#### Purpose:

- 1. How to Configure UPC manually at Verifone POS.
- 2. How add Speedkey button on Verifone POS.

**CPG** stands for Consumer Product Good.

**UPC** stands for Universal Product Code.

**Pre-requisites:** The button can only be added on the POS main screen once the product UPC is added in the price-book. Review the UPCs listed on the offer card to confirm which UPCs to set up. Only setup buttons for the products you carry in your store.

#### A) Steps to update UPC manually at Verifone POS:

- 1. From the POS main screen,
- 2. Click on CSR Func.
- 3. Login to the Configuration Client

	Sign In	
User Name	manager	
Password		
	Forgot Password?	
Language	English (US) 🗸	
	Sign In	
	Fone	

- 4. Click on Store Operations
- 5. Then Click on PLUs



#### 6. Click on Retrieve PLUs

Pao	e 1 of 314	D.U.	00000000	00000		10	Add Delete	
		PLU	00000000		0 00			
Previous	Netheve PLUs Next	Description	PLANTER	SDAYBRA	APPLE CN	9		
UPC	Desc	<ul> <li>Price</li> </ul>	0.99	Sell Unit	1.000	]		
000/00000000000000000000000000000000000	PLANTERS DAYBRIK A	Department	0017 - ICE	CREAMD	iP v			
000000000017/000	\$1 SCR OFF	Product Code			~			
000000000024/000	\$2 SCR OFF	Fees	(			Edit		
000000000031/000	\$5 SCR OFF				¥	Lan		
000000000048/000	\$10 SCR OFF	ID Check				Edit		
000000000055/000	\$20 SCR OFF	11000			¥			
000000000079/000	SM COFFEE EACH	Taxes	2-LUXUR	CY.	*	Edit		
000/3800000000000	MED COFFEE EACH	100000000000000000000000000000000000000			¥			
000000000093/000	LG COFFEE EACH	Blue Laws			A	Edit		
000000000109/000	81" HAM & TKY SUB	0						
000000000116/000	SKNR RDCTN PRGRM	Group ID			_			
000000000123/000	BASIC PK	Sequence #		Transact	on Quantity	Limit 0.00		1000
000000000130/000	81° MEATBALL SUB	- Properties		<u>.</u>				V
000000000147/000	81° SEAFD WHITE S							
000000000154/000	8" SEAFD WHEAT S	Open			Not So	id		
000000000161/000	12 Lg Red Heads	El Return	able		E Food S	Stamp		
000000000178/000	12 Med Red Heads	V Specia	Discount		Promo			
		Fraction     Prohib	mal Qty it Manual D	scount	Prompt	t Serial Num		

#### 7. Type PLU # and click Retrieve Page

Security In	nitial Setup	Store Operations	Promos and Discounts	Forecourt	Devices	Payment Controller	Reporting	Tools	Help
Price Lo	ook Up I	Manager							
	Page	1 of 314	Retrieve	e PLUs					
1	revious	vetrieve PLUs Next	Where						
	JPC 00000/000 00017/000 00024/000 00024/000 00048/000 00055/000 00055/000 00055/000 00059/000 00093/000 00093/000 0019/000 00116/000 00154/000 00161/000	Desc PLANTERS DAYBRK \$1 SCR OFF \$2 SCR OFF \$10 SCR OFF \$20 SCR OFF	A I I I I I I I I I I I I I I I I I I I	✓ 3y e Done Re	v v set Leaving blank wi	PLU Number 70960951 Product Code Department Description Price WHERE conditions II return ALL PLUs.	568 Mod	ifier	

- 8. If the PLU is available already in the Pricebook then it will show the name of the product. (Then Skip the below steps and follow part "B" of the document).
- 9. If the PLU is not available in the Pricebook the below screen will appear, and need to add the PLU

10. Click Add

						3	Add	Del
Page 0 of 0	PLU							
Previous Retrieve PLUs Next	Description							
UPC Desc	Price	0.00 Se	ell Unit	1.000				
	Department			~				
	Product Code			~				
	Fees				Edit			
	ID Check				17.404			
	10 Onder			Ŧ	Edit			
	Taxes			1	Edit			
	Blue Laws				Edit			
	Group ID			-				
	Sequence #	TT .	ansactio	on Quantity	Limit 0.00			
	Properties-							
	Open			Not Sol	d			
	El Returna	sble		Food S	tamp			
	2 Special	Discount		Promo				
	C Fraction	nal Qty		Prompt	Serial Num			
	C Prohibit	Manual Disco	unt					
								_

- 11. Enter the PLU number.
- 12. Enter the Description Name of the product. (Example: Saratoga)
- 13. Department Grocery.
- 14. Product Code 0400 General Merch.
- 15. Add the details and click on "Save".

			Add	C Delete
Page 0 of 0	PLU 70960951568	0		
Previous Retrieve PLUs Next	Description SARATOGA			
IIBC Desc	Price 0.00 Sell	Unit 1.000		
0951568/0 SARATOGA	Department 0011 - GROCER	r vi		
	Product Code 0400 - GENERAL	MERCHANE		
	Fees	^ Edit		
	ID Check	^ Edit		
	Turne	¥ General		
	Idxes	Ç Edit		
	Blue Laws	Edit		
	Group ID			
	Sequence # Tran	saction Quantity Limit 0.00		-
	Properties			
	Open	Not Sold		
	C Returnable	Food Stamp		
	Special Discount	Promo		
	Fractional Qty	Prompt Serial Num	i	
	Prohibit Manual Discount	t		
	- Taxable Rehate			

Note\* - The above steps will make sure that the CPG Product is added to the price book.

