AAMS

Omni 3350
Omni 3750 Verix SoftPay

RETAIL / Multi-Merchant

Quick Reference Guide

Credit Card Sale

❯ **Swipe or Insert Card**

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

❯ ****Select Merchant**

❯ **Press** `Credit`

❯ **Amount +** `⏎`

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

Manual Sale

❯ **Press** `Sale`

❯ ****Select Merchant**

❯ **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

❯ ****Select Merchant**

❯ **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`

Void

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

❯ **Press** `Void`

   - Password + `⏎`

❯ ****Select Merchant**

❯ 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`

Credit Card Refund

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

❯ **Press** `Refund`

   - Password + `⏎`

❯ ****Select Merchant**

❯ **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`

❯ ****Select Merchant**

❯ **Swipe or Insert Card**

❯ **Press** `Credit`

❯ **Amount +** `⏎`

❯ **Approval Code +** `⏎`

❯ If Customer Copy Set to Confirm:
   To Print Customer Copy,
   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.

**Press next until proper merchant # displays, then press select, or enter merchant #
and press enter.

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

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Reprint

- ❯ **Press** [Reprint]
- ❯ To Print Last Transaction
  Press [Last Receipt]
- ❯ *Or* to Print Any Transaction for Any Merchant
  Press [Any Receipt]
- ❯ ****Select Merchant**
- ❯ *Then* **Invoice +** [↵]

Totals Report

- ❯ **Press** [Reports]
- − Password + [↵]
- − To Print Totals by Card Type
  Press [Totals Report]
- − To Print Totals by Card Type **for All Merchants**
  Press [All]
- − To Print Totals by Card Type **for One Merchant**
  Press [One]
- − ****Select Merchant**

Detail Report

- ❯ **Press** [Reports]
- − Password + [↵]
- − To Print Detail Summary
  Press [Detail Report]
- − To Print Detail Summary **for All Merchants**
  Press [All]
- − To Print Detail Summary **for One Merchant**
  Press [One]
- − ****Select Merchant**

Phone Order

- ❯ **Press** [↓] / [More]
  Until You Reach Option
- ❯ **Press** [Phone Order]
- ❯ ****Select Merchant**
- ❯ **Account # +** [↵]
- ❯ **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 +** [↵]
- − **Zip Code +** [↵]
- ❯ If Customer Copy Set to Confirm: To Print Customer Copy,
  Press [Yes]

Batch Review

- ❯ **Press** [↓] / [More]
  Until You Reach Option
  Then **Press** [Batch Review]
- − Password + [↵]
- ❯ ****Select Merchant**
- ❯ Select Search Method to Retrieve Ticket *Then* **Press**
  [Clrk] [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] [Clrk] [Appv]
- ❯ Enter New Data as Requested
  Then **Press** [↵]

Balance/Settle

- ❯ **Press** [Settle]
- − Password + [↵]
- − To Settle **for All Merchants**
  Press [All]
- − To Settle **for One Merchant**
  Press [One]
- ❯ 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]

NOTE:

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

− **Optional Prompts**
**Press next until proper merchant # displays, then press select, or enter merchant # and press enter.

*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.