












Credit Card Cash Advance





- ▶ Press 
- ▶▶ Password + 
- ▶ Then Swipe or Insert Card
- ▶▶ Enter Invoice Number + 
- ▶ Cardholder ID + 
- ▶ ID Exp Date (MMDDYY) + 
- ▶▶ Enter Clerk ID* + 
- ▶ Amount + 
- ▶ If Customer Copy Set to Confirm:
To Print Customer Copy,
Press 

Write 1st four printed digits on receipt. These digits are found above or below the embossed account number on the card.












Reprint Receipt

- ▶ Press 
- ▶ To Print Last Transaction
Press 
- ▶ Or to Print Any Trans. in Batch
Press 
- ▶ Then Invoice Number + 








Reports

- ▶ Press 
- ▶▶ Password + 
- ▶ To Print Totals by Card Type
Press 
- ▶ To Print Detail Summary
Press 









Manual Cash Advance

- ▶ Press 
- ▶▶ Password + 
- ▶ Account # + 
- ▶ Exp Date + 
- ▶▶ "Imprint Card"
Imprint, then Press 
- ▶▶ Enter Invoice Number + 
- ▶ Cardholder ID + 
- ▶ ID Exp Date (MMDDYY) + 
- ▶▶ Enter Clerk ID* + 
- ▶ Amount + 
- ▶ If Customer Copy Set to Confirm:
To Print Customer Copy,
Press 







Off-Line Sale

- ▶ Press 
- Until You Reach Option
- ▶ Press 
- ▶ Swipe or Insert Card
- ▶▶ Enter Invoice Number + 
- ▶▶ Enter Clerk ID* + 
- ▶ Amount + 
- ▶ Appr Code + 
- ▶ If Customer Copy Set to Confirm:
To Print Customer Copy,
Press 





Void Cash Advance

- ▶ Press 
- ▶▶ Password + 
- ▶ To Void Last Transaction
Press 
- ▶ Or to Void Any Transaction
Press 
- ▶ To Retrieve Any Transaction
by Invoice #
Press 
- ▶ Or to Retrieve by Account #
Press 
- ▶ Enter Data as Requested 
- ▶ To Confirm Void
Press 

Settlement

- ▶ Press 
- ▶▶ Password + 
- If Totals option is set to "Confirm"
the terminal will display totals.
- ▶ Press  to Confirm Totals
- OR: If Totals option is set to "Enter",
you must manually enter totals.
- ▶ Sales Totals + 
- ▶ Refund Totals + 
- ▶ Grand Totals + 

Batch Totals

- ▶ Press 
- Until You Reach Option
- ▶ Press 
- ▶ Press 
- ▶ Press  For the Host

NOTE:

▶▶ Optional Prompts

Pressing the 3 key from the main menu on the Omni 3750 will advance the paper.

Enter *Password* When Prompted

*NOTE: The V-Code is often requested for manually entered transactions. This code can be found on the back of the card as the last three digits on the right side of the signature panel, directly below the mag stripe