Steps to add SoftKey on Verifone POS Cashier's screen:

- 1. Click on Store Operations
- 2. Click on "Touch Screen"
- 3. Click on "Panel configuration".

Security	Initial Setup	Store Operations	Promos and Dis	counts	Forecourt	Devices	Payment Controller	Reporting	Tools	Help	Log Out	
		Payment Merchandise Restrictions PLUs Sales Menu Keys Register Touch Screen Self-checkout House Account/ Pay I	N: Pay OUT	Panel Screen Registe	Configuration Configuration ar Configuration							
		Group Price Change Managed Updates Fiscal Receipt Charity Donations Close Lane										

4. Select the ItemPanel where the SoftKey needs to be added, In case you are not aware click on Preview/Edit this will give you an idea where you want the SoftKey to be placed.

Security Initial Setup Store Operations Promos and Discounts Forecourt Devices Payment Controller Reporting

	100			Delete
Select Item Panel ItemPanel_1	Name ItemPane	1_1	Add D	uplicate
ItemPanel_3 ItemPanel_4	Туре	Items	Preview	
temPanel_5 temPanel_6	Function	Approve Fuel	APPROVE	M.M.
		Fuel Prepay	PREPAY	
	Function	View Fuel	VIEW FUEL	
	Function	Fuel	FUEL	
				Ŧ

- 5. Once the Item Panel is known
- 6. On the right-hand side with heading "Included Items"
- 7. Scroll to the bottom.
- 8. Click on the empty space where you see the blank button.

Security Initial Setup Store Operations Promos and Discounts Forecourt Devices Payment Controller Reporting

					Delete
elect Item Panel	Na	me ItemPan	el_1	Add	Duplicate
ItemPanel_1 ItemPanel_2	• E	ncluded Ite	ems-		
ItemPanel_3 ItemPanel_4 ItemPanel_5		Туре	Items	Preview	
ItemPanel_6		MOP	\$50 CASH	\$50 CAS	5H
		MOP	CASH	CASH	
		MOP	CREDIT	CREDI	г
					The second se
				Add Item Del	ete Item

- 9. Upon clicking, you will the list.
- 10. Select PLU from the list.

Panels Parked Menu Panels	Fuel Panels			
elect item Panel temPanel_1	Nar		Add Duplicate	
temPanel_2 temPanel_3 temPanel_4 temPanel_5 temPanel_6	PLU Department	эms	Preview	
	MOP	E 50 CASH	\$50 CASH	
	Menu key	REDIT	CREDIT	
	Monitoring	•	<b>_</b>	

- 11. Then enter the PLU which was setup in section "A" of the document.
- 12. Click on Retrieve page

Security Initial Setup Store Op	perations Promos and Discounts Forecourt Devices Payment Controller Reporting	Tools	Help
Touch Screen Config	uration : Panel Configuration Save Cancel		
Item Panels Parked Menu Panels	Fuel Panels		
	Delete		
Select Item Panel	Retrieve PLUs		
ItemPanel_2 ItemPanel_3	Where		
ItemPanel_4 ItemPanel_5	like  PLU Number 70960951568 Modifier		
ItemPanel_6	and V Product Code V		
	and V Description		
	and V Price		
	Order By		
	• •		
	Retrieve Page Done Reset		
	blank will return ALL PLUs.		
Preview/e			
	1 1 11		

13. Select the radio button and click Done.

Touch Screen Configuration	tion : Panel Configuration	Save Car
		Delete
Select Item Panel ItemPanel_1	Available PLUs	
ItemPanel_3 ItemPanel_4 ItemPanel_5 ItemPanel_6	0709609515686/000  Select None Done Ca	incel
	Pages 1 V	
<b></b>		
Preview/edit		

- 14. To be confirmed and check click on "Preview/edit"
- 15. The SoftKey created should be visible.



16. Then Click on "Save"

Panels Parked Menu Panels	Fuel Panels				
			00	Delete	
elect Item Panel	Name ItemPane	.1	Add Duplica	ste	
ItemPanel_2	Included Iter	ns			
ItemPanel_4	Туре	Items	Preview		
ItemPanel_6	Function	Approve Fuel	APPROVE		
	Function	Fuel Prepay	PREPAY		
	Function	View Fuel	VIEW FUEL		
	Function	Fuel	FUEL		

- 17. Logout from the Config Client
- 18. As well logout and login on the cashier's screen
- 19. Below is how the button will look like on the POS.

Ready			System OK				10:50 AM / Thursday, Aug 10, 2023 Reg102 CORPORATE		
Description	Qty	Amount							
			Main	Main2	Deli2				
				2 2					
			BEER	GROCERY NTAX	NTAX COUPN	MANUAL EBT	\$50 CASH	CASH	CREDIT
			SARATOGA						
	≥ 1	Price Check	Help	Recall	Reprint			Show Fuel	CSR Func