RETAIL / RESTAURANT

Credit Card Sale

- ❯ **Swipe Card**
- ❯ *Or* **Press** `Sale`
  Then **Swipe Card**
  - **Press** `Credit`
- ❯ **Amount +** `Func Enter`
  - **Enter Tip Amount +** `Func Enter`
  - If Thermal Printer:
    To Print Customer Copy,
    Press `Yes`

Off-Line Sale

- ❯ **Press** ⬇ / `More`
  Until You Reach Option
- ❯ **Press** `Off-Line`
- ❯ **Swipe Card**
- ❯ **Press** `Credit`
- ❯ **Amount +** `Func Enter`
  - **Enter Tip Amount +** `Func Enter`
- ❯ **Auth Code +** `Func Enter`
  - If Thermal Printer:
    To Print Customer Copy,
    Press `Yes`

Refund

- ❯ **Press** ⬇ / `More`
  Until You Reach Option
- ❯ **Press** `Refund`
  - Password + `Func Enter`
- ❯ **Swipe Card**
- ❯ **Press** `Credit`
- ❯ **Amount +** `Func Enter`
  - **Enter Tip Amount +** `Func Enter`
  - If Thermal Printer:
    To Print Customer Copy,
    Press `Yes`

Manual Sale

- ❯ **Press** `Sale`
- ❯ **Account # +** `Func Enter`
  - **Press** `Credit`
- ❯ **Exp Date +** `Func Enter`
  - "CARD PRESENT"
    If Present, **Press** `Yes`
  - "IMPRINT CARD"
    Imprint, *Then* **Press** `Func Enter`
- ❯ **Amount +** `Func Enter`
- ❯ **V-Code* +** `Func Enter`
  If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.
- ❯ **Zip Code +** `Func Enter`
  - **Enter Tip Amount +** `Func Enter`
  - If Thermal Printer:
    To Print Customer Copy,
    Press `Yes`

Phone Order

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

Debit Sale

- ❯ **Swipe Card**
- ❯ *Or* **Press** `Sale` *Then*
  Swipe Card
- ❯ **Press** `Debit`
- ❯ **Amount +** `Func Enter`
  - **Enter Cash Back $$ +** `Func Enter`
- ❯ **Tip Amount +** `Func Enter`
- ❯ *CUSTOMER:*
  Press `Func Enter` On PIN Pad
  to Confirm $$
- ❯ *CUSTOMER:*
  Key PIN # + `Func Enter`
  - If Thermal Printer:
    To Print Customer Copy,
    Press `Yes`

Void

- ❯ **Press** ⬇ / `More`
  Until You Reach Option
- ❯ **Press** `Void`
- ❯ To Void Last Transaction
  Press `Yes`
- ❯ *Or* to Void Any Transaction
  Press `No`
- ❯ To Retrieve Any Transaction
  by Invoice #
  Press `Inv`
- ❯ *Then* **Invoice # +** `Func Enter`
- ❯ *Or* to Retrieve by Account #
  Press `Acct`
- ❯ *Then* **Account # +** `Func Enter`
- ❯ To Confirm Void
  Press `Yes`

- Manual Shift Change

- ❯ **Press** `1`
- ❯ To Increment Shift
  Press `Yes`

NOTE:

- **Optional Prompts** *(Enter Password When Prompted)*
- ★ Terminal may prompt server to 'Login'

* 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** + [Func Enter]

Clerk/Server Reports

› **Press** [Reports]

- Password + [Func Enter]

› **Press** [Server Report]

› To Print Reports Separated by Servers
Choose: [Totals Report] [Detail Report] [Server Table] [Shift Report] [Unadj Report]

› To Print Individual Reports by Individual Servers
Choose: [IRS Tip Report] [Discnt Report]

› To Get Certain Reports, You May Need to Scroll:
Press [↓] / [More]

Tip Adjustment

› **Press** [Tip]

- Password + [Func Enter]

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

› Follow Prompts After Above Selection *Then* **Press** [Func Enter]

› When Transaction Displays
Press [Adj]

› **New Tip Amount** + [Func Enter]

NOTE:

Enter *Password* When Prompted

- **Optional Prompts**
  [1] Omni 3200 Only
  [2] Omni 396 Only
★ Use **Any** for Counter Tip Receipt

Totals or Debit Report

› **Press** [Reports]

- Password + [Func Enter]

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

› *Or* to Print Detail Summary★
Press [Detail Report]

Add Clerks/Servers

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

› **Press** [Server Setup]

› **Press** [Add Server]

› **Enter a 1-4 Digit ID # +** [Func Enter]

› **Server Password +** [Func Enter]
(1-6 Digits)

› *Re-Key* **Password +** [Func Enter]

Batch Review

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

› [2]*Or* **Press** [Batch Review]

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

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

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

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

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

› **VOID OPTION:**
Voids the Transaction

Batch History Report

› **Press** [Reports]

- Password + [Func Enter]

› To Print Detail Summary
Press [↓] / [More]

› **Press** [Batch History]
Print by: Date/Batch #/All

Tabs

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

› **Press** [Tab]

› **Options:**
[Open Tab] [Close Tab] [Delete Tab] [Tab Report]

› **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:** Open Select Ticket by: [Inv] or [Acct]

Balance/Settle

› **Press** [Settle]

› **Press** [Settle]

- Password + [Func Enter]

› If Totals Option is Set to *"Confirm"* the Terminal Will Display Totals
Press [Func Enter]
to Confirm Totals

› *Or:* If Totals Option is Set to *"Enter",* You Must Manually Enter Totals
Sales Totals + [Func Enter]

› **Refund Totals +** [Func Enter]

› **Grand Total +** [Func Enter]

› To Print Settlement Report
Press [Func Enter]