

VeriFone Omni 3750

TSYS(UEVA291) 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
- EBT

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 3750	
<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 or Enter or Insert Account #:
Swipe Card	Credit = F1 Debit = F2
Choose F1 for Credit	Last 4 dgts Acct:
Enter Last 4 dgts Acct and press the Green Key	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	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	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Debit Sale Omni 3750

<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 or Enter or Insert Account #:
Swipe Card	Credit = F1 Debit = F2
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	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	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Credit Keyed (Manual) Sale Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press F3 for Phone Order	Account #:
Enter Card Number and Press the Green Enter Key.	Credit = F1 Debit = F2
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	PO Number:
Enter Purchase Order 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	Tip:
Enter Amount of the tip and press Green Enter Key - (Press Green Enter Key to bypass)	V-Code:
Enter Last 3 digits on back of the card 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	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Credit Auth Only Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ 1 time and press F4 for Auth Only	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F1 for Credit	<u>If Keyed</u> - Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Imprint Card - Press Enter Key
Press Green Enter Key	<u>If Swiped</u> - Last 4 dgts Acct:
Enter the last 4 digits of the card account number 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 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Settlement

Settlement Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ (MORE KEY) 1 time and press F3 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 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ (MORE KEY) 1 time and press F2 for Refund	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F1 for Credit	<u><i>If Keyed</i></u> - Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Imprint Card - Press Enter Key
Press Green Enter Key	<u><i>If Swiped</i></u> - Last 4 dgts Acct:
Enter the last 4 digits of the card account number 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	Tip:
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

Credit Void Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ (MORE 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 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ (MORE KEY) 2 times and press F2 for Offline	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F1 for Credit	<u>If Keyed</u> - 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	<u>If Swiped</u> - Last 4 dgts Acct:
Enter the last 4 digits of the card account number 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	Tip:
Enter Amount of the tip and press Green Enter Key	Appr Code:
Enter Approval Code and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Debit Re-Enter Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ (MORE KEY) 2 times and press F2 for Offline	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F2 for Debit	Sale = F1 Refund = F2
Choose F1 for Sale	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 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Reports

Totals Report Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Report	F2 = Totals Report; F3 = Detail Report; F4 = Batch Auth Rpt
Press F2 for Totals Report	Report will Print

Detail Report Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Report	F2 = Totals Report; F3 = Detail Report; F4 = Batch Auth Rpt
Press F3 for Detail Report	Report will Print

Batch Auth Report Report Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Report	F2 = Totals Report; F3 = Detail Report; F4 = Batch Auth Rpt
Press F4 for Batch Auth Report	Report will Print

Server Report Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Report	F2 = Totals Report; F3 = Detail Report; F4 = Batch Auth Rpt
Press ▼ (MORE KEY) 1 time and press F1 for Server Report	F2 = Totals Report; F3 = Detail 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

Unadjust Report Report Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Report	F2 = Totals Report; F3 = Detail Report; F4 = Batch Auth Rpt
Press ▼ (MORE KEY) 1 time and press F3 for Unadjust Report	Report will Print

Batch History Report Report Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Report	F2 = Totals Report; F3 = Detail Report; F4 = Batch Auth Rpt
Press ▼ (MORE KEY) 1 time and press F4 for Batch History Report	BATCH HIST RPTS F2 = Date; F3 = All
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

Reprint Receipt Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Reprint	Last Trans = F2; Any Receipt = F3
If Last Receipt press F2	Receipt will Print – Prnt Cust Copy F1=No F2=Yes
Choose F2=Yes to Print Customer Copy ; F1 goes back to 1st choice	
If Any Receipt press F3:	Invoice Number:
Enter Invoice Number and press the Green Enter Key	Receipt will Print – Prnt Cust Copy F1=No F2=Yes
Choose F2=Yes to Print Customer Copy ; F1 goes back to 1st choice	

Tip Adjustment

Tip Adjust by Amount Omni 3750	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Adjust	F1 = 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 = Prev; F3 = Next; F4 = Exit
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 press OK	Total....Processing... Approved...Receipt Prints.

Tip Adjust by Account Omni 3750	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Adjust	F1 = 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 = Prev; F3 = Next; F4 = Exit
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 press OK	Total....Processing... Approved...Receipt Prints.

