Quick Reference

OMNI Vx570 RETAIL QUICK REFERENCE GUIDE

Merchant Name / Merchant Number:



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

Manually Keyed In Sale

SCREEN DISPLAY ACTION

SCREEN	DISF	LAY	ACTION
DATE	TIME SALE REFUND VOID		1. Press the purple <more></more> key. (The key is located on top of number pad on the left hand side).
TICKET ONLY SETTLEMENT AUTH ONLY SETUP			2. Select the TICKET ONLY function by pressing the <f1></f1> button located on the right hand side of the screen.
Ticket Only		(F1 (F2	3. Swipe card or key the card number and press the <♣¹ > enter key.
Swipe or Enter Account #:		F3 F4	4. Choose type of card you wish to process by using the appropriate <f> key located at the</f>
Choose Card Debit (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 <←¹> 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 #: 54561801 Order Number Amount:\$		F1 F2 F3 F4	7. Enter sale amount, press the <←¹ > enter key. Total sale amount shows on the bottom.
(Card Type) Order Number Amount:\$ Total:\$ Appr Code:	: #### \$0.00 \$0.00 XXXXXX	F1 F2 F3 F4	8. Enter the six digit authorization code given to you by the voice authorization center. Press the <←I > enter key. The terminal will then print the merchant's receipt.
(Card Type) Prnt Cust Copy?	YES NO	F1 F2 F3	9. You will be prompted to print a customer copy, select your choice by using the <f></f> keys located at the right hand side of the screen. *Screen only available when Automatic

2nd receipt print is Disabled.*

(F4

DATE R	TIME SALE EFUND VOID	(F2	1. Press the <f2> key on the right hand side of the screen.</f2>
Sale Swipe or Enter		F1 F2 F3 F4	2. Type in the card number, and then press the <⁴¹> enter key.
Sale Choose Card	Credit 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. * <i>EBT cards cannot be manually entered in all states.</i> * * <i>Options will vary based on accepted transaction types.</i> *
Sale Exp Date (MMY	Y):	F1 F2 F3 F4	4. Enter the cards expiration date following the format of MMYY, and then press the <+1> enter key.
(Card Type) Phone Order	YES 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.</f2></f1>
(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 <←¹> 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 <←I > 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 <◄¹> 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 <←¹> enter key. The terminal will dial out for an authorization, and print the merchant's receipt.
(Card Type)	YES	£1	11. You will be prompted to print a customer copy, select your choice by using the <f></f>

copy, select your choice by using the <F>

keys located at the right hand side of the

Automatic 2nd receipt print is Disabled.*

screen. *Screen only available when

NO F2

F3

F4

Prnt Cust Copy?

Swiped Sale Transaction

Voiding a Transaction

batch.

SCREEN DISPLAY

SCREEN	DISP	LA
DATE	TIME	(F1
	SALE	F2
R	REFUND	F3
	VOID	(F4
Sale	Credit	(F1
Choose Card	Debit	(F2
	EBT	F3
		(F4
(Card Type)		(F1
Account #:		F2
54561801	69697734	(F3
Amount:	\$0.00	(F4
(Card Type)		(F1
Account #: 545618010	69697734	(F2

Amount:

Approved #####

(Card Type)

Prnt Cust Copy?

- 1. Swipe customer card. F2
 - **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.*

F1 1. Press the <F4> key. DATE TIME (F2 SALE REFUND (F3 VOID (F4

Void

Void Last Trans

(F1

(F2 NO

(F3

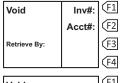
(F4

YES

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

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

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.



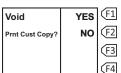
5. If INV# is selected: Enter the Invoice number, and then press the <+> enter key.



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

\$0.00 (F3

YES

NO

(F4)

(F1)

(F2

(F3

(F4

ACTION



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*
- (F1 (Card Type) (F2 Account #: 5456180169697734 F3 Amount:\$ \$0.00 (F4
- 3. Enter amount of sale (you do not need to enter a decimal), and then press the <←!> enter key.
- (F1 (Card Type) Account # (F2 5456180169697734 \$0.00 Amount: \$ F3 Total: \$0.00 Enter PIN on Pinpad (F4
- 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 (F1 Debit YES copy, select your choice by using the <F> F2 NO Prnt Cust Copy? keys located at the right hand side of the (F3 screen. *Screen only available when automatic 2nd receipt print is disabled.* (F4

End of Day Settlement

SCREEN DISPLAY **ACTION**

(F1 DATE TIME SALE (F2 REFUND (F3 VOID (F4

- 1. Press the purple <MORE> key. (The key is located on top of number pad on the left hand side.)
- (F1 **TICKET ONLY** (F2 SETTLEMENT **AUTH ONLY** (F3 **SRVR SETUP** (F4
- 2. Press <F2> key to choose the settlement option. *Use manager password on last page if prompted*

(F1 Settlement Sales: \$ 000.00 (F2 Refunds \$ 00.00 (F3 Totals: \$ 000.00 **Enter to Confirm** (F4)

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 1 SALE F2
SALE F2
REFUND F3
VOID (F4
REPORTS F1 2

REPORTS

Totals Report

Detail Report

Batch Auth Ret

F4

Server Reports
Shift Reports
F2
Unadjust Report
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

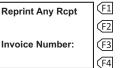
SCREEN DISPLAY ACTION

DATE	TIME	F1
	SALE	F2
	REFUND	(F3
	VOID	(F4

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



F1 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 AC

DATE	TIME	F1
	SALE	F2
	REFUND	F3
	VOID	(F4

 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 <←¹ > enter key.



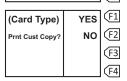
3. Choose type of card you wish to process by using the appropriate <**F**> key located at the right hand side of the screen.* All returns are run as credit card type.*Options will vary based on accepted transaction types.*



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

(Card Type)		F1	
Account #:		F2	
5456180169697734		F 3	
Amount:	\$0.00	(F4	

5. Then enter the amount to be given back to the customer. Then press the <◄¹> enter key to continue. The terminal will print the merchant's receipt.



(F1)
 (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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