Credit Card Sale

❯ **Swipe or Insert Card**

❯ *Or* **Press** `Sale`
   Then **Swipe or Insert Card**

❯ **Press** `Credit`

❯ **Amount +** `⏎`

❯ If Customer Copy Set to Confirm:
   To Print Customer Copy,
   Press `Yes`

Manual Sale

❯ **Press** `Sale`

❯ **Account # +** `⏎`

❯ **Press** `Credit`

❯ **Exp Date +** `⏎`

 – "CARD PRESENT"
   If Present, **Press** `Yes`

 – "IMPRINT CARD"
   Imprint, *Then* **Press** `⏎`

❯ **Amount +** `⏎`

❯ **V-Code* +** `⏎`
   If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.

❯ **Zip Code +** `⏎`

❯ If Customer Copy Set to Confirm:
   To Print Customer Copy,
   Press `Yes`

Debit Sale

❯ **Swipe Card**

❯ *Or* **Press** `Sale` *Then*
   Swipe or Insert Card

❯ **Press** `Debit`

❯ **Amount +** `⏎`

 – Enter Cash Back $$ + `⏎`

❯ *CUSTOMER:*
   Press `Enter` On PIN Pad
   to Confirm $$

❯ *CUSTOMER:*
   Key PIN # + `Enter`

❯ If Customer Copy Set to Confirm:
   To Print Customer Copy,
   Press `Yes`

Credit Card Refund

❯ **Press** `⬇` / `More`
   Until You Reach Option

❯ **Press** `Refund`

 – Password + `⏎`

❯ **Swipe or Insert Card**

❯ **Press** `Credit`

❯ **Amount +** `⏎`

❯ If Customer Copy Set to Confirm:
   To Print Customer Copy,
   Press `Yes`

Off-Line Sale

❯ **Press** `⬇` / `More`
   Until You Reach Option

❯ **Press** `Off-Line`

❯ **Swipe or Insert Card**

❯ **Press** `Credit`

❯ **Amount +** `⏎`

❯ **Approval Code +** `⏎`

❯ If Customer Copy Set to Confirm:
   To Print Customer Copy,
   Press `Yes`

Void

❯ **Press** `⬇` / `More`
   Until You Reach Option

❯ **Press** `Void`

 – Password + `⏎`

❯ To Void Last Transaction
   Press `Yes`

❯ *Or* to Void Any Transaction
   Press `No`

❯ To Retrieve Any Transaction
   by Invoice #
   Press `Inv`

❯ *Or* to Retrieve by Account #
   Press `Acct`

❯ To Confirm Void
   Press `Yes`

NOTE:

Enter *Password* When Prompted

❯ Terminal will prompt for clerk ID and
   invoice # if those options are activated.

*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

Reprint

› **Press** [Reprint]

› To Print Last Transaction
Press [Last Receipt]

› *Or* to Print Any Transaction in Batch
Press [Any Receipt]

› *Then* **Invoice** + [↵]

Totals Report

› **Press** [Reports]

- Password + [↵]

› To Print Totals by Card Type
Press [Totals Report]

Detail Report

› **Press** [Reports]

- Password + [↵]

› To Print Detail Summary
Press [Detail Report]

Tip Adjustment

› **Press** [Tip]

› Select Search Method to Retrieve Ticket *Then* **Press**
[Serv] [Amt] [Acct] [Inv]

› Follow Prompts After Above Selection
Press [↵]

› **Press** [Adj]

› **Tip Amount** + [↵]

Tabs

› **Press** [↓] / [More]
Until You Reach Option
Then **Press** [Tab]

› OPTIONS:
[Open Tab] [Close Tab] [Del Tab] [Tab Rpt]

› **Open Tab:** Follow prompts as if it were a regular sale. When tab amount displays, press enter to accept or key in new amount and press enter.

› **Close or Delete Tab:** Select Transaction By
[Inv] [Acct]

› **Tab Reports:** Open Tab Report Prints When Option is Selected.

Batch Review

› **Press** [↓] / [More]
Until You Reach Option
Then **Press** [Batch Review]

- Password + [↵]

› Select Search Method to Retrieve Ticket *Then* **Press**
[Serv] [Amt] [Acct] [Inv]

› Enter Data as Requested
Then **Press** [↵]

› Transaction Displays Select Option *Then* **Press**
[Adj] [Void] [Prev] [Next]

› **ADJUSTMENT OPTIONS:** Select Appropriate Edit Function
Press
[Amt] [Tip] [Serv] [Appv]

› Enter New Data as Requested
Then **Press** [↵]

› **VOID OPTION:**
Voids the Transaction

Balance/Settle

› **Press** [Settle]

- 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** + [↵]

- Manual Shift Change

› **Press** [1]

› To Increment Shift
Press [Yes]

- Add Servers

› **Press** [↓] / [More]
Until You Reach Option
Then **Press** [Server Setup]

- Password +

› **Press** [Add Server]

› **Enter a 1-4 Digit ID #** + [↵]

› **Enter a Password** + [↵]

NOTE:

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

- Optional Prompts
- For Multi Merchant: Press Next until proper merchant # displays, then press Select, or enter merchant # and press enter.