Enter the transaction amount and press the Enter key

Reports

1. Press the REPORTS key.
2. Select Report you would like to print:
TOTAL REPORT (F2)
DETAIL REPORT (F3)
EMPL REPORT (F4)
3. For additional options, press Menu:
SHIFT REPORTS (F1)
PREAUTH REPORT (F2)
BATCH HISTORY (F3)
TERMINAL PARMS (F4)
4. For additional options, press Menu:
CARDS REPORT (F1)
TERMINAL STATS (F2)
MERCHANT RPT (F3)
CASH REPORT (F4)



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