



Omni 3350  
Omni 3750 Verix SoftPay

# RESTAURANT

## Quick Reference Guide

Credit Card Sale	Manual Sale	Debit Sale
<ul style="list-style-type: none"> <li>› Swipe or Insert Card</li> <li>› Or Press <b>Sale</b> Then Swipe or Insert Card</li> <li>› Press <b>Credit</b></li> <li>› Amount + </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>› Account # + </li> <li>› Press <b>Credit</b></li> <li>› Exp Date + </li> <li>- "CARD PRESENT" If Present, Press <b>Yes</b></li> <li>- "IMPRINT CARD" Imprint, Then Press </li> <li>› Amount + </li> <li>› V-Code* + </li> <li><small>If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.</small></li> <li>› Zip Code + </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>› Swipe Card</li> <li>› Or Press <b>Sale</b> Then Swipe or Insert Card</li> <li>› Press <b>Debit</b></li> <li>› Amount + </li> <li>- Enter Cash Back \$\$ + </li> <li>› <b>CUSTOMER:</b> Press <b>Enter</b> On PIN Pad to Confirm \$\$</li> <li>› <b>CUSTOMER:</b> Key PIN # + <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>› Swipe or Insert Card</li> <li>› Press <b>Credit</b></li> <li>› Amount + </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>› Swipe or Insert Card</li> <li>› Press <b>Credit</b></li> <li>› Amount + </li> <li>› Approval Code + </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>Inv</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

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



Omni 3350  
Omni 3750 Verix SoftPay

# RESTAURANT

Reprint	Totals Report	Detail Report
<ul style="list-style-type: none"> <li>Press <b>Reprint</b></li> <li>To Print Last Transaction Press <b>Last Receipt</b></li> <li>Or to Print Any Transaction in Batch Press <b>Any Receipt</b></li> <li>Then Invoice + </li> </ul>	<ul style="list-style-type: none"> <li>Press <b>Reports</b></li> <li>- Password + </li> <li>To Print Totals by Card Type Press <b>Totals Report</b></li> </ul>	<ul style="list-style-type: none"> <li>Press <b>Reports</b></li> <li>- Password + </li> <li>To Print Detail Summary Press <b>Detail Report</b></li> </ul>
Tip Adjustment	Batch Review	Balance/Settle
<ul style="list-style-type: none"> <li>Press <b>Tip</b></li> <li>Select Search Method to Retrieve Ticket Then Press <b>Serv</b> <b>Amt</b> <b>Acct</b> <b>Inv</b></li> <li>Follow Prompts After Above Selection Press </li> <li>Press <b>Adj</b></li> <li>Tip Amount + </li> </ul>	<ul style="list-style-type: none"> <li>Press  / <b>More</b> Until You Reach Option Then Press <b>Batch Review</b></li> <li>- Password + </li> <li>Select Search Method to Retrieve Ticket Then Press <b>Serv</b> <b>Amt</b> <b>Acct</b> <b>Inv</b></li> <li>Enter Data as Requested Then Press </li> <li>Transaction Displays Select Option Then Press <b>Adj</b> <b>Void</b> <b>Prev</b> <b>Next</b></li> <li><b>ADJUSTMENT OPTIONS:</b> Select Appropriate Edit Function Press <b>Amt</b> <b>Tip</b> <b>Serv</b> <b>Appv</b></li> <li>Enter New Data as Requested Then Press </li> <li><b>VOID OPTION:</b> Voids the Transaction</li> </ul>	<ul style="list-style-type: none"> <li>Press <b>Settle</b></li> <li>- Password + </li> <li>If Totals Option is Set to "Confirm" the Terminal Will Display Totals Press  to Confirm Totals</li> <li>Or: If Totals Option is Set to "Enter", You Must Manually Enter Totals Sales Totals + </li> <li>Refund Totals + </li> <li>Grand Totals + </li> </ul>
Manual Shift Change		
		<ul style="list-style-type: none"> <li>Press <b>1</b></li> <li>To Increment Shift Press <b>Yes</b></li> </ul>
Add Servers		
		<ul style="list-style-type: none"> <li>Press  / <b>More</b> Until You Reach Option Then Press <b>Server Setup</b></li> <li>- Password +</li> <li>Press <b>Add Server</b></li> <li>Enter a 1-4 Digit ID # + </li> <li>Enter a Password + </li> </ul>

**NOTE:**

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

- Optional Prompts