

Omni 3750

Quick Reference Guide – Altus

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About this Guide

The quick reference guide combines all of the available options for our Gift and Loyalty Program:

➤ Altus

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 **DARK GREEN**) of the terminal as well as optional steps (listed in **light green**), that are available depending on the terminal program. If the options in **light green** do not appear, skip step and go on to the next step. Payment methods in **light green** 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**.

The 1st Action is always from the Home Menu.

Issuance

Issuance Omni 3750	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press F1 for Issuance	EX.: ELECTRONIC GIFT = 1; RETL MERCH CREDIT = 2; CLUB = 3
Hit the number that corresponds with the type of value being issued. If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type.	Profiles display:
Enter Clerk ID	ENTER CLERK ID:
Swipe Card	SWIPE OPTICARD
Enter Amount of the sale and press Green ENTER key 2 TIMES	ENTER AMOUNT:
	Connect, Approved Receipt Prints

Group Issuance Omni 3750	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press ▼ (MORE Key) 1 time F2 for Group Issuance	EX.: ELECTRONIC GIFT = 1; RETL MERCH CREDIT = 2; CLUB = 3
Hit the number that corresponds with the program being ISSUED. If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type.	Profiles display:
Enter Clerk ID	ENTER CLERK ID:
Swipe Card	SWIPE FIRST OPTICARD
Enter Amount of the sale and press Green ENTER key 2 times	ENTER AMOUNT:
Swipe Card	SWIPE LAST OPTICARD
	Connect, Approved Receipt Prints

Purchase/Reward Redemption

Purchase Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press F2 Purchase	EX.: ELECTRONIC GIFT = 1; RETL MERCH CREDIT = 2; CLUB = 3
Hit the number that corresponds with the program being used for the purchase or redemption of rewards.	Profiles display:
If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type.	ENTER CLERK ID:
Enter Clerk ID	SWIPE OPTICARD
Swipe or Enter Card Number and press Green ENTER key	ENTER AMOUNT:
Enter Amount of the sale and press Green ENTER key 2 TIMES	Connect, Approved Receipt Prints

Adding Value/Points

Add Value Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press ▼ (MORE Key) 1 time F1 for Add Value	EX.: ELECTRONIC GIFT = 1; RETL MERCH CREDIT = 2; CLUB = 3
Hit the number that corresponds with the type of value being ADDED.	Profiles display:
If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type.	ENTER CLERK ID:
Enter Clerk ID	SWIPE OPTICARD
Swipe or Enter Card Number and press Green ENTER key	ENTER AMOUNT:
Enter Amount of the sale and press Green ENTER key 2 TIMES	Connect, Approved Receipt Prints

Add Points Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press ▼ (MORE Key) 1 time F4 for Add Points	Profiles display:
If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type.	ENTER CLERK ID:
Enter Clerk ID	SWIPE OPTICARD
Swipe or Enter Card Number and press Green ENTER key	ENTER AMOUNT:
Enter Point Amount (in whole dollars) and press Green ENTER key 2 TIMES	Connect, Approved Receipt Prints

Voids/Adjustments

Void Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press ▼ (MORE Key) 1 time F3 for Void	ENTER CLERK ID:
Enter Clerk ID	SWIPE OPTICARD
Swipe or Enter Card Number and press Green ENTER key	ENTER AUTH CODE:
Enter Auth Code of the sale from the receipt and press Green ENTER key	Connect, Approved Receipt Prints

Transfer Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press ▼ (MORE Key) 1 time F2 for Group Issuance	EX.: ELECTRONIC GIFT = 1; RETL MERCH CREDIT = 2; CLUB = 3
Hit the number that corresponds with the program being used for the CARD TRANSFER.	Profiles display:
If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type.	ENTER CLERK ID:
Enter Clerk ID	SWIPE OLD OPTICARD
Swipe or Enter Card Number and press Green ENTER key	SWIPE NEW OPTICARD
Swipe or Enter Card Number and press Green ENTER key	Connect, Approved Receipt Prints

