

Sale (Credit/Debit)

Swipe Card or Press and

Enter Amount:

Chose Card Type:

Exp Date (MM/YY):

Card Present?

Enter Amounts: (Sale Amount, Cash Back, etc.)

Enter Zip Code:

If Debit Enter PIN:

Print Customer Copy:

Refund (Credit/Debit)

Scroll Menu () Until Desired Option Appears

Press:

Password:

Swipe Card or Enter Account:

Choose Card Type:

Exp Date (MM/YY):

Enter Amount:

Print Customer Copy:

Force (Credit)

Scroll Menu () Until Desired Option Appears

Press:

Password:

Swipe Card or Enter Account:

Choose Card Type:

Exp Date (MM/YY):

Enter Amount:

Enter Auth Code:

Print Customer Copy:

Void

Scroll Menu () Until Desired Option Appears

Press:

Scroll Hosts, Press:

Select Hosts, Press:

Void Last Trans?

Retrieve By:

Invoice #:

(Transaction Displays)

Options Are:

To Confirm Press -YES

Print Customer Copy:

Settlement

Your Omni Terminal is configured by default to auto dial at 11pm everyday. In order to ensure the AUTO DIAL BATCH SETTLEMENT is successful, please ensure your terminal is powered on and connected to a reliable dedicated phone line.

NOTE: Splitters and Rollover Lines can prevent your terminal from transmitting. It is always recommended to use a dedicated single analog phone line for your terminal

Manual Settlement

Scroll Menu () Until Desired Option Appears

Press:

Password:

(Terminal Displays Totals)

Enter or Confirm Amounts:

(Communications Response)
(Settlement Report Prints)



Reprint

Press the
Reprint Key



Select:



Scroll Host,
Press:



Select Host,
Press:



Invoice Number:



Printing...

Void

Press the
Reports Key



Select Report to Print:

*(Totals and Detail Options
Require Host Selection)*

Reports from HOST Option:

1. Shift Report
2. Batch History Report
3. Totals Report
4. Detail Report
5. Total Report

Server Report:

1. Server Report - Detail Report

Note: Server Reports are Clerk
Reports in Retail Mode.
Server/Clerk Detail can be printed
for all Clerks or for a single Clerk.

Manual Settlement

Scroll Menu () Until Desired
Option Appears

Press:



Scroll Host,
Press:



Select Host,
Press:



Password:



Retrieve By:



(Transaction Displays)

Make Selection Terminal Prompts:



Note: You may adjust amount or
Clerk ID.

Press Clear twice
to return to idle:

