

Credit Card Sale	Manual Sale	Debit Sale
<ul style="list-style-type: none"> <li>› <b>Swipe or Insert Card</b></li> <li>› Or Press <b>Sale</b> Then <b>Swipe or Insert Card</b></li> <li>› Press <b>Credit</b></li> <li>› <b>Amount +</b> </li> <li>› If Customer Copy Set to Confirm: To Print Customer Copy, Press <b>Yes</b></li> </ul>	<ul style="list-style-type: none"> <li>› Press <b>Sale</b></li> <li>› <b>Account # +</b> </li> <li>› Press <b>Credit</b></li> <li>› <b>Exp Date +</b> </li> <li>- "CARD PRESENT" If Present, Press <b>Yes</b></li> <li>- "IMPRINT CARD" Imprint, Then Press </li> <li>› <b>Amount +</b> </li> <li>› <b>V-Code* +</b> </li> <li><small>If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.</small></li> <li>› <b>Zip Code +</b> </li> <li>› If Customer Copy Set to Confirm: To Print Customer Copy, Press <b>Yes</b></li> </ul>	<ul style="list-style-type: none"> <li>› <b>Swipe Card</b></li> <li>› Or Press <b>Sale</b> Then <b>Swipe or Insert Card</b></li> <li>› Press <b>Debit</b></li> <li>› <b>Amount +</b> </li> <li>- Enter Cash Back \$\$ + </li> <li>› <b>CUSTOMER:</b> Press <b>Enter</b> On PIN Pad to Confirm \$\$</li> <li>› <b>CUSTOMER:</b> <b>Key PIN # +</b> <b>Enter</b></li> <li>› If Customer Copy Set to Confirm: To Print Customer Copy, Press <b>Yes</b></li> </ul>
Credit Card Refund	Off-Line Sale	Void
<ul style="list-style-type: none"> <li>› Press  / <b>More</b> Until You Reach Option</li> <li>› Press <b>Refund</b></li> <li>- Password + </li> <li>› <b>Swipe or Insert Card</b></li> <li>› Press <b>Credit</b></li> <li>› <b>Amount +</b> </li> <li>› If Customer Copy Set to Confirm: To Print Customer Copy, Press <b>Yes</b></li> </ul>	<ul style="list-style-type: none"> <li>› Press  / <b>More</b> Until You Reach Option</li> <li>› Press <b>Off-Line</b></li> <li>› <b>Swipe or Insert Card</b></li> <li>› Press <b>Credit</b></li> <li>› <b>Amount +</b> </li> <li>› <b>Approval Code +</b> </li> <li>› If Customer Copy Set to Confirm: To Print Customer Copy, Press <b>Yes</b></li> </ul>	<ul style="list-style-type: none"> <li>› Press  / <b>More</b> Until You Reach Option</li> <li>› Press <b>Void</b></li> <li>- Password + </li> <li>› To Void Last Transaction Press <b>Yes</b></li> <li>› Or to Void Any Transaction Press <b>No</b></li> <li>› To Retrieve Any Transaction by Invoice # Press <b>Yes</b></li> <li>› Or to Retrieve by Account # Press <b>Acct</b></li> <li>› To Confirm Void Press <b>Yes</b></li> </ul>

#### 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 Trans. in Batch  
Press **Any Receipt**
- › Then **Invoice** +

### Phone Order

- › Press **↓ / More**  
Until You Reach Option
- › Press **Phone Order**
- › **Account #** +
- › Press **Credit**
- › **Exp Date** +
- › **Amount** +
- › **V-Code\*** +
- If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.
- **Street Address** +
- NOTE: Use numbers only to enter street address
- › **Zip Code** +
- › If Customer Copy Set to Confirm:  
To Print Customer Copy,  
Press **Yes**

### Totals Report

- › Press **Reports**
- Password +
- › To Print Totals by Card Type  
Press **Totals Report**

### Batch Review

- Press **↓ / More**  
Until You Reach Option  
Then Press **Batch Review**
- Password +
- › Select Search Method  
Press
- › Enter Data as Requested  
Then Press  
**Serv** **Amt** **Acct** **Inv**
- › Transaction Displays  
Select Option  
Press
- › **ADJUSTMENT OPTIONS:**  
Select Appropriate Edit  
Function  
Press  
**Adj** **Void** **Prev** **Next**
- › Enter New Data as Requested  
Then Press  
**Amt** **Tip** **Serv** **Appv**
- › **VOID OPTION:**  
Voids the Transaction

### Detail Report

- › Press **Reports**
- Password +
- › To Print Detail Summary  
Press **Detail Report**

### 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** +

**BAM NOTE:** If There Are Any Transactions That Failed Auth, You Will See This Prompt  
**Delete Auth Batch** **Yes**  
You Must Choose Yes to Continue Settlement.

### - Manual Shift Change

- › Press **1**
- › To Increment Shift  
Press **Yes**

### BAM (Batch Auth)

- Press **↓ / More**  
Until You Reach Option
- › The terminal will dial to the authorization host and attempt to authorize all transactions that are saved in the batch. An auth batch report will print with all transactions in the batch and a failed auth report will print. A prompt will appear to delete the batch auth batch.

### NOTE:

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

#### - Optional Prompts

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