

Omni 3750

GETI (UCRMI330D) Basic Functions Guide

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About this Guide

The quick reference guide combines all of the available options for our Check Program from our partner Global eTelecom:

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

Sales

Check Sale (Conversion) Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Checks	GETI CHECKS — CHECK SALE > F2 — PAYROLL/BUSINESS > F3 — VERIFY ONLY > F4
Press F2 for CHECK SALE	CHECK SALE Scan Check....
Run check through check scanner/imager. - (ALWAYS CONFIGURE SCANNER BEFORE INITIAL USE!)	CHECK SALE Key in CHECK AMOUNT and Press ENTER
Type in the amount of the check, this amount is to be converted into an electronic transaction.	CHECK SALE Key in STATE CODE and Press ENTER (Default State Code)
The default state code is the state the merchant's business is located and appears here, press ENTER if the customer is from the same state or Type in the code for their state and press ENTER.	CHECK SALE Swipe or Key in DRIVERS LICENSE # and Press ENTER
Swipe Driver's License/State ID or type in the ID number. (For letters use the alpha key to change the number to a letter.)	CHECK SALE Please Wait... Connecting Primary... Sending....Receiving.... PERSONAL CHECK AUTH NUM 695-662 Tear Receipt and Press ENTER
Press ENTER	CHECK SALE Global eTelecom AUTH NUM 695-662 EXIT > F4
Press F4 for EXIT	GETI CHECKS — CHECK SALE > F2 — PAYROLL/BUSINESS > F3 — VERIFY ONLY > F4

Check Sale (Verification) Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Checks	GETI CHECKS — CHECK SALE > F2 — PAYROLL/BUSINESS > F3 — VERIFY ONLY > F4
Press F4 for VERIFY ONLY	VERIFY PERSONAL SCAN CHECK or key in MICR DATA and press ENTER
Run check through check scanner/imager or type in MICR string of number located at the bottom of the check and press ENTER - (ALWAYS CONFIGURE SCANNER BEFORE INITIAL USE!)	VERIFY PERSONAL Key in your CHECK NUMBER and Press ENTER
Key in the check number located in the top right hand corner of the check and press ENTER	VERIFY PERSONAL Key in CHECK AMOUNT and Press ENTER
Type in the amount of the check, this amount is to be converted into an electronic transaction.	VERIFY PERSONAL Key in STATE CODE and Press ENTER (Default State Code)
The default state code is the state the merchant's business is located and appears here, press ENTER if the customer is from the same state or Type in the code for their state and press ENTER.	VERIFY PERSONAL Swipe or Key in DRIVERS LICENSE # and Press ENTER
Swipe Driver's License/State ID or type in the ID number. (For letters use the alpha key to change the number to a letter.)	VERIFY PERSONAL Please Wait... Connecting Primary... Sending....Receiving.... Global eTelecom AUTH NUM 695-662 — EXIT > F4
Press F4 for EXIT	GETI CHECKS — CHECK SALE > F2 — PAYROLL/BUSINESS > F3 — VERIFY ONLY > F4

Check Sale (Business/Payroll) Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Checks	GETI CHECKS — CHECK SALE > F2 — PAYROLL/BUSINESS > F3 — VERIFY ONLY > F4
Press F3 for PAYROLL/BUSINESS	VERIFY PAYROLL SCAN CHECK or key in MICR DATA and press ENTER
Run check through check scanner/imager or type in MICR string of number located at the bottom of the check and press ENTER - (ALWAYS CONFIGURE SCANNER BEFORE INITIAL USE!)	VERIFY PAYROLL Key in your CHECK NUMBER and Press ENTER
Key in the check number located in the top right hand corner of the check and press ENTER	VERIFY PAYROLL Key in CHECK AMOUNT and Press ENTER
Type in the amount of the check, this amount is to be converted into an electronic transaction.	VERIFY PAYROLL Key in STATE CODE and Press ENTER (Default State Code)
The default state code is the state the merchant's business is located and appears here, press ENTER if the customer is from the same state or Type in the code for their state and press ENTER.	VERIFY PAYROLL Swipe or Key in DRIVERS LICENSE # and Press ENTER
Swipe Driver's License/State ID or type in the ID number. (For letters use the alpha key to change the number to a letter.)	VERIFY PAYROLL Please Wait... Connecting Primary... Sending...Receiving.... Global eTelecom AUTH NUM 695-662 EXIT > F4
Press F4 for EXIT	GETI CHECKS — CHECK SALE > F2 — PAYROLL/BUSINESS > F3 — VERIFY ONLY > F4

