

# Vermont WIC

## Quick Reference Guide for VeriFone® Vx570 Terminal



### Log On Terminal

Fri 01/03/17 12:00am	F1
- TERMINAL LOGGED OUT -	F2
Logon Clerk F3	F3
Retailer Options F4	F4

Select **Logon Clerk** (F3).

Logon Clerk	F1
Clerk ID: _ _ _ _	F2
	F3
Back Main	F4

Enter **Clerk ID**. Press green enter key.  
(Must be 4 numbers)

Logon Clerk	F1
Clerk ID: XXXX	F2
Password: _ _ _ _ _	F3
Back Main	F4

Enter **Clerk Password**. Press green enter key.  
(Must be 4 to 8 numbers)

Logon Clerk	F1
APPROVED	F2
Clerk XXXX Logged On	F3
Keep retailer receipt	F4
<<Press Any Key>>	

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

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Select **Retailer Options** (F4).

Retailer Options #1	F1
1-Logon / Logoff Clerk	F2
2-Reports	F3
3-Shift Totals	F4
4-Void Last Tran	
5-Reprint Last Receipt	
Back Main	

Select **Logon/Logoff Clerk** (1QZ).

Logon / Logoff Clerk	F1
Current Clerk: XXXX	F2
1-Logon Clerk	F3
2-Logoff Clerk	F4
Back Main	

Select **Logoff Clerk** (2ABC).

Logoff Clerk	F1
APPROVED	F2
Clerk XXXX Logged Off	F3
Keep retailer receipt	F4
<<Press Any Key>>	

Terminal prints clerk totals. Press any key.

**Note:** Prints a receipt with a logoff message and clerk logoff totals.

Fri 01/03/17 12:00am	F1
- TERMINAL LOGGED OUT -	F2
Logon Clerk F3	F3
Retailer Options F4	F4

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 ¼ inch
- CRM0027 Medium Grade Thermal Paper 2 ¼ inch

### Balance Inquiry

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Swipe WIC 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 Transactions	F1
1-WIC Purchase	F2
2-WIC Balance Inquiry	F3
Main	F4

Select **WIC Balance Inquiry** (2ABC).

WIC Balance Inquiry	F1
Waiting for Customer	F2
to ENTER PIN...	F3
Main	F4

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

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

WIC Purchase	F1
APPROVED	F2
Give receipt to	F3
CUSTOMER.	F4
<<Press Any Key>>	

Terminal will print WIC Balance Inquiry receipt.

### Load/Change WIC Price(s)

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Select **Retailer Options** (F4).

Retailer Options #2	F1
1-Clerk Maintenance	F2
2-Load WIC Prices	F3
3-WIC DB Maintenance	F4
4-Ret Receipt Copies	
5-Terminal Config	
Back Main	

Arrow down and select **Load WIC Prices** (2ABC).

Load WIC Prices	F1
SCAN OR ENTER ITEM #	F2
	F3
	F4

Scan or Enter Item #.

Load WIC Prices	F1
LOWFAT MILK	F2
1 GAL	F3
Price: Not Set	F4
New Price: _ _ _ _ . _ _	

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

Load WIC Prices	F1
LOWFAT MILK	F2
1 GAL	F3
Price: 0.00	F4
Change	

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 Vendor Help Desk 1-855-769-8857**

## WIC Purchase With NO Cents-Off Coupons \*

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Swipe WIC card or press **Manual Entry (F3)** 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 Transactions	F1
1-WIC Purchase	F2
2-WIC Balance Inquiry	F3
Main	F4

Select **WIC Purchase (1QZ)**.

WIC Purchase	F1
Waiting for Customer to ENTER PIN...	F2
	F3
Main	F4

Customer enters PIN on the PINpad and presses ENTER on PINpad.

**Contacting Host...Waiting For Line...**

**Dialing Primary...Waiting For Answer...**

Customer's WIC Prescription is now loaded in POS.

SCAN OR ENTER ITEM #	F1
	F2
	F3
Subtotal: 0.00	F4
Qty Totl	

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.

LOWFAT MILK	F1
1 Gal 1 Ea @ 3.99	F2
Tot Price: 3.99	F3
Subtotal: 3.99	F4
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.

WIC Purchase	F1
Subtotal: 3.99	F2
(Coupons) 0.00	F3
WIC TOTAL: 3.99	F4
Coup Back 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.

Subtotal: 3.99	F1
(Coupons) 0.00	F2
WIC TOTAL: 3.99	F3
All Finished?	F4
1-Yes	
2-No	

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

\* For instructions on completing a WIC Purchase **WITH** Cents-Off Coupons, see the WIC Retailer Manual.

## Retailer Totals Report

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Select **Retailer Options (F4)**.

Retailer Options #1	F1
1-Logon / Logoff Clerk	F2
2-Reports	F3
3-Shift Totals	F4
4-Void Last Tran	
5-Reprint Last Recpt	
Back Main	

Select **Reports (2ABC)**.

Reports	F1
1-Clerk Totals	F2
2-Terminal Totals	F3
3-Retailer Totals	F4
Back Main	

Select **Retailer Totals (3DEF)**.

Retailer Totals	F1
* OVERRIDE REQUIRED	F2
Supv ID: _____	F3
Back Main	F4

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

Retailer Totals	F1
* OVERRIDE REQUIRED	F2
Supv ID: _____	F3
Password: _____	F4
Back Main	

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

Retailer Totals	F1
Settlement Date	F2
MM/DD	F3
Back Main	F4

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.

## WIC Purchase Smart Keys

LOWFAT MILK	F1
1 Gal 1 Ea @ 3.99	F2
Tot Price: 3.99	F3
Subtotal: 3.99	F4
Qty Void Totl	

LOWFAT MILK	F1
1 GAL 1 Ea @ 2.99	F2
Price Override?	F3
1-Temporary	F4
2-Permanent	
3-Leave as is	

Change store price temporarily, permanently or leave as is

Quantity: 2	F1
Subtotal: 0.00	F2

Enter multiple quantities of an item BEFORE scanning or entering a new item

Print detail so far?	F1
1-Yes	F2
2-No	F3

Print detail of all items that have been scanned or voided in transaction

** VOID ITEM **	F1
SCAN OR ENTER ITEM # TO VOID	F2
Last Entry	F3

Void any item scanned or entered in transaction thus far, or select smart key directly below "Last Entry" to void the last line item entered

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