

VeriFone Omni 3200

TSYS(VSVR046) Retail/Restaurant Basic Functions Guide

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About this Guide

The quick reference guide combines all of the available options for following payment methods:

- Credit
- Debit

While not all of these payment methods will be used, the guide shows the functionality available.

This guide will outline the standard steps (listed in **NAVY BLUE**) of the terminal as well as optional steps (listed in **light blue**), that are available depending on the terminal program. If the options in **light blue** do not appear, skip step and go on to the next step. Payment methods in **light blue** are optional and may not appear on all terminal programs.

This guide will also differentiate between standard terminal operations listed in **WHITE** from additional terminal operations listed in **YELLOW**.

Sales

Credit Sale Omni 3200	
<u><i>Action</i></u>	<u><i>Display</i></u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press F2 for Sale	Swipe Card Acct:
Swipe Card	Credit = F1 Debit = F2 EBT = F3
Choose F1 for Credit	Invoice No.:
Enter Invoice Number (6 digits) press the Green Key	Server/Clerk ID:
Enter Server/Clerk ID and press the Green Key	Amount: \$
Enter Amount of the sale and press the Green Key	Enter Customer Code:
Enter Customer Code and press the Green Key	Enter Sales Tax:
Enter Amount of the tax and/or press the Green Key to bypass	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

Debit Sale Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press F2 for Sale	Swipe Card Acct:
Swipe Card	Credit = F1 Debit = F2 EBT = F3
Choose F2 for Debit	Invoice No.:
Enter Invoice Number (6 digits) press the Green Key	Server/Clerk ID:
Enter Server/Clerk ID and press the Green Key	Amount: \$
Enter Amount of the sale and press the Green Key	Cash: \$
Enter Amount of cashback you which to receive and press the Green Key	Tip: \$
Enter Amount of the tip and/or press the Green Key to bypass	Enter Customer Code:
Enter Customer Code and press the Green Key	Enter Sales Tax:
Enter Amount of the tax and/or press the Green Key to bypass	Enter Pin on PINPAD
Enter Pin Number on Pinpad and Press the Green Key.	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

Credit Keyed (Manual) Sale Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press the (SCROLL) Key 2 times and F3 for Phone/Web	Account #:
Type in Card Number and Press the Green Enter Key.	Exp Date (MMYY):
Type in Expiration Date and press Green Enter Key	V-Code:
Enter Last 3 digits on back of the card and Press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and Press Green Enter Key	Amount :
Enter Amount of the sale and press Green Enter Key	Address:
Enter House Number where cardholder bill goes to, and press Green Enter Key	Zip:
Enter Zip Code where cardholder bill goes to, and press Green Enter Key	Enter Customer Code:
Enter Customer Code and press the Green Key	Enter Sales Tax:
Enter Amount of the tax and/or press the Green Key to bypass	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

Credit Auth Only Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press the (SCROLL) Key 1 time and press F4 for Auth Only	Swipe Card Acct:
Swipe Card or Type in Card Number and Press the Green Enter Key.	Credit = F1 Debit = F2 EBT = F3
Choose F1 for Credit	Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Amount :
Enter Amount of the sale and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

Settlement

Settlement Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press F4 for Settlement	Shows Sales Summary, Refund Summary and Total Settlement Amount – Enter to confirm
Press Green Enter Key to Settle	Connect, Approved Report Prints, Report should say GB XXX

Voids/Refunds

Credit Refund Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press the (SCROLL) Key 1 time and press F3 for Refund	Swipe Card Acct:
Swipe Card or Type in Card Account Number and Press the Green Enter Key.	Credit = F1 Debit = F2 EBT = F3
Choose F1 for Credit	Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Imprint Card - Press Enter Key
Press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Amount :
Enter Amount of the refund and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