Batch/Image Upload

Close Batch Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Checks	GETI CHECKS — CHECK SALE > F2 — PAYROLL/BUSINESS > F3 — VERIFY ONLY > F4
Press MORE key & F2 for BATCH MENU	— ERASE BATCH > F1 — CLOSE BATCH > F2 — HISTORY REPORT > F3 — BATCH REPORT > F4
Press F2 for CLOSE BATCH	CLOSE BATCH Key in MANAGER PASSWORD and press ENTER
Type in 1 & Press ENTER	CLOSE BATCH ARE YOU SURE ? — CLOSE BATCH > F3 — CANCEL > F4
Press F3 for CLOSE BATCH	CLOSE BATCH Please Wait... Connecting Primary... Sending....Receiving.... BATCH ACCEPTED — EXIT > F4
Press F4 for EXIT	(IF IMAGES ARE PRESENT THEY WILL UPLOAD AT THIS POINT!) GETI CHECKS — CHECK SALE > F2 — PAYROLL/BUSINESS > F3 — VERIFY ONLY > F4

Void

Check Void Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Checks	GETI CHECKS - CHECK SALE > F2 - PAYROLL/BUSINESS > F3 - VERIFY ONLY > F4
Press MORE key & F4 for VOID	VOID Key in MANAGER PASSWORD and press ENTER
Type in 1 & Press ENTER	VOID Key in REFERENCE NUMBER and press ENTER
Type in the reference number from the receipt of the conversion sale. - (CAN ONLY VOID SALES THAT HAVE BEEN CONVERTED FOR ELCTRONIC PAYMENT)	VOID MICR **** (CHECK NUMBER) AMT \$ X.XX - VOID > F3 - CANCEL > F4
Press F3 for VOID	VOID Please Wait... Connecting Primary... Sending....Receiving.... VOID ACCEPTED Tear Receipt and Press ENTER
Press ENTER	VERIFY PAYROLL Global eTelecom VOID ACCEPTED EXIT > F4
Press F4 for EXIT	GETI CHECKS - CHECK SALE > F2 - PAYROLL/BUSINESS > F3 - VERIFY ONLY > F4

Reports/Reprint

Batch Report Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Checks	GETI CHECKS CHECK SALE > F2 PAYROLL/BUSINESS > F3 VERIFY ONLY > F4
Press MORE key & F2 for BATCH MENU	ERASE BATCH > F1 CLOSE BATCH > F2 HISTORY REPORT > F3 BATCH REPORT > F4
Press F4 for BATCH REPORT	(REPORT PRINTS) GETI CHECKS CHECK SALE > F2 PAYROLL/BUSINESS > F3 VERIFY ONLY > F4

History Report Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Checks	GETI CHECKS CHECK SALE > F2 PAYROLL/BUSINESS > F3 VERIFY ONLY > F4
Press MORE key & F2 for BATCH MENU	ERASE BATCH > F1 CLOSE BATCH > F2 HISTORY REPORT > F3 BATCH REPORT > F4
Press F3 for HISTORY REPORT	(REPORT PRINTS) GETI CHECKS CHECK SALE > F2 PAYROLL/BUSINESS > F3 VERIFY ONLY > F4

Check Reprint Omni 3750	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Checks	GETI CHECKS - CHECK SALE > F2 - PAYROLL/BUSINESS > F3 - VERIFY ONLY > F4
Press MORE key & F3 for REPRINT	REPRINT - REF NUMBER > F2 - LAST > F3 - FIND > F4
Press F2 to retrieve by reference number or F3 for the last sale	REPRINT Key in REFERENCE NUMBER and press ENTER
Type in reference number of the sale & Press ENTER	(RECEIPT REPRINTS) GETI CHECKS - CHECK SALE > F2 - PAYROLL/BUSINESS > F3 - VERIFY ONLY > F4

State Codes

STATE CODES								
01 AL	02 AK	04 AZ	05 AR	06 CA	08 CO	09 CT	10 DEL	
11 DC	12 FL	13 GA	14 PR	15 HI	16 ID	17 IL	18 IN	
19 IA	20 KS	21 KY	22 LA	23 ME	24 MD	25 MA	26 MI	
27 MN	28 MS	29 MO	30 MT	31 NE	32 NV	33 NH	34 NJ	
35 NM	36 NY	37 NC	38 ND	39 OH	40 OK	41 OR	42 PA	
44 RI	45 SC	46 SD	47 TN	48 TX	49 UT	50 VT	51 VA	
53 WA	54 WV	55 WI	56 WY	61 AB	62 BC	63 MB	64 NB	
65 NF	NS NS	68 ON	69 PE	70 PQ	72 YT	66 Guam	78 Virgin Island	99 Military ID