



SALE		
Idle Prompt		Swipe card.
Sale	Credit Debit	Press [F1] for credit card transaction.
Choose Card:		
Sale		Key last 4 digits of card number and press [ENTER].
Last 4 dgts Acct:		
Sale		Key in server ID and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Sale		Key in amount and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Amount: \$ 0.00		
Sale		(No action while processing.)
Last 4 dgts Acct:		
Server ID:		Receipt prints.
Amount: \$ 0.00		
Total: \$ \$.cc		
Processing...		
Printing...		
Sale	No	Press [F2] to print customer copy. Or,
	Yes	press [F1] to return to idle prompt.
Prnt Cust Copy?		

AUTH ONLY		
Idle Prompt		Press [ARROW].
Offline		Press [F3].
Refund		
Auth Only		
Server Setup		
Auth. Only		Swipe card.
Swipe Card		
Acct:		
Auth. Only	Credit Debit	Press [F1] for credit card transaction.
Choose Card:		
Auth. Only		Key last 4 digits of card number and press [ENTER].
Last 4 dgts Acct:		
Auth. Only		Key in server ID and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Auth. Only		Key in amount and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Amount: \$ 0.00		
Auth. Only		(No action while processing.)
Last 4 dgts Acct:		
Server ID:		Receipt prints.
Amount: \$ 0.00		
Total: \$ \$.cc		
Processing...		
Printing...		
Auth. Only	No	Press [F2] to print customer copy. Or,
	Yes	press [F1] to return to idle prompt.
Prnt Cust Copy?		

VOID		
Idle Prompt		Press [F4].
Void	No	Press [F2] to void last transaction. Or, press
	Yes	[F1] for other transaction.
Void Last Trans		
Void	Inv #	Press [F1] to retrieve by invoice. Or, press [F2]
	Acct #	to retrieve by account #.
Retrieve By:		
Void		Key in invoice number and press [ENTER].
Invoice Number:		
Void		Key in last 4 digits of card number and press [ENTER].
Last 4 digits:		
Void	No	Press [F2] to void transaction.
Card Type	Yes	Press [F3] to scroll to next transaction.
	Next	Press [F1] to return to idle prompt.
Amount: \$ 0.00		
Void		(No action while processing.)
Processing...		Receipt prints.
Printing...		
Void	No	Press [F2] to print customer copy. Or,
	Yes	press [F1] to return to idle prompt.
Print Cust Copy?		

OFF-LINE (PRIOR)		
Idle Prompt		Press [ARROW].
Offline		Press [F1].
Refund		
Auth Only		
Server Setup		
Force Sale		Swipe card.
Swipe Card		
Acct:		
Force Sale	Credit	Press [F1] for credit card transaction.
	Debit	
Choose Card:		
Force Sale		Key last 4 digits of card number and press [ENTER].
Last 4 dgts Acct:		
Force Sale		Key in server ID and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Force Sale		Key in amount and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Amount: \$ 0.00		
Force Sale		Key in authorization code and press [ENTER].
Server ID:		
Amount: \$ 0.00		
Total: \$\$\$ .cc		
Appr Code:		
Force Sale		(No action while processing.)
Server ID:		Receipt prints.
Amount: \$ 0.00		
Total: \$\$\$ .cc		
Appr Code: xxxxxx		
Processing...		
Printing...		
Force Sale	No	Press [F2] to print customer copy. Or,
	Yes	press [F1] to return to idle prompt.
Print Cust Copy?		

REFUND		
Idle Prompt		Press [ARROW].
Offline		Press [F2].
Refund		
Auth Only		
Server Setup		
Password:		Key in password and press [ENTER].
Refund		Swipe or key in card number.
Swipe Card		
Acct:		
Refund	Credit	Press [F1] for credit card transaction.
	Debit	
Choose Card:		
Refund		Key last 4 digits of card number and press [ENTER].
Last 4 dgts Acct:		
Refund		Key in server ID and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Refund		Key in amount and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Amount: \$ 0.00		
Refund		(No action while processing.)
Last 4 dgts Acct:		Receipt prints.
Server ID:		
Amount: \$ 0.00		
Total: \$\$\$ .cc		
Processing...		
Printing...		
Refund	No	Press [F2] to print customer copy. Or,
	Yes	press [F1] to return to idle prompt.
Print Cust Copy?		

