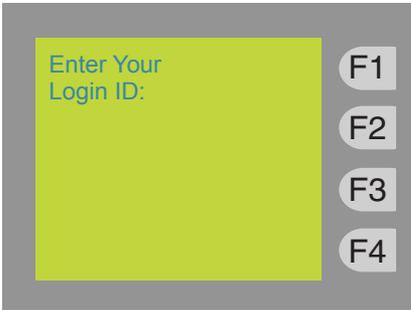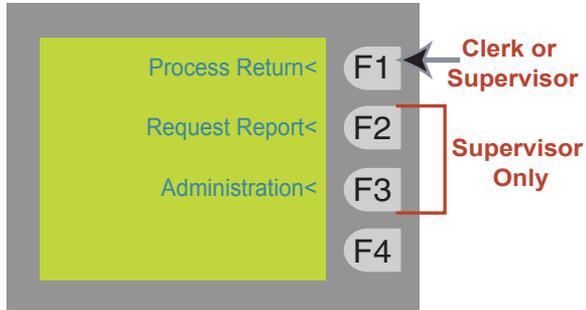# The Return Exchange

PROCESSING RETURNS

Key Commands:
The **CLEAR** Key clears a transaction and returns you to Login.
The **BACKSPACE** Key deletes the last number or letter typed.
The **ALPHA** Key changes the last number typed to a character.
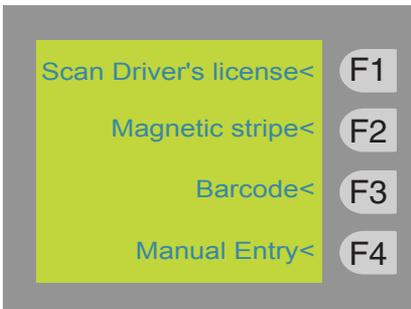The **ENTER** Key completes the most recent command.

1. Type your assigned Login ID and press Enter.

Enter Your
Login ID:

- F1
- F2
- F3
- F4

2. Press F1 - Process Return.

Process Return< — F1 — **Clerk or Supervisor**

Request Report< — F2

Administration< — F3

F4

Supervisor Only

3. Select an F-Key based on the customer's state and DL (driver's license) or ID (identification) type. If unsure of the license or ID type, refer to *Using Your Verify-1™* in your user manual.

Scan Driver's license< — F1

Magnetic stripe< — F2

Barcode< — F3

Manual Entry< — F4

Select an F-Key based on the customer's license or ID.

← **Magnetic Stripe**

← **All others, or after 2 failed scans.**

Turn Card Over to Proceed. ➡

The Return Exchange

Verify-1™
Quick Reference Card

Magnetic Stripe

➤ **Magnetic Striped License**
4. Swipe the license through the card slot towards you.

All others, or after 2 failed scans

➤ **Manual Entry Using Keypad**
4. Select **Yes** or **No** at, "Does The Customer Have A License Or State ID."
A **Yes** answer receives a request to type the customer's license or ID number. [Go to 5 below.]
A **No** answer receives a request for $ amount.
5. Type the License or ID number, press **Enter**.
6. Type customer's ZIP code, press **Enter**.

When the license or ID number includes letters, use the **ALPHA** Key to replace the number with the letter.
For example: To type the word DO:
For "D" - Type a 3 and press ALPHA 1 time.
For "O" - Type a 6 and press ALPHA 3 times.

The prompt "Enter Amount" indicates the DL/ID Number was accepted.

a. Type the dollar amount at the prompt, press **Enter.**
b. Select **Yes** or **No** at, "Does the Customer Have A Receipt?"
c. Terminal dials out, displays approval number and prints store copy of receipt.
d. Follow your store policy for handling store copy of receipt.
e. Press any key on the terminal to print a receipt for the customer.