



Restaurant @dVantage™ Softpay

SALE (CREDIT/DEBIT)

Swipe card, or

Press:
and
Enter Acct:

Choose card
(Credit or Debit):

Exp. Date
(MMYY):

Card present?

Enter V-Code
(from card):

Code present?

Enter customer
number
(required):

Enter server ID:

Enter amounts
(Base amount,
tip, cashback,
etc.):

Enter Zip code:

Enter PIN:

Print Cust Copy?

SALE (PURCHASE CARD)

Swipe card, or

Press:
and
Enter Acct:

Choose card
(Purch or Debit):

Exp. Date
(MMYY):

Card present?

Enter V-Code
(from card):

Code present?

Enter customer
number
(required):

Enter server ID:

Enter amount
(Base amount +
tax, tip):

Enter tax amount
(required):

Enter Zip code:

Print Cust Copy?

TIP ADJUST

Press the **TIP** key.

Scroll hosts,
Press:

Select host,
Press:

Password:

Retrieve by:

[Transaction displays]

Select:

↓

Enter new tip amount. Adjusted
transaction displays. Continue
above with **Adjust** or **Next**.

Press **CLEAR** once to return to
"Retrieve By" menu or twice to
return to idle.

REPRINT

Press the **REPRINT** key.

Select:

↓

Scroll hosts,
Press:

Select host,

Press:
Invoice Number:

Printing...

SERVER FUNCTIONS

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Password:

Logon Server	Logoff Server	Add Server
Modify Server	Delete Server	Clear All Svrs

Note: Servers are either Added
and Deleted, or Logged
On and Logged Off
depending on how the
terminal is configured.

SETTLEMENT

Press:

Scroll hosts,
Press:

Select host,
Press:

Password:

[Terminal Displays Totals]

Enter or confirm amounts.

[Communications Response]
[Settlement Report Prints]

TAB

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Select:

Retrieve by:

Invoice #:

Account #:

[Transaction Displays]
Options are:

To confirm, press **Yes**.

Note: On Open Tab: Swipe card, Enter server ID, Enter amount or accept default amount.
On Close Tab: Enter server ID, Enter new base amount, Enter tip.

FORCE (CREDIT)

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Password:

Swipe Card or Enter Acct:

Choose card type (Credit or Debit):

Exp. Date (MMYY):

Enter Server ID:

Enter amount:

Enter Auth Code:

Print Cust Copy?

VOID

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Scroll hosts, Press:

Select host, Press:

Void last trans?

Retrieve by

Invoice #:

Account #:

[Transaction displays]

Options are:

To confirm, press **Yes**.

Print Cust Copy?

REFUND (CREDIT/DEBIT)

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Password:

Swipe card or Enter Acct:

Choose card type (Credit or Debit):

Exp. Date (MMYY):

Enter Server ID:

Enter amount:

Print Cust Copy?

REPORTS

Press the **REPORTS** key.

Select report to print:
[Totals and Detail options require host selection]

<input type="button" value="Totls Rept"/>	<input type="button" value="Detl Rept"/>	<input type="button" value="Unadj Rept"/>
<input type="button" value="Serv Tbl"/>	<input type="button" value="IRS Rept"/>	<input type="button" value="Discn Tip"/>

Note: The Server Detail, IRS, and Discount Tip reports can be printed for all servers or for a single server.

BATCH REVIEW

Scroll menu until desired option appears
(e.g., ↓ on 3200, **MORE** on 396).

Press:

Scroll hosts, Press:

Select host, Press:

Password:

Retrieve by:

[Transaction displays]

Make Selection - Terminal prompts:

Note: You may adjust Base Amount, Tip, or Server ID.

Press **CLEAR** twice to return to idle.

Report key:

m = Manually keyed
* = Trans. adjusted