DEBIT		
Idle Prompt		Press [F2] for sale.
Sale		Swipe card.
Swipe Card		
Acct:		
Sale		Key in server ID and press [ENTER].
Server ID:		
Sale		Key in amount and press [ENTER].
Acct:		
Server ID:		
Amount: \$ 0.00		
Sale		Key in cash back amount and press [ENTER].
Acct:		
Server ID:		
Amount: \$ 0.00		
Cash: \$ 0.00		
Sale		Customer keys in PIN and presses [ENTER].
Amount: \$ 0.00		
Cash: \$ 0.00		
Total: \$ 0.00		
Enter PIN		
Sale		(No action while processing.)
Amount: \$ 0.00		Receipt prints.
Cash: \$ 0.00		
Total: \$ 0.00		
Processing...		
Printing...		
Sale	No	Press [F2] to print customer copy. Or,
	Yes	press [F1] to return to idle prompt.
Print Cust Copy?		

Shaded sections are optional features.

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SERVER REPORT	
Idle Prompt	Press the purple [REPORTS] key.
Totals Report	Press [F3] for server report. Or, press [ARROW] to scroll through options.
Detail Report	Press [F3] for server report. Or, press [ARROW] to scroll through options.
Server Reports	Press [ARROW] to scroll through options.
Shift Reports	Press appropriate function key for report desired. Or, press [ARROW] to scroll through options.
Totals Report	Press appropriate function key for report desired. Or, press [ARROW] to scroll through options.
Detail Report	Press appropriate function key for report desired. Or, press [ARROW] to scroll through options.
Unadjst Report	Press appropriate function key for report desired. Or, press [ARROW] to scroll through options.
Server Table	Press appropriate function key for report desired. Or, press [ARROW] to scroll through options.
IRS Tip Report	Press appropriate function key for report desired. Or, press [ARROW] to scroll through options.
Discount Tip Report	Press appropriate function key for report desired. Or, press [ARROW] to scroll through options.
Printing . . .	(No action while processing.)

MANUAL ENTRY	
Idle Prompt	Press [F2].
Sale	Key in card number and press [ENTER].
Swipe Card	Key in card number and press [ENTER].
Acct:	
Sale	Choose appropriate card type.
Credit	Choose appropriate card type.
Debit	Choose appropriate card type.
Choose Card:	
Sale	Key in expiration date in MMY format and press [ENTER].
Exp Date (MMYY)	Key in expiration date in MMY format and press [ENTER].
Card Type	Press [F2] if card present. Or, press [F1] if card not present, and refer to 'Phone Order' section.
No	Press [F2] if card present. Or, press [F1] if card not present, and refer to 'Phone Order' section.
Yes	Press [F2] if card present. Or, press [F1] if card not present, and refer to 'Phone Order' section.
Card Present	Press [F2] if card present. Or, press [F1] if card not present, and refer to 'Phone Order' section.
Sale	Imprint card and press [ENTER].
Imprint Card	Imprint card and press [ENTER].
Press Enter Key	Imprint card and press [ENTER].
Sale	Key in server ID and press [ENTER].
Server ID:	Key in server ID and press [ENTER].
Sale	Key in amount and press [ENTER].
Amount: \$ 0.00	Key in amount and press [ENTER].
Sale	Key in ZIP Code and press [ENTER]. Or, press [ENTER] to bypass.
Total: \$ 0.00	Key in ZIP Code and press [ENTER]. Or, press [ENTER] to bypass.
ZIP Code:	Key in ZIP Code and press [ENTER]. Or, press [ENTER] to bypass.
Sale	(No action while processing.)
Total: \$ 0.00	(No action while processing.)
ZIP Code:	(No action while processing.)
Processing . . .	(No action while processing.)
Phone Order	AVS Verified Failed. Press [F1] to reject transaction.
No	AVS Verified Failed. Press [F1] to reject transaction.
Yes	AVS Verified Failed. Press [F1] to reject transaction.
Override AVS?	Or, press [F2] to accept transaction.
Sale	Receipt prints.
Total: \$ 0.00	Receipt prints.
ZIP Code:	Receipt prints.
Printing . . .	Receipt prints.
Sale	Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
No	Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
Yes	Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
Print Cust Copy?	Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.

BATCH REVIEW	
Idle Prompt	Press [ARROW] three times and then [F1].
Batch Review	Press [F1] to review by server number.
Srvr	Press [F1] to review by server number.
Host<->PAYM	Press [F2] to review by amount.
Amt	Press [F2] to review by amount.
Retrieve By:	Press [F3] to review by account number.
Acct	Press [F3] to review by account number.
Inv#	Press [F4] to review by invoice number.
Batch Review	Key in server #, amount of transaction, last 4 digits of account number, or invoice # and press [ENTER].
(Enter Srvr, Amt, Acct, or Inv#)	Key in server #, amount of transaction, last 4 digits of account number, or invoice # and press [ENTER].
Batch Review	Press [F1] to adjust.
Adj	Press [F1] to adjust.
(Card Type)	Press [F2] to print.
Print	Press [F2] to print.
Void	Press [F3] to void.
(Transaction Next Type)	Press [F4] to scroll to next transaction.
Next	Press [F4] to scroll to next transaction.
XXXXXXXXXXXXXXXXXX	
Amount: \$ \$.cc	

