

Omni 33xx/37xx/Vx510LE/Vx570/Vx610

Quick Reference Guide

Power On/Off	Manual Sale	Debit Sale
<p>For the Vx610 only</p> <ul style="list-style-type: none"> Press + at the Same Time to Power On. Press to Power Off. <p>NOTE: If the Power cord is attached—Power is On constantly. The Power Cord has to be removed for the On/Off functions to work.</p>	<ul style="list-style-type: none"> Press Account # + Press Exp Date + <ul style="list-style-type: none"> “CARD PRESENT” If Present, Press “IMPRINT CARD” Imprint, Then Press Amount + V-Code* + <p><small>If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.</small></p> Zip Code + If Customer Copy Set to Confirm: To Print Customer Copy, Press 	<ul style="list-style-type: none"> Swipe Card Or Press Then Swipe or Insert Card Press Amount + <ul style="list-style-type: none"> Enter Cash Back \$\$ + CUSTOMER: Press On PIN Pad to Confirm \$\$ CUSTOMER: Key PIN # + If Customer Copy Set to Confirm: To Print Customer Copy, Press
Credit Card Sale		
<ul style="list-style-type: none"> Swipe or Insert Card Or Press Then Swipe or Insert Card Press Amount + If Customer Copy Set to Confirm: To Print Customer Copy, Press 		
Credit Card Refund	Off-Line Sale	Void
<ul style="list-style-type: none"> Press / Until You Reach Option Press <ul style="list-style-type: none"> Password + Swipe or Insert Card Press Amount + If Customer Copy Set to Confirm: To Print Customer Copy, Press 	<ul style="list-style-type: none"> Press / Until You Reach Option Press Swipe or Insert Card Press Amount + Approval Code + If Customer Copy Set to Confirm: To Print Customer Copy, Press 	<ul style="list-style-type: none"> Press / Until You Reach Option Press <ul style="list-style-type: none"> Password + To Void Last Transaction Press Or to Void Any Transaction Press To Retrieve Any Transaction by Invoice # Press Or to Retrieve by Account # Press To Confirm Void Press


NOTE:Enter **Password** When Prompted

- Terminal will prompt for clerk ID and invoice # if those options are activated.







*NOTE: The V-Code is often requested for manually entered transactions. This code can be found on the back of the card as the last three digits on the right side of the signature panel, directly below the mag stripe.

**Press next until proper merchant # displays, then press select, or enter merchant # and press enter.


Reprint

- ▶ Press **Reprint**
- ▶ To Print Last Transaction
Press **Last Receipt**
- ▶ Or to Print Any Trans. in Batch
Press **Any Receipt**
- ▶ Then **Invoice** + 




Phone Order

- ▶ Press **↓ / More**
Until You Reach Option
- ▶ Press **Phone Order**
- ▶ **Account #** + 
- ▶ Press **Credit**
- ▶ **Exp Date** + 
- ▶ **Amount** + 
- ▶ **V-Code*** + 
- If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.
- ▶ **Street Address** + 
- NOTE: Use numbers only to enter street address
- ▶ **Zip Code** + 
- ▶ If Customer Copy Set to Confirm:
To Print Customer Copy,
Press **Yes**


Totals Report

- ▶ Press **Reports**
- ▶ Password + 
- ▶ To Print Totals by Card Type
Press **Totals Report**






Batch Review

- ▶ Press **↓ / More**
Until You Reach Option
Then Press **Batch Review**
- ▶ Password + 
- ▶ Select Search Method to Retrieve Ticket
Then Press 
- ▶ Enter Data as Requested
Then Press
Clrk **Amt** **Acct** **Inv**
- ▶ Transaction Displays
Select Option
Press 
- ▶ **ADJUSTMENT OPTIONS:**
Select Appropriate Edit Function
Press
Adj **Void** **Prev** **Next**
- ▶ Enter New Data as Requested
Then Press
Amt **Tip** **Clrk** **Appv**
- ▶ **VOID OPTION:**
Voids the Transaction

Detail Report

- ▶ Press **Reports**
- ▶ Password + 
- ▶ To Print Detail Summary
Press **Detail Report**

Balance/Settle

- ▶ Press **Settle**
Until You Reach Option
- ▶ Password + 
- ▶ If Totals Option is Set to "Confirm" the Terminal Will Display Totals
Press 
- to Confirm Totals
- ▶ Or: If Totals Option is Set to "Enter", You Must Manually Enter Totals
Sales Totals + 
- ▶ **Refund Totals** + 
- ▶ **Grand Totals** + 

- Manual Shift Change

- ▶ Press **1**
- ▶ To Increment Shift
Press **Yes**

NOTE:

Pressing the 3 key from the main menu will advance the paper.

- Optional Prompts

For Multi Merchant: Press next until proper merchant # displays, then press select, or enter merchant # and press enter.

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