



**VeriFone Omni 3200 SE
Retail 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 Sale (F#), type Acct No + (ENTER)
Choose Card	3. Select Card Type (F#)
Exp Date (MMYY)	4. Exp Date + (ENTER)
Imprint Card Press Enter Key	5. Imprint Card + (ENTER)
V-Code :	6. V-Code + (ENTER) or press Enter to bypass
Amount: \$	7. Trans Amt + (ENTER)
<i>Debit Transactions Only</i>	
Cash: \$	8. Cash back Amt + (ENTER)
Enter PIN	9. Customer enters PIN
<i>Corporate Cards Only</i>	
Customer Ref Num:	10. Purchase order number + (ENTER) or press Enter to bypass
Tax Amt: \$	11. Tax Amount + (ENTER) or press 0 and Enter to bypass

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

AUTHORIZATION ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll ▼ to Auth Only (F#)
Swipe Card	2. Swipe Card.
Or Key Manually	
Swipe Card	3. Type Acct No + (ENTER)
Choose Card	4. Select Card Type (F#)
Exp Date (MMYY)	5. Exp Date + (ENTER)
Amount: \$	6. Trans Amt + (ENTER)

TICKET ONLY	
Screen Prompt	Action
From Main Screen	1. Scroll ▼ to Ticket Only (F#)
Swipe Card	2. Swipe Card.
Or Key Manually	
Swipe Card	3. Type Acct No + (ENTER)
Choose Card	4. Select Card Type (F#)
Exp Date (MMYY)	5. Exp Date + (ENTER)
Imprint Card Press Enter Key	6. Imprint Card + (ENTER)
Amount: \$	7. Trans Amt + (ENTER)
Appr Code	8. Approval Code + (ENTER)

PHONE ORDER (Prompt for AVS)	
Screen Prompt	Action
From Main Screen	1. Scroll ▼ to Phone (F#)
Acct:	2. Type Acct No + (ENTER)
Exp Date (MMYY)	3. Exp Date + (ENTER)
V-Code	4. V-Code + (ENTER) or press Enter to bypass
Amount: \$	5. Trans Amt + (ENTER)
Address	6. Customer's numeric Street Address + (ENTER) or press Enter to bypass
ZIP	7. Customer 5-digit ZIP Code + (ENTER) or press Enter to bypass

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

REPORTS	
Screen Prompt	Action
From Main Screen	1. Press Reports (Reports)
<Reports>	2. Scroll menu, and select Report Name (F#)
Totals - By host; select Lynk , EBT , or Amex Detail - Prints Detail report Server - Available when Server/Clerk active Shift - Shift Number or All Batch History - Date, Batch Num, or All Host Totals - Select Host Type	

SETTLEMENT	
Screen Prompt	Action
Note: Batch must be settled to receive funds.	
From Main Screen	1. Scroll ▼ to Settlement
Password	2. Supervisor Password + (ENTER)
< terminal displays totals >	3. Confirm totals + (ENTER)
Verify that " Settlement Successful " prints on Settlement report	

REPRINT A RECEIPT	
Screen Prompt	Action
From Main Screen	1. Press (Reprint)
<Receipt type>	2. Select a Receipt (F#)
Last Receipt	
Printing...	Prints the last receipt.
Any Receipt	
Invoice #:	Invoice Number + (ENTER)
BATCH REVIEW (ADJ, PRINT, VOID)	
Screen Prompt	Action
From Main Screen	1. Scroll ▼ to Batch Review (F#)
Password	2. Supervisor Password + (ENTER)
Retrieve By: Press Enter For All	3. Select Inv# (F#)
	4. Press (ENTER)
Adjust	
Batch Review ADJ	1. Select Adj (F#)
Adjust Option	2. Select adjust type: Amt , Tip , Clrk , Appr (F#)
Print	
Batch Review Prnt	1. Select Prnt (F#)
Void	
Batch Review Void	1. Select Void (F#)

PROMPT DEFINITIONS	
V-Code. 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.	
Imprint Card. 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.	
P.O. # and Tax amount. PO# and tax amount prompt when Visa and MC commercial cards are processed. Tax amount entered does not alter total sale amount.	
AVS. Address Verification Service. Enter the card holder's numeric street address and/or zip code of the billing address. Reduces fraud by verifying billing address. AVS result code prints on receipt.	