

VeriFone Omni 3200SE

Gift Card Quick Reference Guide

Help Desk: 1-800-859-5965

ACTIVATE OR RELOAD A GIFT CARD

Screen Prompt	Action
From main menu	1. Gift Card <input type="button" value="F#"/>
Gift Activate Void Activation Gift Balance	2. Gift Activate <input type="button" value="F#"/>
Gift Activate Swipe Card Acct:	3. Swipe card.
Or Key Manually	
Gift Activate Swipe Card Acct:	4. Card no. + <input type="button" value="ENTER"/>
Gift Activate Server Id: <If prompted>	5. Server ID + <input type="button" value="ENTER"/>
Gift Activate Amount: \$0.00	6. Amt. + <input type="button" value="ENTER"/>
Tip: \$ <If prompted>	7. Tip amt. + <input type="button" value="ENTER"/>
Gift Activate Invoice Number: <If prompted>	8. Invoice no. + <input type="button" value="ENTER"/>
Gift Activate Approved	9. Receipt prints with Gift Card Balance.
Gift Activate No Yes Prnt Cust Copy?	10. Print cust. receipt <input type="button" value="YES"/> Do not print <input type="button" value="NO"/>

BALANCE INQUIRY

Screen Prompt	Action
From main menu	1. Gift Card <input type="button" value="F#"/>
Gift Activate Void Activation Gift Balance	2. Gift Balance <input type="button" value="F#"/>
Gift Balance Swipe Card Acct:	3. Swipe card.
Or Key Manually	
Gift Balance Swipe Card Acct:	4. Card no. + <input type="button" value="ENTER"/>
Gift Balance Server Id: <If prompted>	5. Server ID + <input type="button" value="ENTER"/>
Gift Balance	6. Receipt prints with Gift Card Balance.
Gift Balance No Yes Prnt Cust Copy?	7. Print cust. receipt <input type="button" value="YES"/> Do not print <input type="button" value="NO"/>

PURCHASE TRANSACTION

Screen Prompt	Action
From main menu	1. Swipe card. or Sale <input type="button" value="F#"/>
Sale Swipe Card Acct:	2. Swipe card.
Or Key Manually	
Sale Swipe Card Acct:	3. Card no. + <input type="button" value="ENTER"/>
Gift Sale Server Id: <If prompted>	4. Server ID + <input type="button" value="ENTER"/>
Gift Sale Amount: \$0.00	5. Amt. + <input type="button" value="ENTER"/>
Tip: \$ <If prompted>	6. Tip amt. + <input type="button" value="ENTER"/>
Gift Sale Invoice Number: <If prompted>	7. Invoice no. + <input type="button" value="ENTER"/>
Gift Sale Approved	8. Receipt prints with Gift Card Balance.
Gift Sale No Yes Prnt Cust Copy?	9. Print cust. receipt <input type="button" value="YES"/> Do not print <input type="button" value="NO"/>

VOID ACTIVATE OR VOID RELOAD

Screen Prompt	Action
From main menu	1. Gift Card <input type="button" value="F#"/>
Gift Activate Void Activation Gift Balance	2. Void Activation <input type="button" value="F#"/>
Void Activation Swipe Card Acct:	3. Swipe card.
Or Key Manually	
Void Activation Swipe Card Acct:	4. Card no. + <input type="button" value="ENTER"/>
Void Activation Server Id: <If prompted>	5. Server ID + <input type="button" value="ENTER"/>
Void Activation Amount: \$0.00	6. Void amt. + <input type="button" value="ENTER"/>
Void Activation Invoice Number: <If prompted>	7. Invoice No. + <input type="button" value="ENTER"/>
Void Activation Approved	8. Receipt prints with Gift Card Balance.
Void Activation No Yes Prnt Cust Copy?	9. Print cust. receipt <input type="button" value="YES"/> Do not print <input type="button" value="NO"/>

WHAT THE DENY CODES MEAN

Code	Meaning
01, 02	Invalid card number
03	Card not valid here
04	Card not Activated
05	Amount > card balance
06	Already activated
08, 09	Over limit, Activation amount > maximum
10	Invalid Void amount
11	Void after Purchase
12	Call Help Desk
13	Swiped to Activate
14, 15	Call Help Desk

END OF DAY SETTLEMENT

Screen Prompt	Action
Step 1: Print Total Report	
From main menu	1. Reports <input type="button" value="REPORTS"/>
Totals Report Detail Report Server Reports Shift Reports	2. Totals Report <input type="button" value="F#"/>
Totals Report Host <-->:Lynk Prev Next SLct Exit	3. Select <input type="button" value="F#"/>
Totals Report Host <-->:Lynk Printing	4. The terminal prints the Totals Report including Gift Card totals for: <ul style="list-style-type: none"> • Activation • Actv Voids • Total Actv • Sales • Tip Total • Tax Total • Gift Sales Total
Step 2: Print Detail Report	
From main menu	1. Reports <input type="button" value="REPORTS"/>
Totals Report Detail Report Server Reports Shift Reports	2. Detail Report <input type="button" value="F#"/>
Detail Report Printing	3. The terminal prints the Detail Report including each transaction in the batch and Gift Card totals for: <ul style="list-style-type: none"> • Activation • Actv Voids • Total Actv • Sales • Tip Total • Tax Total • Gift Sales Total
Step 3: Settle	
From main menu	1. Settlement <input type="button" value="F#"/>
Settlement Password:	2. Supervisor password + <input type="button" value="ENTER"/>
Settlement Sales: \$ XXXX.XX Refunds: \$XXXX.XX Total: \$ XXXX.XX Enter to Confirm	3. Accept totals <input type="button" value="ENTER"/> Stop settlement process <input type="button" value="CANCEL"/>
Settlement	4. Terminal prints the Settlement Report.