Inquiry/Reports

Inquiry (Program Specific) Omni 3750	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press F3 Inquiry	EX.: ELECTRONIC GIFT = 1; RETL MERCH CREDIT = 2; CLUB = 3 F4 = SUMMARY
Hit the number that corresponds with the program being INQUIRED. If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type.	Profiles display:
Enter Clerk ID	ENTER CLERK ID:
Swipe or Enter Card Number and press Green ENTER key	SWIPE OPTICARD
	Connect, Approved Receipt Prints

Inquiry (Summary) Omni 3750	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press F3 Inquiry	EX.: ELECTRONIC GIFT = 1; RETL MERCH CREDIT = 2; CLUB = 3 F4 = SUMMARY
Press F4 for Summary	ENTER CLERK ID:
Enter Clerk ID	SWIPE OPTICARD
Swipe or Enter Card Number and press Green ENTER key	Connect, Approved Receipt Prints

Terminal Reports Omni 3750

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press F4 for Reports	ENTER CLERK ID:
Enter Clerk ID and press OK	SELECT ADMIN OPTION 1 = Terminal Reports; 2 = Clerk Reports; 3 = Clerk Maintenance
Hit the number 1 for Terminal Reports	SELECT REPORT DAY 1 = Today; 2 = Yesterday
Choose the day from which to run the report	Connect, Approved Receipt Prints

Clerk Reports Omni 3750

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press F4 for Reports	ENTER CLERK ID:
Enter Clerk ID and press OK	SELECT ADMIN OPTION 1 = Terminal Reports; 2 = Clerk Reports; 3 = Clerk Maintenance
Hit the number 2 for Clerk Reports	SELECT REPORT DAY 1 = Today; 2 = Yesterday
Choose the day from which to run the report	Connect, Approved Receipt Prints

Discount

Discount Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press ▼ (MORE Key) 2 times F2 for Discount	Profiles display:
If a merchant has more than 1 profile for any type of program it would be here - Hit the "F" that corresponds with the profile type.	ENTER CLERK ID:
Enter Clerk ID	SWIPE OPTICARD
Swipe Card	ENTER AMOUNT:
Enter Amount of the sale and press Green ENTER key 2 TIMES	Connect, Approved Receipt Prints

Clerk Maintenance

Clerk Maintenance Omni 3750 (Clerk Validation must be set on by Opticard)	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Altus	F1 = ISSUANCE; F2 = PURCHASE; F3 = INQUIRY; F4 = REPORTS
Press F4 for Reports	ENTER CLERK ID:
Enter Clerk ID and press OK	SELECT ADMIN OPTION 1 = Terminal Reports; 2 = Clerk Reports; 3 = Clerk Maintenance
Press 3 for Clerk Maintenance	MAINTENANCE OPTIONS 1 = ADD ID, 2= DELETE ID, 3 = DISPLAY ID, 4 = LIST IDS, 5 = MODIFY ID
Choose the function you would like to perform (SEE BELOW)	
Add Clerk Omni 3750	
Press 1 for Add ID	ENTER MAINT ID
Enter the ID with permission to add an ID	ENTER CLERK NAME
Enter the Name of the clerk using the number on the keypad and ALPHA to change the number to letters.	ENTER PRIV LVL (1-5)
Choose the level for the permission available to that clerk: (Predefined at clerk validation set-up)	Connecting, receiving, receipt prints
Delete Clerk Omni 3750	
Press 2 for Delete ID	ENTER MAINT ID
Enter the ID with permission to delete an ID	Connecting, receiving, receipt prints
Display Clerk Omni 3750	
Press 3 for Display ID	ENTER MAINT ID
Enter the ID with permission to display an ID	Connecting, receiving, receipt prints

List Clerk Omni 3750

Press 4 for List ID

Connecting, receiving, receipt prints

Modify Clerk Omni 3750

Press 5 for Modify ID

ENTER MAINT ID

Enter the ID with permission to add an ID

MODIFY NAME OF PRESS ENTER TO
MODIFY PRIVLEDGE LEVEL

Enter the Name of the clerk using the number on the keypad and ALPHA to change the number to letters and/or press Green ENTER key.

ENTER PRIV LVL (1-5)

Choose the level for the permission available to that clerk: (Predefined at clerk validation set-up)

Connecting, receiving, receipt prints