BATCH REPORT	
Idle Prompt	Press the purple [REPORTS] key.
Totals Report	Press [F1] for totals report. Or, press [F2] for detail report.
Detail Report	Press [F1] for totals report. Or, press [F2] for detail report.
Server Reports	Press [ARROW] to scroll through options.
Shift Reports	Press [ARROW] to scroll through options.
Batch Total s	Press [F3] to select host.
Prev	Press [F3] to select host.
Host<->PAYM	Press [F3] to select host.
Next	Press [F2] displayed, or use [F1] and [F2] to scroll to other hosts.
Slect	Press [F2] displayed, or use [F1] and [F2] to scroll to other hosts.
[F3]	Press [F2] displayed, or use [F1] and [F2] to scroll to other hosts.
Exit	Press [F4] to exit.
[F4]	Press [F4] to exit.
Printing . . .	(No action while processing.)
	Receipt Prints.

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SETTLEMENT	
Idle Prompt	Press [F3].
Settlement	Press [ENTER] to confirm totals.
Sales:	\$0.00
Refunds:	\$0.00
Total:	\$0.00
Confirm PAYM	
Enter to Confirm.	
Settlement	(No action while processing.)
Sales:	\$0.00
Refunds:	\$0.00
Total:	\$0.00
Enter to Confirm.	Terminal returns to idle prompt.
Dialing. Waiting.	
Receiving	
Settlement Successful	

BATCH TOTALS REVIEW	
Idle Prompt	Press [ARROW] two times and then [F4].
Batch Totals Prev [F1]	Press [F3] to select host displayed, or use [F1] and [F2] to scroll to other hosts.
Host <-> PAYM Next [F2]	
Slct [F3]	[F2] to scroll to other hosts.
Exit [F4]	Press [F4] to exit.
Batch Totals	Review batch totals and then press
Sales:	\$0.00
Refunds:	\$0.00
Total:	\$0.00
	[CLEAR] to exit.

PHONE ORDER	
Idle Prompt	Press [ARROW].
Offline	Press [ARROW].
Refund	
Auth Only	
Server Setup	
Other Setup	Press [F2].
Phone Order	
Tab	
Batch Totals	
Phone Order	Key in card number and press [ENTER].
Acct:	
Phone Order	Key in expiration date in MMY format and press [ENTER].
Acct:	
Exp Date (MMYY):	
Phone Order	Key in numeric address and press [ENTER].
Exp Date (MMYY):	
Address:	
Phone Order	Key in ZIP Code and press [ENTER].
Address:	
ZIP Code:	
Phone Order	Key in CVV2 code from back of card and press [ENTER].
Address:	
ZIP Code:	
V-Code:	
Phone Order	Key in server ID and press [ENTER].
ZIP Code:	
V-Code:	
Server ID:	
Phone Order	Key in amount and press [ENTER].
ZIP Code:	
V-Code:	
Server ID:	
Amount:	\$ 0.00
Phone Order	(No action while processing.)
V-Code:	
Server ID:	Receipt Prints.
Amount:	\$ 0.00
Total:	\$ 0.00
Processing...	
Printing...	
Phone Order	No AVS Verified Failed.
	Yes Press [F1] to reject transaction.
Override AVS?	Or, press [F2] to accept transaction.
Phone Order	No Press [F2] to print customer copy. Or, press [F1] to return to idle prompt.
	Yes
Print Cust Copy?	

REPRINT	
Idle Prompt	Press the purple [REPRINT] key.
Last Receipt	Press [F1] to print last transaction. Or, press [F2] to print a specific transaction.
Any Receipt	
Reprint Any Receipt	Key in invoice number for ticket to be reprinted and press [ENTER].
Invoice Number:	
Reprint Any Receipt	Receipt prints.
Printing...	

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LOG ON/OFF/ADD SERVER		
Idle Prompt		Press [ARROW] once and then [F4] for server set-up.
Password:		Key in password and press [ENTER].
Log On Server	[F1]	to log on server.
Log Off Server	[F2]	to log off server.
Add Server	[F3]	to add server.
Modify Server	[F4]	to modify.
		Or, press [ARROW] for more options.
Log On/Off/Add Server ID:		Key in server ID and press [ENTER].
Log On/Off/Add Password:		Key in server password. Press [ENTER]. Or, press [CLEAR] for idle prompt.
Log On/Off/Add Reenter:		Reenter password. Press [ENTER]. When finished press [CLEAR].
Log Off	No	Press [F1] to cancel.
ConfI rm	Yes	Press [F2] to log off server.

