



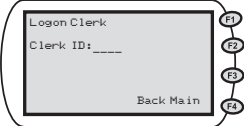
Virginia WIC

Quick Reference Guide for VeriFone® Vx 570 Terminal

Log On Terminal

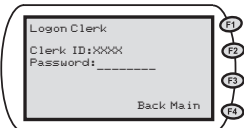


Select **Logon Clerk**.



Enter **Clerk ID**. Press green enter key.

(Must be 4 numbers)



Enter **Clerk Password**. Press green enter key.

(Must be 4 to 8 numbers)

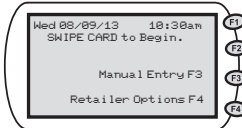


Press any key to begin transactions.

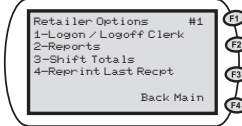
NOTE: Prints a receipt with a logon message
Clerk XXXX is logged on.

Terminal is logged on and ready for operation.

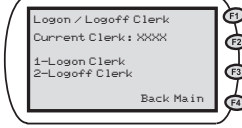
Log Off Terminal



Select **Retailer Options**.



Select **Logon/Logoff Clerk**.

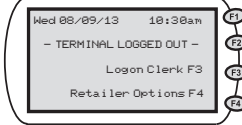


Select **Logoff Clerk**.



Terminal prints clerk totals. Press any key.

NOTE: Prints a receipt with a logoff message and clerk logoff totals.



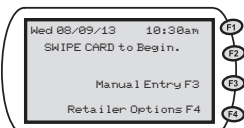
Terminal will not perform any transactions in this mode.

Supplies

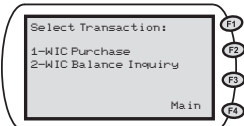
The VeriFone Vx570 can use either of the following types of single-ply thermal-sensitive replacement paper:

- ♦ CRM0039 High Grade Thermal Paper 2 1/4 inch
- ♦ CRM0027 Medium Grade Thermal Paper 2 1/4 inch

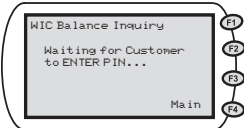
Balance Inquiry



Swipe EBT card or press Manual Entry to manually enter card number. **NOTE:** Card Numbers that are manually entered on a Balance Inquiry Terminal require a supervisor password.



Select **WIC Balance Inquiry**.



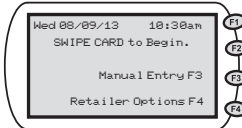
Customer enters PIN on the PINpad and presses ENTER on PINpad.
Screen will flash:

**Contacting Host...Waiting For Line...
Dialing Primary...Waiting for Answer...**

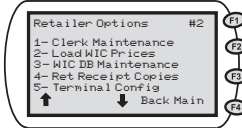


Terminal will print WIC Balance Inquiry receipt.

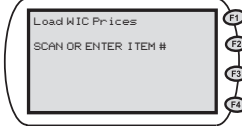
Load/Change WIC Price(s)



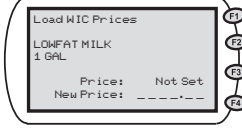
Select **Retailer Options**.



Arrow down and select **Load WIC Prices**.



Scan or Enter Item #.



Enter price. Press Green Enter Key.
Scan or Enter New Item # or press Red Cancel Key to return to previous screen.



Terminal displays item description and current price. Press button beneath **Change** and enter new price. Press green enter key. Scan or Enter next Item# or if finished press the red cancel key.



WIC EBT Vendor Help Desk 1-877-436-6057

WIC Purchase With NO Cents-Off Coupons *

Swipe EBT card or press Manual Entry to manually enter card number.
NOTE: If not logged on as a supervisor, terminal will prompt for a supervisor password if manually entering a card number.

Select **WIC Purchase**.

Select Transaction:
 1-WIC Purchase
 2-WIC Balance Inquiry
 Main

Customer enters PIN on the PINpad and presses ENTER on PINpad. Customer's WIC Prescription is now loaded in POS.

WIC Purchase
 Waiting for Customer to ENTER PIN...
 Main

Scan or Enter Item # to be purchased.
NOTE: Qty key must be pressed first to enter multiple quantities of an item and will always default back to one quantity.

SCAN OR ENTER ITEM #
 Subtotal: 0.00
 Qty Void Totl

Item Description and Price is displayed for 60 seconds. Price Override Smart Key may be selected during this time. Scan or Enter Item # of remaining WIC items. When finished, press **Total** key.

LOWFAT MILK
 1 GAL 1 Ea @ 3.99
 Tot Price: 3.99
 Subtotal: 3.99
 Qty Void Totl

Subtotal amount is displayed. If **NO Cents-Off Coupons** are presented by cardholder, press **TOTL** button. **DO NOT** enter the total amount of the WIC items sold. Doing so will "zero out" the transaction and the store will not be paid.

WIC Purchase
 Subtotal: 3.99
 (Coupons) 0.00
 WIC TOTAL: 3.99
 Coup Back Totl

Terminal prompts if transaction is "All Finished". Press "1" to complete WIC Purchase.

Subtotal: 3.99
 (Coupons) 0.00
 WIC TOTAL: 3.99
 All Finished?
 1-Yes
 2-No

* For instructions on completing a WIC Purchase WITH Cents-Off Coupons, see the Virginia WIC EBT Vendor Manual.

WIC EBT Vendor Help Desk
1-877-436-6057

Retailer Totals Report

Select **Retailer Options**.

Wed 08/09/13 10:30am
 SWIPE CARD to Begin.
 Manual Entry F3
 Retailer Options F4

Select **Reports**.

Retailer Options #1
 1-Login/Logout Clerk
 2-Reports
 3-Shift Totals
 4-Reprint Last Recpt
 Back Main

Select **Retailer Totals**.

Reports
 1-Clerk Totals
 2-Terminal Totals
 3-Retailer Totals
 Back Main

Enter **Supervisor ID**. Press green enter key.

Retailer Totals
 * OVERRIDE REQUIRED
 Supr ID: _____
 Back Main

Enter **Password**. Press green enter key.

Retailer Totals
 * OVERRIDE REQUIRED
 Supr ID: _____
 Password: _____
 Back Main

Enter **Settlement Date (MM/DD)**. Press green enter key. **NOTE:** The date entered on this screen must be the "settlement" date for the business day you are requesting.

Retailer Totals
 Settlement Date
 MM/DD
 Back Main

WIC Purchase Smart Keys