Credit Void Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press the (SCROLL) Key 1 time and press F1 for Void	Void Last Trans? F1=No F2=Yes
If Yes:	Transaction Displays: F1=No F2=Yes F3=Next
Choose F2=Yes to Void Transaction; F1 cancels transaction; F3 has no meaning here.	
If No:	Retrieve by? F1=Inv# F2=Acct#
Choose F1 for Inv#	Invoice Number:
Enter Invoice Number and press OK (6 digits)	Transaction Displays: F1=No F2=Yes F3=Next
Choose F2=Yes to Void Transaction; F1 cancels transaction; F3 = Next	

Offline/Forced Sales

Credit Offline Omni 3200	
<u><i>Action</i></u>	<u><i>Display</i></u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press the (SCROLL) Key 1 time and press F2 for Offline	Swipe Card Acct:
Swipe Card or Type in Card Account Number and Press the Green Enter Key.	Credit = F1 Debit = F2 EBT = F3
Choose F1 for Credit	Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Sale = F1 Phone = F2
Choose F1 for Sale	Imprint Card - Press Enter Key
Press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Amount :
Enter Amount of the sale and press Green Enter Key	Appr Code:
Enter Approval Code and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

Debit Re-Enter Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press the (SCROLL) Key 1 time and press F2 for Offline	Swipe Card Acct:
Swipe Card or Type in Card Account Number and Press the Green Enter Key.	Credit = F1 Debit = F2 EBT = F3
Choose F2 for Debit	Sale = F1 Refund = F2
Choose F1 for Sale	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Orig Tran Date:
Enter Original Date of the transaction (MMDDYY) and press Green Enter Key	Orig Tran Time:
Enter Original time of the transaction (HHMMSS) and press Green Enter Key	Network ID :
Enter Network ID (3 digits) and press Green Enter Key	Retrieval No:
Enter Retrieval Number and press Green Enter Key	Orig Trace No:
Enter Trace Number and press Green Enter Key	Settlement Date:
Enter Settlement Date (MMDD) and press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Appr Code:
Enter Approval Code and press Green Enter Key	Amount: \$
Enter Amount of the sale and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

Reports

Totals Report Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Shift Reports
Press F2 for Totals Report	Report will Print

Detail Report Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Shift Reports
Press F3 for Detail Report	Report will Print

Server Report Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Shift Reports
Press ▼ (MORE KEY) 1 time and press F1 for Server Report	F1 = Totals Report; F2 = Detail Report; F3 = Unadjust Report F4 = Server Table; ▼ (MORE KEY) 1 time F1 = IRS Tip Report; ▼ (MORE KEY) 1 time F2 Discount Tip
If an exact batch date is needed choose F2; If you would like all of the batches in memory choose F3	(If F2) = Reprnt Batch Rpt - Settlement Date: / (If F3) = Report will print
Enter in the Date of the settlement (MMDDYY) and press Green Enter Key	Report will Print

Unadjust Report Report Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Shift Reports
Press F3 for Server Report	F1 = Totals Report; F2 = Detail Report; F3 = Unadjust Report F4 = Server Table; ▼ (MORE KEY) 1 time F1 = IRS Tip Report; ▼ (MORE KEY) 1 time F2 Discount Tip
Choose from any of these reports F2 = Totals Report; F3 = Detail Report; F4 = Server Table; ▼ 1 time F1 = IRS Tip Report; ▼ 1 time F2 Discount Tip	Report will Print

Batch History Report Report Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Reports; F4 = Shift Reports
Press ▼ (MORE KEY) 1 time and press F1 for Batch History Report	BATCH HIST RPTS F2 = Date; F3 = All
Press F3 for Unadjust Report	Report will Print

Reprint Receipt Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Reprint	Last Receipt = F1; Any Receipt = F2
If Last Receipt press F1	
If Any Receipt press F2:	Invoice Number:
Enter Invoice Number and press the Green Enter Key	

Tip Adjustment

Tip Adjust by Server Omni 3200	
<u><i>Action</i></u>	<u><i>Display</i></u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Adjust	F1 = Clrk/Srvr; F2= Amt; F3 = Acct; F4 = Inv#
Choose F1 for Srvr	Server ID:
Enter Server ID and press the Green Enter Key	Shows Transaction F1 = Adj; F2 = Next;
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and the Green Enter Key	Total....Processing... Approved...Receipt Prints.

