

Quick Reference

OMNI Vx570 RETAIL QUICK REFERENCE GUIDE

Merchant Name / Merchant Number:



ELECTRONIC
PAYMENTS

Tech. Support: 1-800-966-5520 - Option 3
Customer Service: 1-800-966-5520 - Option 4
www.electronicpayments.com



Ticket Only (Offline) Sale

SCREEN DISPLAY

ACTION

DATE	TIME
	SALE
	REFUND
	VOID

F1
F2
F3
F4

1. Press the **purple <MORE>** key. (The key is located on top of number pad on the left hand side).

TICKET ONLY
SETTLEMENT
AUTH ONLY
SETUP

F1
F2
F3
F4

2. Select the **TICKET ONLY** function by pressing the **<F1>** button located on the right hand side of the screen.

Ticket Only
Swipe or Enter
Account #:

F1
F2
F3
F4

3. Swipe card or key the card number and press the **<↵>** enter key.

Ticket Only	Credit
Choose Card	Debit
	EBT

F1
F2
F3
F4

4. Choose type of card you wish to process by using the appropriate **<F>** key located at the right hand side of the screen. If card was key entered you must enter the expiration date at this time, then press the **<↵>** enter key. **Options will vary based on accepted transaction types.**

Ticket Only
Exp Date (MMYY):

F1
F2
F3
F4

5. If credit card number was keyed in, then enter the exp date here. Then press the **<↵>** enter key to continue. **Only will prompt when card number was keyed in**

(Card Type)
Order Number:
Account #:*****
Order Number: ####

F1
F2
F3
F4

6. Enter an order # if prompted, this is a unique number that you can use to identify the sale at a later time such as a "purchase order #" or "customer #". Then press the **<↵>** enter key.

(Card Type)
Account #:
5456180169697734
Order Number: ####
Amount:\$ \$0.00

F1
F2
F3
F4

7. Enter sale amount, press the **<↵>** enter key. Total sale amount shows on the bottom.

(Card Type)
Order Number: ####
Amount:\$ \$0.00
Total:\$ \$0.00
Appr Code: XXXXXX

F1
F2
F3
F4

8. Enter the six digit authorization code given to you by the voice authorization center. Press the **<↵>** enter key. The terminal will then print the merchant's receipt.

(Card Type)	YES
Pmnt Cust Copy?	NO

F1
F2
F3
F4

9. You will be prompted to print a customer copy, select your choice by using the **<F>** keys located at the right hand side of the screen. **Screen only available when Automatic 2nd receipt print is Disabled.**

Manually Keyed In Sale

SCREEN DISPLAY

ACTION

DATE	TIME
	SALE
	REFUND
	VOID

F1
F2
F3
F4

1. Press the **<F2>** key on the right hand side of the screen.

Sale
Swipe or Enter
Account #:

F1
F2
F3
F4

2. Type in the card number, and then press the **<↵>** enter key.

Sale	Credit
Choose Card	EBT

F1
F2
F3
F4

3. Choose type of card you wish to process by using the appropriate **<F>** key located at the right hand side of the screen. **EBT cards cannot be manually entered in all states. *Options will vary based on accepted transaction types.**

Sale
Exp Date (MMYY):

F1
F2
F3
F4

4. Enter the cards expiration date following the format of MMYY, and then press the **<↵>** enter key.

(Card Type)	YES
Phone Order	NO

F1
F2
F3
F4

5. Terminal will ask you to confirm if this is a phone order. Press **<F1>** for **YES** if the card is not in your hand. Press **<F2>** for **NO** if the card is in your hand.

(Card Type)
Amount: \$0.00

F1
F2
F3
F4

6. **If you chose NO:** Enter amount of sale (no need to press decimal). Then press the **<↵>** enter key. The terminal will dial out for an authorization, and print the merchant's receipt. **Skip to last step**

(Card Type)
Order Number:

F1
F2
F3
F4

7. **If you chose YES:** Enter an order # if prompted, this is a unique number that you can use to identify the sale at a later time such as a "purchase order #" or "customer #". Then press the **<↵>** enter key.