TIP ADJUSTMENT		
Idle Prompt		Press the purple [TIP] key.
Tip Adjust	Srvr	Press [F1] to review by server number.
Host<->PAYM	Amt	Press [F2] to review by amount. Press [F3] to review by account number. Press [F4] to review by invoice number.
Retrieve By:	Acct	
	Inv#	
Tip Adjust		Key in server #, amount of transaction, last 5 digits of account number, or invoice # and press [ENTER].
(Enter Srvr, Amt, Acct, or Inv#)		
Tip Adjust	Adj	Press [F1] to adjust transaction. Or, press [F2] to go to next transaction.
	Next	
(Transaction Type)		
xxxxxxxxxxxxxxxxxxxx		
Amount: \$ \$\$ .cc		
Tip Adjust		Key in new tip amount and press [ENTER].
Tip Amount: \$\$ .cc		
New Tip: \$ 00.00		

OPEN TAB		
Idle Prompt		Press [ARROW] twice and then [F3].
Open Tab		Press [F1].
Close Tab		
Del Tab		
Tab Rpt		
Open Tab		Swipe card.
Swipe Card		
Acct:		
Open Tab	Credit	Press [F1] for credit transaction. Or, press [F2] for debit transaction.
	Debit	
Choose Card:		
Open Tab		Key in last 4 digits of card number and press [ENTER].
Last 4 dgts Acct:		
Open Tab		Key in server ID and press [ENTER].
Last 4 dgts Acct:		
Server ID:		
Open Tab		Key in amount and press [ENTER].
Last 4 dgts Acct:		
Server ID:		Or, press [ENTER] to accept default amount.
Amount:		\$ 0.00
Open Tab		(No action while processing.)
		Receipt prints.
Amount:		\$ 0.00
Total:		\$ \$\$ .cc
Processing...		
Printing...		

DELETE TAB		
Idle Prompt		Press [ARROW] twice and then [F3].
Open Tab		Press [F3].
Close Tab		
Del Tab		
Tab Rpt		
Del Tab	Inv#	Press [F1] to retrieve by invoice number. Or, press [F2] to retrieve by account number.
	Acct#	
Retrieve By:		
Del Tab		Key in invoice number and press [ENTER].
Invoice Number:		
Del Tab		Key in last 4 digits of card number and press [ENTER].
Last 4 dgts:		
Del Tab	No	[F2] to clear this tab.
(Card Type)	Yes	[F3] to go to next transaction.
	Next	
xxxxxxxxxxxxxxxxxxxx		[F1] to cancel transaction.
Amount:		\$ 0.00
Del Tab		Tab deleted. Terminal returns to idle prompt.
Tab Deleted		

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CLOSE TAB	
Idle Prompt	Press [ARROW] twice and then [F3].
Open Tab	Press [F2].
Close Tab	
Del Tab	
Tab Rpt	
Close Tab	Inv# Press [F1] to retrieve by invoice number. Or, press Acct# [F2] to retrieve by account number.
Retrieve By:	
Close Tab	Key in invoice number and press [ENTER].
Invoice Number:	
Close Tab	Key in last 4 digits of card number and press [ENTER].
Last 4 digits:	
Close Tab	No Press [F1] to cancel displayed transaction.
(Card Type)	Yes Or, press [F2] to select displayed transaction.
xxxxxxxxxxxxxxxx	Next Or, press [F3] to go to next transaction.
Amount: \$ 0.00	
Close Tab	No Press [F2] to confirm same card is being used to close tab.
(Card Type)	Yes Or, press [F1] to close tab with a different card.
Old Amt \$ 0.00	
Cnfrm Same Card	
Close Tab	Key in server ID and press [ENTER].
Server ID:	
Close Tab	Key in new amount and press [ENTER].
Server ID:	
New Amt: \$ 0.00	
Close Tab	(No action while processing.)
Server ID:	
Old Amt: \$ 0.00	Receipt prints.
Total: \$ \$\$ .cc	
Processing...	
Printing...	
Close Tab	No Press [F2] to print customer copy. Press [F1]
Print Cust Copy?	Yes to return to idle prompt.

TAB REPORT	
Idle Prompt	Press [ARROW] twice and then [F3].
Open Tab	Press [F4].
Close Tab	
Del Tab	
Tab Rpt	
Open Tab	Tab report prints.
Printing...	

AVS RESPONSE CODES	
VISA	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
E	Error - Transaction ineligible for AVS or edit error found.
S	AVS not supported by issuer.
MASTERCARD	DESCRIPTION
X	Exact - Match on address and 9-digit ZIP Code.
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

AVS CODES CONTINUED	
DISCOVER	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
AMERICAN EXPRESS	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

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**Paymentech™**

Omni 3200 Restaurant Only

06/01

POS-0362