Tip Adjust by Amount Omni 3200	
<u><i>Action</i></u>	<u><i>Display</i></u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Adjust	F1 = Clrk/Srvr; F2= Amt; F3 = Acct; F4 = Inv#
Choose F2 for Srvr	Amount: \$ 0.00
Enter Amount of the sale and press the Green Enter Key	Shows Transaction F1 = Adj; F2 = Next;
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and the Green Enter Key	Total....Processing... Approved...Receipt Prints.

Tip Adjust by Account Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Adjust	F1 = Clrk/Srvr; F2= Amt; F3 = Acct; F4 = Inv#
Choose F3 for Account	Last 4 digits:
Enter last 4 digits of the card number and press the Green Enter Key	Shows Transaction F1 = Adj; F2 = Next;
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and the Green Enter Key	Total....Processing... Approved...Receipt Prints.

Tip Adjust by Invoice Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press Adjust	F1 = Clrk/Srvr; F2= Amt; F3 = Acct; F4 = Inv#
Choose F4 for Invoice	Invoice Number:
Enter invoice number on receipt and press the Green Enter Key	Shows Transaction F1 = Adj; F2 = Next;
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and the Green Enter Key	Total....Processing... Approved...Receipt Prints.

Tabs (Restaurant Only)

Open Tab Omni 3200	
<u><i>Action</i></u>	<u><i>Display</i></u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press ▼ 2 times and press F4 for Tab	Tab - F1 = Open Tab; F2 = Close Tab; F3 = Del Tab; F4 = Tab Rpt
Choose F2 for Open Tab	Swipe Card Acct:
Swipe Card or Type in Card Account Number the GREEN Enter key.	Credit = F1 Debit = F2 EBT = F3
Choose F1 for Credit	Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Imprint Card - Press Enter Key
Press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server ID:
Enter Server ID and press Green Enter Key	Amount : \$ 25.00
Enter Amount of the Tab and press Green Enter Key or to remain at default amount Press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

Close Tab Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press ▼ 2 times and press F4 for Tab	Tab - F1 = Open Tab; F2 = Close Tab; F3 = Del Tab; F4 = Tab Rpt
Choose F2 for Close Tab	Close Tab - Retrieve By: F1 = Inv#; F2 = Acct#
Choose F1 if by Invoice Number	Invoice Number:
Enter Invoice Number (6 digits) and press Green Enter Key	Shows Transaction F1 = No; F2 = Yes; F3 = Next
To scroll to the next transaction hit F3 for NEXT, to close tab hit F1	Close Tab - Cnfrm Same Card? F1 = Yes; F2 = No
Choose F1 for Yes	Server ID:
Enter Server ID and press Green Enter Key	Amount: (x.xx) New Amt: \$ (0.00)
Enter in the amount of the Tab at time of close	Tip: \$ 0.00
Enter Amount of the tip and press Green Enter Key	Connect, Approved Receipt Prints
Choose F2 if by Account Number	Last 4 digits:
Enter last 4 digits of the card number and press the Green Enter Key	Shows Transaction F1 = Yes; F2 = No; F3 = Next
To scroll to the next transaction hit F3 for NEXT, to close tab hit F1	Close Tab - Cnfrm Same Card? F1 = Yes; F2 = No
Choose F1 for Yes	Server ID:
Enter Server ID and press Green Enter Key	Amount: (x.xx) New Amt: \$ (0.00)
Enter in the amount of the Tab at time of close	Tip: \$ 0.00
Enter Amount of the tip and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Delete Tab Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press ▼ 2 times and press F4 for Tab	Tab - F1 = Open Tab; F2 = Close Tab; F3 = Del Tab; F4 = Tab Rpt
Choose F3 for Del Tab	Close Tab - Retrieve By: F1 = Inv#; F2 = Acct#
Choose F1 if by Invoice Number	Invoice Number:
Enter Invoice Number (6 digits) and press Green Enter Key	Shows Transaction F1 = No; F2 = Yes; F3 = Next
To scroll to the next transaction hit F3 for NEXT, to close tab hit F1	Tab Deleted
Choose F2 if by Account Number	Last 4 digits:
Enter last 4 digits of the card number and press the Green Enter Key	Shows Transaction F1 = Yes; F2 = No; F3 = Next
To scroll to the next transaction hit F3 for NEXT, to close tab hit F1	Tab Deleted