(Card Type)
Order Number: ###
Address:

F1
F2
F3
F4

8. **If you chose YES:** Enter the House or P.O. Box number that the credit card is billed to. Then press the **<↵>** enter key. *** Not Available On All Terminals ***

(Card Type)
Order Number:
Address: #####
Zip Code: #####

F1
F2
F3
F4

9. **If you chose YES:** Enter the zip code that the credit card is billed to. Then press the **<↵>** enter key. *** Not Available On All Terminals ***

(Card Type)
Address: ###
Zip Code: #####
Amount: \$0.00

F1
F2
F3
F4

10. **If you chose YES:** Enter amount of sale (no need to press decimal). Then press the **<↵>** enter key. The terminal will dial out for an authorization, and print the merchant's receipt.

(Card Type)	YES
Pmnt Cust Copy?	NO

F1
F2
F3
F4

11. You will be prompted to print a customer copy, select your choice by using the **<F>** keys located at the right hand side of the screen. **Screen only available when Automatic 2nd receipt print is Disabled.**

Swiped Sale Transaction

SCREEN DISPLAY

ACTION

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	VOID	F4

Sale	Credit	F1
Choose Card	Debit	F2
	EBT	F3
		F4

(Card Type)	F1
Account #:	F2
5456180169697734	F3
Amount: \$0.00	F4

(Card Type)	F1
Account #:	F2
5456180169697734	F3
Amount: \$0.00	F4
Total: \$0.00	
Approved #####	

(Card Type)	YES	F1
Pmt Cust Copy?	NO	F2
		F3
		F4

1. Swipe customer card.

2. Choose type of card you wish to process by using the appropriate <F> key located at the right hand side of the screen.
Prompt will vary based on accepted card types

3. Enter the sale amount (you do not need a decimal point), and then press the <↵> enter key.

4. Terminal will display sales total and dial out to get an authorization. The approval number will be displayed and the merchant's copy will print for your customer to sign.

5. To print a customer copy of the receipt, select yes or no by using the appropriate <F> key located at the right hand side of the screen.
Screen available when automatic 2nd receipt print is feature disabled.

Voiding a Transaction

SCREEN DISPLAY

ACTION

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	VOID	F4

Void	YES	F1
Void Last Trans	NO	F2
		F3
		F4

Void (Card Type)	YES	F1
Trans Type	NO	F2
Inv # \$0.00	NEXT	F3
5456180169697734		F4
Exp Date		
Appr Code		

Void	Inv#:	F1
	Acct#:	F2
Retrieve By:		F3
		F4

Void	F1
	F2
Invoice Number:	F3
	F4

Void	F1
	F2
Last 4 Digits:	F3
	F4

Void (Card Type)	YES	F1
Trans Type	NO	F2
Inv # \$0.00	NEXT	F3
5456180169697734		F4
Exp Date		
Appr Code		

Void	YES	F1
Pmt Cust Copy?	NO	F2
		F3
		F4

1. Press the <F4> key.

2. Select <F1> to void the last successful transaction, or select <F2> to void a previously run transaction from the current batch.

3. **If you chose YES:** The transactional data is displayed. By using the function keys you can void the transaction that is on screen or move to the next one in the batch. *Skip to last step*

4. **If you chose NO:** You can search for the transaction by Inv# or Acct#. The information can be found on the merchant's copy of the receipt. The next 2 screen shots show what each option will display.

5. **If INV# is selected:** Enter the Invoice number, and then press the <↵> enter key.

6. **If ACCT# is selected:** Enter the last 4 digits of the card number, and then press the <↵> enter key.

7. Screen displays the transaction information. By using the <F1> key you can select to void the transaction that is presently being displayed, the terminal will then print out a receipt for the voided transaction.

8. You will be prompted to print a customer copy, select your choice by using the <F> keys located at the right hand side of the screen. *Screen only available when Automatic 2nd receipt print is Disabled.*

PIN Debit & EBT Sales

SCREEN DISPLAY

ACTION

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	VOID	F4

Sale	Credit	F1
Choose Card	Debit	F2
	EBT	F3
		F4

(Card Type)	F1
Account #:	F2
5456180169697734	F3
Amount: \$0.00	F4

(Card Type)	F1
Account #:	F2
5456180169697734	F3
Amount: \$0.00	F4
Total: \$0.00	
Enter PIN on Pinpad	

Debit	YES	F1
Pmt Cust Copy?	NO	F2
		F3
		F4

1. Swipe customer card.

2. Choose type of card you wish to process by using the appropriate <F> key located at the right hand side of the screen. *Prompt will vary based on accepted card types*

3. Enter amount of sale (you do not need to enter a decimal), and then press the <↵> enter key.

4. Screen will display the amount of sale and prompt you to have the customer enter their PIN on the pin pad. The customer must then press the enter key on the pin pad to continue.

