



**Omni 396 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. Sale + SALE
Enter account #	3. Acct. no. + ENTER
Choose card: 1=Credit 2=Debit 3=EBT	4. Select card type.
Exp Date(MMY)	5. Exp. date + ENTER
Imprint Card	6. Imprint card + ENTER
Clerk # <If prompted>	7. Clerk no. + ENTER
Amount: \$	8. Amt. + ENTER
Cash Back: \$ <If prompted>	9. Cash back amt. + ENTER
Enter PIN <If prompted>	10. Customer types PIN + ENTER
Print Cust Copy? 1=No 2=Yes	11. Print receipt YES Skip receipt NO

VOID	
Screen Prompt	Action
From main screen	1. Press MORE Then press VOID
Password	2. Password + ENTER
Void last transaction?	3. Select transaction type to void.
Retrieve by: 1=Invoice # 2=Account #	4. Select retrieval method.
Enter invoice # or account #	5. Retrieval no. + ENTER
Transaction displays.	6. Don't void NO Void trans. YES Next trans. NEXT
Print Cust Copy? 1=No 2=Yes	7. Print receipt YES Skip receipt NO

REFUND	
Screen Prompt	Action
From main screen	1. Press MORE Then press REFUND
Password	2. Password + ENTER
Enter account #	3. Swipe card.
Or Key Manually	
Enter account	4. Acct. no. + ENTER
Choose card: 1=Credit 2=Debit 3=EBT	5. Select card type.
Exp Date (MMYY)	6. Exp. date + ENTER
Imprint Card	7. Imprint card + ENTER
Clerk # <If prompted>	8. Clerk no. + ENTER
Amount: \$	9. Amt. + ENTER
Print Cust Copy? 1=No 2=Yes	10. Print receipt YES Skip receipt NO
Notes: Refunds are only available for credit transactions.	

TICKET ONLY	
Screen Prompt	Action
From main screen	1. Press MORE Then press OFFLINE
Enter account	2. Swipe card.
Or Key Manually	
Enter account	3. Acct. no. + ENTER
Choose card: 1=Credit 2=Debit 3=EBT	4. Select card type.
Exp Date(MMY)	5. Exp. date + ENTER
Imprint Card	6. Imprint card + ENTER
Amount: \$	7. Amt. + ENTER
Auth code	8. Auth. Code + ENTER
Print Cust Copy? 1=No 2=Yes	9. Print receipt YES Skip receipt NO

REPRINT	
Screen Prompt	Action
From main screen	1. Press REPRINT
Last receipt Any Receipt	2. Select reprint type.
Invoice number	3. Invoice no. + ENTER
Invoice # printing	4. Press ENTER to return to main menu.

PHONE ORDER	
Screen Prompt	Action
From main screen	1. Press MORE 3 times Then press PHONE
Enter account #	2. Acct. no. + ENTER
Exp Date(MMY)	3. Exp. date + ENTER
Amount: \$	4. Amt. + ENTER
Address <If prompted>	5. Address + ENTER
Note: For alpha characters, press the corresponding number and alpha 1, 2, or 3 times to display the appropriate letter.	
ZIP Code <If prompted>	6. ZIP code + ENTER
Print Cust Copy? 1=No 2=Yes	7. Print receipt YES Skip receipt NO

BATCH REVIEW	
Screen Prompt	Action
From main screen	1. Press BATCH REVIEW
Password	2. Password + ENTER
Retrieve by: 1=Srvr 2=Amnt 3=Acct 4=Inv#	3. Retrieve by + ENTER
Select option: 1=Adj 2=Prnt 3=Void 4=Next	4. Select review option + ENTER
Return to idle prompt	5. Press CLEAR twice

REPORTS	
Screen Prompt	Action
From main screen	1. Press REPORTS
Totals Rpt Detail Rpt Server Rpt Shift Rpt Batch History Host Totals	2. Select report + ENTER <i>Note: Press MORE for additional reports.</i>
Report prints	3. Report prints
Print report	4. Press ENTER
Notes: • Totals and Shift reports require host selection. • Server report contains: – Totals Report – Detail Report – Unadjusted Report – Server Table Report – IRS Report – Discn Tip Report	

SETTLEMENT	
Screen Prompt	Action
From main screen	1. Press SETTLE
Password	2. Password + ENTER
End of business day?	3. Settle all open batches for credit and debit NO Settle all open batches and closes debit business day YES
Terminal displays totals	4. Confirm totals and press ENTER