Tab Report Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press ▼ 2 times and press F4 for Tab	Tab - F1 = Open Tab; F2 = Close Tab; F3 = Del Tab; F4 = Tab Rpt
Press F4 for Tab Rpt	Report will print

Clerk/Server Functions

Add Server Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press (SCROLL KEY) until screen displays Server Setup - Press the F Key for Server Setup	CONFIGURE SERVER - F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼F1 = Delete Server; ▼F2 = Clr All Servers
Press F3 for Add Servers	Add Servr - Server ID:
Enter Server ID and press Green Enter Key	Password:
To create type in a password (can be specific for managers or the same as the clerk id) and press Green Enter Key	Reenter:
Enter password again and press Green Enter Key	Server Added will flash - Screen will go back to Add Servr - Server ID:
Press Red Clear key 2 times to exit	Terminal will go back to main screen

Modify Server Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press (SCROLL KEY) until screen displays Server Setup - Press the F Key for Server Setup	CONFIGURE SERVER - F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼F1 = Delete Server; ▼F2 = Clr All Servers
Press ▼ F1 for Modify Server	Mod Servr - Server ID:
Enter Server ID and press Green Enter Key	Old Pass:
Type in the old password and press Green Enter Key	New Pass:
Type in new password and press Green Enter Key	Reenter:
Enter password again and press Green Enter Key	Server Modified will flash - Screen will go back to Mod Servr - Server ID:
Press Red Clear key 2 times to exit	Terminal will go back to main screen

Delete Server Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press (SCROLL KEY) until screen displays Server Setup - Press the F Key for Server Setup	CONFIGURE SERVER - F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼F1 = Delete Server; ▼F2 = Clr All Servers
Press ▼ F2 for Delete Server	Del Servr - Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	Del Servr - Server ID:
Enter Server ID and press Green Enter Key	Password:
Type in server's password and press Green Enter Key	Server Deleted will flash - Screen will go back to Del Servr - Server ID:
Press Red Clear key 2 times to exit	Terminal will go back to main screen

Clear Servers Omni 3200 (Batch must be Empty)

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press (SCROLL KEY) until screen displays Server Setup - Press the F Key for Server Setup	CONFIGURE SERVER - F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼F1 = Delete Server; ▼F2 = Clr All Servers
Press ▼ F3 for Clear Servers	Srvr Clear - Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	Srvr Tlts Deleted will flash on the screen - CONFIGURE SERVER - F2 = Log On Server; F3 = Log Off Server; F4 = Add Server; ▼F1 = Modify Server; ▼F2 = Delete Server; ▼F3 = Clear Servers
Press Red Clear key 1 time to exit	Terminal will go back to main screen

LogOn Server Omni 3200 (Clrk/Srvr Mode must be set to LOGON)

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press (SCROLL KEY) until screen displays Server Setup - Press the F Key for Server Setup	CONFIGURE SERVER - F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼F1 = Delete Server; ▼F2 = Clr All Servers
Press F2 for Log On Servers	Logon - Server ID:
Enter Server ID and press Green Enter Key	Password:
Type in a password and press Green Enter Key	LogOn Successful will flash - Screen will go back to Main screen

LogOff Server Omni 3200 (Clrk/Srvr Mode must be set to LOGON)

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press (SCROLL KEY) until screen displays Server Setup - Press the F Key for Server Setup	CONFIGURE SERVER - F1 = Log On Server; F2 = Log Off Server; F3 = Add Server; F4 = Modify Server; ▼F1 = Delete Server; ▼F2 = Clr All Servers
Press F2 for Log On Servers	Logoff - Server ID:
Enter Server ID and press Green Enter Key	Logoff - Confirm F1 = Yes; F2 = No
Choose F1 for Yes	LogOff Successful will flash - Screen will go back to Main screen