5. You will be prompted to print a customer copy, select your choice by using the <F> keys located at the right hand side of the screen. *Screen only available when automatic 2nd receipt print is disabled.*

End of Day Settlement

SCREEN DISPLAY

ACTION

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	VOID	F4

TICKET ONLY	F1
SETTLEMENT	F2
AUTH ONLY	F3
SRVR SETUP	F4

Settlement	F1
Sales: \$ 000.00	F2
Refunds: \$ 000.00	F3
Totals: \$ 000.00	F4
Enter to Confirm	

1. Press the **purple** <MORE> key. (The key is located on top of number pad on the left hand side.)

2. Press <F2> key to choose the settlement option. *Use manager password on last page if prompted*

3. Verify totals and press the <↵> enter key. Terminal will dial out and close the day's transactions. *Some terminals may require the total sales dollar amount to be entered before you press the <↵> enter key.*

Running Reports

SCREEN DISPLAY

ACTION

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	VOID	F4

REPORTS	F1
Totals Report	F2
Detail Report	F3
Batch Auth Ret	F4

Server Reports	F1
Shift Reports	F2
Unadjust Report	F3
Batch History	F4

1. Press the **purple** <REPORTS> key. (The key is located on top of number pad on right hand side.)

2. Select the report you want by using the <F> keys located on the right hand side of the screen. **Total:** shows dollar amounts only. **Detail:** shows card & transactional info with amounts. **Additional reports available by pressing the <MORE> key.**

3. Select the report you want by using the <F> keys located on the right hand side of the screen. **Batch:** shows totals from closed batches on previous days.

Reprint Receipt

SCREEN DISPLAY

ACTION

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	VOID	F4

REPRINT	F1
LAST RECEIPT	F2
ANY RECEIPT	F3
	F4

Reprint Any Rcpt	F1
Invoice Number:	F2
	F3
	F4

1. Press the **purple** <REPRINT> key. (The key is located on top of number pad, 2ND from the right.)

2. Press <F2> to reprint the last receipt. Press <F3> to reprint any receipt. If printing any receipt, enter the invoice number when prompted and the corresponding receipt will print.

3. Enter the invoice number, found on the merchant copy of the receipt you wish to reprint. **You can print a detail report to get the invoice number if needed **

Refund Transactions

SCREEN DISPLAY

ACTION

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	VOID	F4

Refund	F1
Swipe or Enter	F2
Acct #:	F3
	F4

Refund	Credit	F1
Choose Card	Debit	F2
	EBT	F3
		F4

Refund	F1
Exp Date (MMYY):	F2
	F3
	F4

(Card Type)	F1
Account #:	F2
5456180169697734	F3
Amount: \$0.00	F4

(Card Type)	YES	F1
Print Cust Copy?	NO	F2
		F3
		F4

1. Press the <F3> key on the right hand side of the screen. **Use password on last page if prompted**

2. Swipe or key in the credit card number and expiration date, then press the <↵> enter key.

3. Choose type of card you wish to process by using the appropriate <F> key located at the right hand side of the screen. ** All returns are run as credit card type. *Options will vary based on accepted transaction types. **

4. If credit card number was keyed in, then enter the expiration date here. Then press the <↵> enter key to continue. **Only will prompt when card number was keyed in**

5. Then enter the amount to be given back to the customer. Then press the <↵> enter key to continue. The terminal will print the merchant's receipt.

6. You will be prompted to print a customer copy, select your choice by using the <F> keys located at the right hand side of the screen. **Screen only available when Automatic 2nd receipt print is Disabled.**

MANAGER PASSWORD IS:

1, [ALPHA], [ALPHA], 6, 6, 8, 3, 1

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