

REVERSAL (VOID/RETURN)	
Terminal Display	Your Action
Idle Screen	Tap hamburger icon (three-lines in upper left corner)
POS Menu	Select Search Orders
Search Orders	Input desired search parameter.
Search Order	Note: Tap Card Icon on search line for swipe retrieval option
Search Order	Select desired transaction from the results.
Transaction Detail	Select Return/Void
Transaction Detail	Note: Return is only an option after the transaction is settled.
Refund	Select Full or By Amount
Amount	(Return - Amount) Input Amount then select green check box.
Reason	Select Reason, Select Submit
Insert, Swipe or Tap	(Amount Option) Present payment information
Enter PIN	(If Prompted) Cardholder should input their PIN and press Enter or Press Enter to Bypass
Remove Card	
Authorizing	
Customer Receipt	Select desired Option

FORCE/POST AUTHORIZATION	
Terminal Display	Your Action
Idle Screen	Key transaction amount then tap 3-dot icon on upper right
Additional Options	Select Post Authorization
Post Transaction	Tap line, Input Authorization Code and select Complete
Payment Option	Select Other Payment
Other Payment	Select Manual or MOTO
Enter Card Number	Input card number then press Enter
Enter Card Number	Verify first 6 and last 4 digits of the card number then press Confirm. Note: If enable, the application will prompt Expiration Date, Address and/or Security code.
Customer Receipt	Select desired Option
Transaction Summary	Select Done to Proceed

GIFT - ADD (ACTIVATE)/RELOAD	
Terminal Display	Your Action
Idle Screen	Input Amount and Select Other
Other Options	Select Gift Cards
Enter Amount	Input Amount then select OK
Gift Cards	Select desired option
Insert, Swipe or Tap	Present Gift Card
Please wait	
Results	Select Continue

CARD BALANCE INQUIRY	
Terminal Display	Your Action
Idle Screen	Tap 3-dot on upper right
Additional Options	Select Check Balance
Insert, Swipe or Tap	Present card
Select Account	Select desired transaction type from available options
Enter PIN	(If Prompted) Cardholder should input their PIN and press Enter or Press Enter to Bypass
Remove Card	
Results	

SETTLE (NOT REQUIRED)	
Terminal Display	Your Action
Idle Screen	Tap three bars in upper left corner
Connect Express	Select Settings
Settings	Select Account
Account	Select Settlement
Settlement	Select Settle Now
Settlement Report	Select Print for Summary Report. Select 'X' in upper left to exit.
Settlement Report	Use back arrow to exit and return to Point of Sale

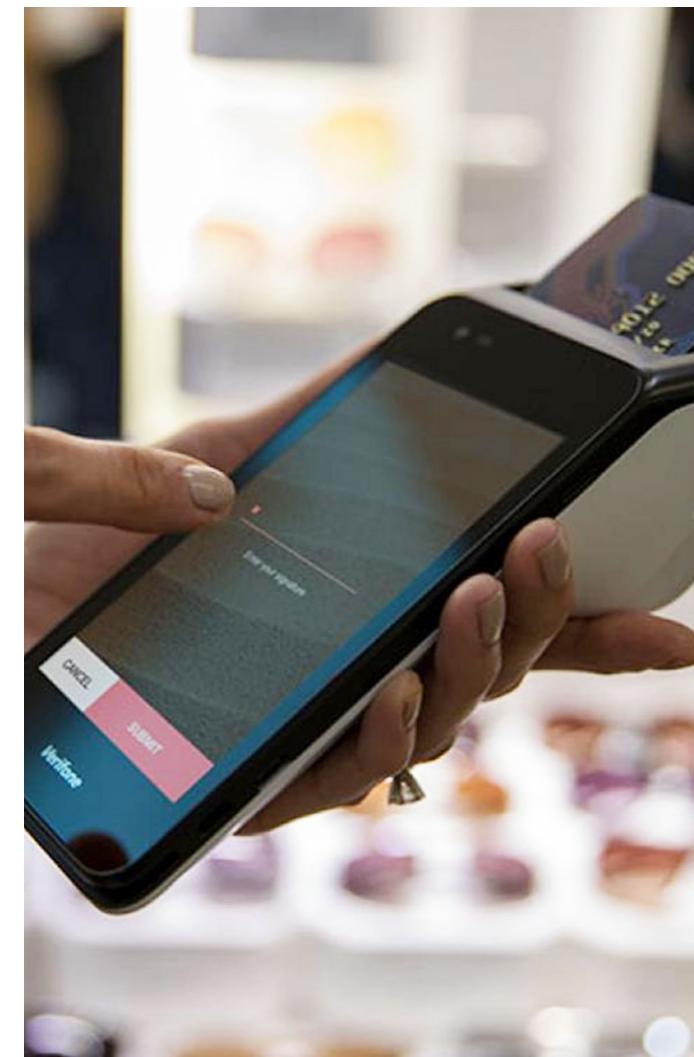
SETTINGS -DIAGNOSTIC	
Terminal Display	Your Action
Idle Screen	Pull down screen
Connect Express	Select Settings
Options	Select Launcher (9 squares)
Search Apps	Diagnostic
Diagnostic	Select desired option <ul style="list-style-type: none"> • Diagnostics – Terminal Status • Device Information – Model, Serial Number, Part Number, Battery level, etc. • Software Info - OS version, ADK Version, Environment, etc. • Network Information • Verifone Cloud - Request heartbeat • Others

SETTINGS -WIFI	
Terminal Display	Your Action
Idle Screen	Pull down screen
Connect Express	Select Settings
Options	Select Launcher (9 squares)
Search Settings	Select Network & Internet
Network & Internet	Select Wi-Fi
Network & Internet	Select desired Wireless Network. Input requested information.

VERIFONE ANDROID

Quick Reference Guide

All transactions are performed in the Access Connect Express application



SALE SIMPLE (NO CASH, SPLIT TICKET)	
Terminal Display	Your Action
Idle Screen	Key transaction amount and select Card.
Add Tip	(If enabled) select desired option. Select Other to input a custom amount. Select No tip to bypass.
Insert, Swipe or Tap	Present payment information
Select Account	Select desired transaction type from available options.
Enter PIN	(If Prompted) Cardholder should input their PIN and press Enter or Press Enter to Bypass
Remove Card	
Authorizing	
Enter Signature	(if required) Instruct cardholder to sign screen and select done (Screen times out in 60 seconds and signature line in printed on the receipt.)
Customer Receipt	Select desired Option
Transaction Summary	Select Done to Proceed

SALE OTHER – CASH BACK	
Terminal Display	Your Action
Idle Screen	Key transaction amount and Other
Other Options	Select Sale + Cash Back
Cash Back	(If enabled) Select desired cash back option. Other can be used to key a custom amount.
Add Tip	(If enabled) Select desired Tip option. Other can be used for a custom amount. No Tip can be used to bypass. You can only tip during the transactions.
Insert, Swipe or Tap	Present payment information
Enter PIN	(If Prompted) Cardholder should input their PIN and press Enter or Press Enter to Bypass
Remove Card	
Authorizing	
Customer Receipt	Select desired Option
Change Due	Cash Due Cardholder Select Done

SALE OTHER – SPLIT TICKET	
Terminal Display	Your Action
Idle Screen	Key transaction amount and Other.
Other Options	Select Split Payment
Split Payment	Select desired method (equal parts or amount)
Split Payment Equal Parts	(Equal Parts) Select Number of parts by tapping the default, clearing value, input the desired number of parties then select green check
Split Payment Equal Parts	(Equal Parts) Confirm value and then select Card.
Split Payment Amount	(Amount) Select Amount Tab
Split Payment Amount	(Amount) Input desired amount for first change then select green check
Amount	Select Card (Blue) for stand transaction or Other (White) for transaction alternative transaction.
Cash Back	(If enabled) Select desired cash back option. Other can be used to key a custom amount.
Add Tip	(If enabled) Select desired Tip option. Other can be used for a custom amount. No Tip can be used to bypass. You can only tip during the transactions.
Insert, Swipe or Tap	Present payment information
Select Account	Select desired transaction type from available options.
Enter PIN	(If Prompted) Cardholder should input their PIN and press Enter or Press Enter to Bypass
Remove Card	
Authorizing	
Enter Signature	(if required) Instruct cardholder to sign screen and select done (Screen times out in 60 seconds and signature line in printed on the receipt.)
Customer Receipt	Select desired Option
Cash Back	(Equal Parts) Pulls the next amount and prompts for additional values. This process is repeated until all parties are charged.
Split Payment	Transaction Summary is displayed. Select desired option.

SALE OTHER – SPLIT PAYMENT AMOUNT	
Terminal Display	Your Action
Idle Screen	1) Key transaction amount and select Other (white box).
Other Options	2) Select Split Payment
Split Payment	3) Select Touch Amount
Split Payment	4) Tap \$0.00
Split Payment	5) Input desired amount then touch green check
Amount \$15.00	6) Select Transaction type - Card for Simple Sale - Other for Sale with Cash Back
Cash Back	7) (If enabled) Select desired cash back option.
Add Tip	8) (If enabled) Select desired Tip option. Note: You can only tip during the transactions.
Insert, Swipe or Tap	9) Present payment information
Select Account	10) (If presented) Select desired transaction type from available options.
Enter PIN	11) (If Prompted) Cardholder should input their PIN and press Enter or Press Enter to Bypass
Remove Card	
Authorizing	
Enter Signature	12) (If required) Instruct cardholder to sign screen and select done (Screen times out in 60 seconds and signature line is printed on the receipt.)
Customer Receipt	13) Select desired Option. Go to Step 5. Repeat until all transactions are completed.
Change Due	(If Cash Back Approved) Select Done
Transaction Summary	14) Select Add New Payment. Go to Step 3.

SALE OTHER – MOTO	
Terminal Display	Your Action
Idle Screen	Key transaction amount then select Other (white box).
Other Options	Select Manual Card Entry
Add Tip	(If enabled) Select desired Tip option
Other Payment	Select Mail/Phone Order
Select Account	Select transaction type
Enter Card Number	Input card number then press Enter
4000 00** **** 0007	Confirm to continue. Cancel to start over.
Enter Expiration Date	Input Expiration Date then press Enter
Enter Security Number	Input CVV values then press Enter Note: If unavailable press Enter to bypass then select appropriate option.
Authorizing	
Customer Receipt	Select desired Option
Change Due	Select Done

SALE OTHER – MANUAL ENTRY	
Terminal Display	Your Action
Idle Screen	Key transaction amount and Other.
Other Options	Select Manual Card Entry
Add Tip	(If enabled) Select desired Tip option. Other can be used for a custom amount. No Tip can be used to bypass. You can only tip during the transactions.
Other Payment	Verify transaction amount then select appropriate option
Select Account	Select card type.
Enter Card Number	Input card number then press Enter
Enter Card Number	Verify first 6 and last 4 digits of the card number then press Confirm.
Enter PIN	(If Prompted) Cardholder should input their PIN and press Enter or Press Enter to Bypass
Authorizing	
Enter Signature	(if required) Instruct cardholder to sign screen and select done (Screen times out in 60 seconds and signature line in printed on the receipt.)
Customer Receipt	Select desired Option