

## VeriFone Omni 3200 SE Restaurant Quick Reference Card Help Desk: 1-800-859-5965

SALE	
Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. Select <b>Sale</b> [F#], and type <b>Acct No</b> + [ENTER]
Choose Card	3. Select <b>Card Type</b> [F#]
Exp Date (MMYY)	4. <b>Exp Date</b> + [ENTER]
Imprint Card Press Enter Key	5. <b>Imprint Card</b> + [ENTER]
If Prompted V-Code :	6. <b>V-code</b> + [ENTER] or press <b>Enter</b> to bypass
Server ID	7. <b>Server ID</b> + [ENTER]
Amount: \$	8. <b>Trans Amt</b> + [ENTER]
Tip: \$	9. <b>Tip Amt</b> + [ENTER]
Debit Transactions Only	
Cash: \$	10. <b>Cash back Amt</b> + [ENTER]
Tip: \$	11. <b>Tip Amt</b> + [ENTER]
Enter PIN	12. Customer enters <b>PIN</b>
Corporate Cards Only	
Customer Ref Num:	13. <b>Purchase order number</b> + [ENTER] or press <b>Enter</b> to bypass
Tax Amt: \$	14. <b>Tax Amount</b> + [ENTER] or press <b>Enter</b> to bypass

REFUND (credit transactions only)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to <b>Refund</b> [F#]
Password	2. <b>Supervisor Password</b> + [ENTER]
Swipe Card	3. Swipe Card.
Or Key Manually	
Swipe Card	4. Type <b>Acct No</b> + [ENTER]
Choose Card	5. Select <b>Card Type</b> [F#]
Exp Date (MMYY)	6. <b>Exp Date</b> + [ENTER]
Imprint Card Press Enter Key	7. <b>Imprint Card</b> + [ENTER]
Server ID	8. <b>Server ID</b> + [ENTER]
Amount: \$	9. <b>Trans Amt</b> + [ENTER]

TICKET ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to <b>Ticket Only</b> [F#]
Swipe Card	2. Swipe Card [F#]
Or Key Manually	
Swipe Card	3. Type <b>Acct No</b> + [ENTER]
Choose Card	4. Select <b>Card Type</b> [F#]
Exp Date (MMYY)	5. <b>Exp Date</b> + [ENTER]
Imprint Card Press Enter Key	6. <b>Imprint Card</b> + [ENTER]
Server ID	7. <b>Server ID</b> + [ENTER]
Amount: \$	8. <b>Trans Amt</b> + [ENTER]
Tip: \$	9. <b>Tip Amt</b> + [ENTER]
Appr Code	10. <b>Approval Code</b> + [ENTER]

VOID	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to <b>Void</b> [F#]
Password	2. <b>Supervisor Password</b> + [ENTER]
Void Last Trans Yes No	3. <b>Yes</b> [F#] = last trans
Void Any Transaction	
Click <b>No</b> [F#] for any transaction. Find a transaction by one of the following methods:	
<ul style="list-style-type: none"> <li>Press <b>Inv#</b> [F#], and [ENTER] for first invoice in batch; press <b>Next</b> to scroll to next invoice in batch</li> <li><b>Inv#</b> [F#]; type invoice number + [ENTER]</li> <li><b>Acct#</b> [F#]; type last 4 digits of account number + [ENTER]</li> </ul>	
<card number> <trans amount>	4. Press <b>Yes</b> [F#]

SETTLEMENT	
Screen Prompt	Action
From Main Screen	1. Select <b>Settlement</b> [F#]
Password	2. <b>Supervisor Password</b> + [ENTER]
< terminal displays totals >	3. Confirm totals + [ENTER]

TIP ADJUST	
Screen Prompt	Action
From Main Screen	1. Press [TIP]
Retrieve By: Srvr Amt Acct Inv#	2. Search by <b>Inv #</b> [F#]
Press Enter for all	3. Press [ENTER]
<trans info> Adj Next	4. Select <b>Adj</b> [F#], or <b>Next</b> to view next trans
New tip: \$xx.xx	5. New amount + [ENTER]
Confirm Amt?	6. Press <b>Yes</b> [F#]

REPORTS	
Screen Prompt	Action
From Main Screen	1. Press <b>Reports</b> [Reports]
<Reports>	2. Scroll ↓ to <b>Report Name</b> [F#]
<b>Totals</b> - By host; select RBS WorldPay, EBT, or Amex <b>Detail</b> - Prints Detail report <b>Shift</b> - Shift Number or All <b>Batch History</b> - Date, Batch Num, or All <b>Host Totals</b> - Select Host Type	
Server Reports	
<b>Totals</b> - Prints totals by server <b>Detail</b> - Detail report for one or all servers <b>Unadj</b> - Transactions without server tip adj <b>IRS Tip</b> - Prints tip percent by server <b>Tip Disc</b> - Prints tip discount report	

REPRINT A RECEIPT	
Screen Prompt	Action
From Main Screen	1. Press [Receipt]
<Receipt type>	2. Select a <b>Receipt</b>
Last Receipt	
Printing...	Prints the last receipt.
Any Receipt	
Invoice #:	<b>Invoice Number</b> + [ENTER]

Prompt Definitions	
<b>V-Code.</b> 3-digit code on the Visa, MC and Discover signature strips; 4-digit code on the front of an Amex card. Reduces fraud by confirming card is present for transaction. Result code prints on receipt to indicate valid entry.	
<b>Imprint Card.</b> An imprint validates the card is present in the event the card is unable to be swiped through a credit card terminal or processing system.	

BATCH REVIEW (ADJ, PRINT, VOID)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to <b>Batch Review</b> [F#]
Password	2. Supervisor Password + [ENTER]
Retrieve By:	3. Select <b>Inv#</b> [F#]
Press Enter For All	4. Press [ENTER]
Adjust	
Batch Review ADJ	1. Select <b>Adj</b> [F#]
Adjust Option	2. Select adjust type: Amt, Tip, Srvr, or Appr [F#]
Print	
Batch Review Prnt	1. Select <b>Prnt</b> [F#]
Void	
Batch Review Void	1. Select <b>Void</b> [F#]

TABS	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to <b>Tabs</b> [F#]
Select one of the following actions	
Open Tab create new tab at a preapproved amount	
Open Tab	1. <b>Open Tab</b> [F#]
Swipe Card Acct:	2. Follow prompts for a regular sale.
	3. Press [ENTER]. Open Tab receipt is printed.
Close or Delete Tab Present final bill and receipt or cancel an open tab	
	1. Select <b>Close Tab</b> or <b>Delete Tab</b> [F#]
Retrieve by: Inv# Acct#	2. <b>Inv#</b> [F#]
Invoice number	3. Invoice number + [ENTER]
<Transaction>	4. <b>Yes</b> [F#] to delete or close. Select <b>Next</b> for another transaction.
Cnfrm same card	5. Select <b>Yes</b> [F#]; if prompted.
Server ID:	6. <b>Server ID</b> + [ENTER]; if prompted.
New Amt	7. <b>Amt</b> + [ENTER]; if different from tab
Tab Report Report totals on open tabs	
	1. Select <b>Tab Rpt</b> [F#] to print report.