EBT Functions

EBT Food Sale Omni 3200

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press F2 for Sale	Swipe Card Acct:
Swipe card or Type in EBT card number and press Green Enter Key	Debit = F1; EBT = F2
Choose F2 for EBT	EBT - Trans Type - F1 = Vchr; F2 = Food, F3 = Cash
Choose F2 for Food	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Amount: \$ 0.00
Enter Amount of the sale and press Green Enter Key	Enter PIN number on PINPAD
Enter Pin Number on Pinpad and Press the Green Key.	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

EBT Cash Sale Omni 3200 (Swipe Only)

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press F2 for Sale	Swipe Card Acct:
Swipe card	Debit = F1; EBT = F2
Choose F2 for EBT	EBT - Trans Type - F1 = Vchr; F2 = Food, F3 = Cash
Choose F3 for Cash	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Amount: \$ 0.00
Enter Amount of the sale and press Green Enter Key	Cash: \$
Enter Amount of cashback you which to receive and press the Green Key	Enter PIN number on PINPAD
Enter Pin Number on Pinpad and Press the Green Key.	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

EBT Voucher Sale Omni 3200 (Pre Authorized/Manual)

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press F2 for Sale	Swipe Card Acct:
Type in EBT card number and press Green Enter Key	Debit = F1; EBT = F2
Choose F2 for EBT	EBT - Trans Type - F1 = Vchr; F2 = Food, F3 = Cash
Choose F1 for Voucher	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Voucher Appr Code
Enter Voucher Appr Code and press Green Enter Key	Voucher S/N:
Enter Voucher Serial Number and press Green Enter Key	Amount: \$ 0.00
Enter Amount of the sale and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

EBT Food Re-Enter Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press the (SCROLL) Key 1 time and press F2 for Offline	Swipe Card Acct:
Swipe Card or Type in Card Account Number and Press the Green Enter Key.	Debit = F1; EBT = F2
Choose F2 for EBT	EBT - Trans Type - F1 = Food; F2 = Cash, F3 = Vchr
Choose F1 for Food	EBT - ReEnter Food Type - F1 = FSale; F2 = FRefn
Choose F1 for FSale	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Network ID :
Enter Network ID (3 digits) and press Green Enter Key	Settlement Date:
Enter Settlement Date (MMDD) and press Green Enter Key	Orig Tran Date:
Enter Original Date of the transaction (MMDDYY) and press Green Enter Key	Orig Tran Time:
Enter Original time of the transaction (HHMMSS) and press Green Enter Key	Orig Trace No:
Enter Trace Number and press Green Enter Key	Retrieval No:
Enter Retrieval Number and press Green Enter Key	Appr Code:
Enter Approval Code and press Green Enter Key	Amount
Enter Amount of the sale and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement

EBT Cash Re-Enter Omni 3200

<u>Action</u>	<u>Display</u>
	(DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement
Press the (SCROLL) Key 1 time and press F2 for Offline	Swipe Card Acct:
Swipe Card or Type in Card Account Number and Press the Green Enter Key.	Debit = F1; EBT = F2
Choose F2 for EBT	EBT - Trans Type - F1 = Food; F2 = Cash, F3 = Vchr
Choose F2 for Cash	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Network ID :
Enter Network ID (3 digits) and press Green Enter Key	Settlement Date:
Enter Settlement Date (MMDD) and press Green Enter Key	Orig Tran Date:
Enter Original Date of the transaction (MMDDYY) and press Green Enter Key	Orig Tran Time:
Enter Original time of the transaction (HHMMSS) and press Green Enter Key	Orig Trace No:
Enter Trace Number and press Green Enter Key	Retrieval No:
Enter Retrieval Number and press Green Enter Key	Appr Code:
Enter Approval Code and press Green Enter Key	Amount
Enter Amount of the sale and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = No; F2 = Yes
Press F2 for Yes	(Customer Copy Prints) (DATE & TIME) F2 = Sale; F3 = Check; F4 = Settlement