Tip Adjust by Server Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Adjust	F1 = 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 = Prev; F3 = Next; F4 = Exit
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 press OK	Total....Processing... Approved...Receipt Prints.

Tip Adjust by Invoice Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press Adjust	F1 = 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 = Prev; F3 = Next; F4 = Exit
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 press OK	Total....Processing... Approved...Receipt Prints.

Tabs

Open Tab Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ 3 times and press F1 for Tab	Tab - F2 = Open Tab; F3 = Close Tab; F4 = Del Tab
Choose F2 for Open Tab	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F1 for Credit	<i>If Keyed</i> - 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	<i>If Swiped</i> - Last 4 dgts Acct:
Enter the last 4 digits of the card account number and 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 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Close Tab Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ 3 times and press F1 for Tab	Tab - F2 = Open Tab; F3 = Close Tab; F4 = Del Tab
Choose F3 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 = 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
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 3750

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ (MORE KEY) 3 times and press F1 for Tab	Tab - F2 = Open Tab; F3 = Close Tab; F4 = Del Tab
Choose F4 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 = Yes; F2 = No; 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 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ (MORE KEY) 3 times and press F1 for Tab	Tab - F2 = Open Tab; F3 = Close Tab; F4 = Del Tab
Press ▼ (MORE KEY) 1 time and press F1 for Tab Rpt	Report will print

Server Options

Add Server Omni 3750	
<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ key (MORE KEY) until screen displays Server Setup - Press the F Key for Server Setup	Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	CONFIGURE SERVER - F2 = Log On Server; F3 = Log Off Server; F4 = Add Server; ▼F1 = Modify Server; ▼F2 = Delete Server; ▼F3 = Clear Servers
Press F3 for Add Servers	Add Servr - Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	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 Cancel 2 times to exit	Terminal will go back to main screen

Modify Server Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ key (MORE KEY) until screen displays Server Setup - Press the F Key for Server Setup	Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	CONFIGURE SERVER - F2 = Log On Server; F3 = Log Off Server; F4 = Add Server; ▼F1 = Modify Server; ▼F2 = Delete Server; ▼F3 = Clear 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 Cancel 2 times to exit	Terminal will go back to main screen

Delete Server Omni 3750

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ key (MORE KEY) until screen displays Server Setup - Press the F Key for Server Setup	Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	CONFIGURE SERVER - F2 = Log On Server; F3 = Log Off Server; F4 = Add Server; ▼F1 = Modify Server; ▼F2 = Delete Server; ▼F3 = Clear 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 Cancel 2 times to exit	Terminal will go back to main screen

Clear Servers Omni 3750 (Batch must be Empty)

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ key (MORE KEY) until screen displays Server Setup - Press the F Key for Server Setup	Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	CONFIGURE SERVER - F2 = Log On Server; F3 = Log Off Server; F4 = Add Server; ▼F1 = Modify Server; ▼F2 = Delete Server; ▼F3 = Clear Servers
Press ▼ F3 for Clear Servers	Srvr Clear - Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	Svr 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 Cancel 1 time to exit	Terminal will go back to main screen

LogOn Server Omni 3750 (Clrk/Srvr Mode must be set to LOGON)

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ key (MORE KEY) until screen displays Server Setup - Press the F Key for Server Setup	Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	CONFIGURE SERVER - F2 = Log On Server; F3 = Log Off Server; F4 = Add Server; ▼ F1 = Modify Server; ▼ F2 = Delete Server; ▼ F3 = Clear 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 3750 (Clrk/Srvr Mode must be set to LOGON)

<u>Action</u>	<u>Display</u>
From Home Menu Choose Credit/Debit	SOFTPAY F2 = Sale; F3 = Phone Order; F4 = Check;
Press ▼ key (MORE KEY) until screen displays Server Setup - Press the F Key for Server Setup	Password:
Type in 1, Alpha, Alpha, 6,6,8,3,1	CONFIGURE SERVER - F2 = Log On Server; F3 = Log Off Server; F4 = Add Server; ▼F1 = Modify Server; ▼F2 = Delete Server; ▼F3 = Clear 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