



Omni 3350
Omni 3750 Verix SoftPay

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Quick Reference Guide

Credit Card Sale	Manual Sale	Debit Sale
<ul style="list-style-type: none"> › 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 	<ul style="list-style-type: none"> › Press Sale › Account # + › Press Credit › Exp Date + - "CARD PRESENT" If Present, Press Yes - "IMPRINT CARD" Imprint, Then Press › Amount + › V-Code* + <small>If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.</small> › Zip Code + › If Customer Copy Set to Confirm: To Print Customer Copy, Press Yes 	<ul style="list-style-type: none"> › 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	Off-Line Sale	Void
<ul style="list-style-type: none"> › 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 	<ul style="list-style-type: none"> › 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 	<ul style="list-style-type: none"> › 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

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



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Reprint	Totals Report	Detail Report
<ul style="list-style-type: none"> Press Reprint To Print Last Transaction Press Last Receipt Or to Print Any Transaction in Batch Press Any Receipt Then Invoice + 	<ul style="list-style-type: none"> Press Reports - Password + To Print Totals by Card Type Press Totals Report 	<ul style="list-style-type: none"> Press Reports - Password + To Print Detail Summary Press Detail Report
Tip Adjustment	Batch Review	Balance/Settle
<ul style="list-style-type: none"> Press Tip Select Search Method to Retrieve Ticket Then Press Serv Amt Acct Inv Follow Prompts After Above Selection Press Press Adj Tip Amount + 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 +
Tabs		- Manual Shift Change
<ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> Press 1 To Increment Shift Press Yes
		- Add Servers
		<ul style="list-style-type: none"> Press ↓ / More Until You Reach Option Then Press Server Setup - Password + Press Add Server Enter a 1-4 Digit ID # + Enter a Password +

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- Optional Prompts