

› The VeriFone Omni 3200 / 3200_{SE} and 3210 / 3210_{SE} Quick Reference Guide is a condensed document that includes the most frequently performed functions.

The 3210 / 3210_{SE}, with its integrated PIN pad, enables customers to enter their PIN directly into the terminal.

SALE

- › Swipe card or press [SALE]
- › Swipe or input account # and press [ENTER]
- › Choose from these options: [CREDIT] [DEBIT]
- › Input expiration date (MMYY) and press [ENTER]
manual sale only
- › Input last 4 digits of account # and press [ENTER]
swiped sale only
- › Card present? [NO/YES]
manual sale only
- › Input customer # and press [ENTER]
purchase card only
- › Input invoice # and press [ENTER], if prompted
- › Input clerk/server ID and press [ENTER], if prompted
- › Cardholder enters PIN and presses [ENTER]
debit card only
- › Input \$ amount and press [ENTER]
- › Input tax amount and press [ENTER]
purchase/business card
- › Input address and press [ENTER]
manual sale only
- › Input zip code and press [ENTER]
manual sale only
- › Print second receipt correct? [YES/NO]

DEBIT SALE

- › Swipe card or press [SALE]
- › Swipe or input account # and press [ENTER]
- › Input invoice # and press [ENTER], if prompted
- › Input clerk/server ID and press [ENTER], if prompted
- › Input \$ amount and press [ENTER]
- › Input cash back amount and press [ENTER]
only if enabled
- › Input tip amount and press [ENTER]
- › Cardholder enters PIN and presses [ENTER]
- › Print second receipt correct? [YES/NO]

REPRINT

- › Press [REPRINT]
- › Choose from these options: [LAST/ANY]
- › If ANY, input invoice # and press [ENTER]
- › Selected receipt prints

MANUAL SALE

- › Press [SALE]
- › Input account # and press [ENTER]
- › Choose from these options: [CREDIT] [DEBIT]
- › Input expiration date (MMYY) and press [ENTER]
- › Card present? [NO/YES]
- › Input customer # and press [ENTER]
purchase card only
- › V-Code: Card present? [NO] then press [ENTER]
MO/TO only
- › Code present? [NO/XREAD]
MO/TO only
- › Input invoice # and press [ENTER], if prompted
- › Input clerk/server ID and press [ENTER], if prompted
- › Input \$ amount and press [ENTER]
- › Input tax amount and press [ENTER]
- › Input address and press [ENTER]
manual sale only
- › Input zip code and press [ENTER]
manual sale only
- › Print second receipt correct? [YES/NO]

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QUICK REFERENCE GUIDE

VeriFone® Omni™

3200 / 3200_{SE}

3210 / 3210_{SE}

for Restaurant Applications



MANUAL SALE FOR ECI

(AVAILABLE ONLY FOR THE INTERNET INDUSTRY)

- › Press **[SALE]**
- › Input account # and press **[ENTER]**
- › Choose from these options: **[CREDIT]** **[DEBIT]**
- › Input expiration date (MMYY) and press **[ENTER]**
- › Card present? **[NO/YES]**
 - › If YES, imprint the card and press **[ENTER]**
 - Input \$ amount and press **[ENTER]**
 - Input zip code and press **[ENTER]**
 - Terminal dials for authorization and prints a receipt if approved
 - › If NO, choose either the Phone or Web transaction type
 - If Web:
 - Encrypted? **[NO/YES]**
 - Input clerk/server ID and press **[ENTER]**
- › Input \$ amount and press **[ENTER]**
- › Input address and press **[ENTER]**
- › Input zip code and press **[ENTER]**
- Terminal dials for authorization and prints a receipt if approved
- › Print second receipt correct? **[YES/NO]**

AUTH ONLY

- To scroll menu, press **↓** until desired option appears.
- › Press **[AUTH ONLY]**
 - › Swipe or input account # and press **[ENTER]**
 - › Choose from these options: **[CREDIT]** **[DEBIT]**
 - › Input expiration date (MMYY) and press **[ENTER]**
manual sale only
 - › Input last 4 digits of account # and press **[ENTER]**
swiped sale only
 - › Input clerk/server ID and press **[ENTER]**
 - › Input customer # and press **[ENTER]**
purchase card only
 - › Input tax amount and press **[ENTER]**
purchase/business card
 - › Input \$ amount and press **[ENTER]**
 - › Print second receipt correct? **[YES/NO]**

FORCE

- To scroll menu, press **↓** until desired option appears.
- › Press **[FORCE]**
 - › Swipe or input account # and press **[ENTER]**
 - › Choose from these options: **[CREDIT]** **[DEBIT]**
 - › Input expiration date (MMYY) and press **[ENTER]**
manual sale only
 - › Input last 4 digits of account # and press **[ENTER]**
swiped sale only
 - › Input customer # and press **[ENTER]**
purchase card only
 - › Input tax amount and press **[ENTER]**
purchase/business card
 - › Input invoice # and press **[ENTER]**, if prompted
 - › Input clerk/server ID and press **[ENTER]**, if prompted
 - › Input \$ amount and press **[ENTER]**
 - › Input auth code and press **[ENTER]**
 - › Print second receipt correct? **[YES/NO]**

VOID

- To scroll menu, press **↓** until desired option appears.
- › Press **[VOID]**
 - › Void last transaction? **[NO/YES]**
 - › Retrieve by: **[INV #]** **[ACCT #]**
 - › Input invoice # or last 4 digits of account # and press **[ENTER]**
 - › Terminal Displays: **[NO]** to cancel
[YES] to void
[NEXT] to scroll
 - › Print second receipt correct? **[YES/NO]**

REFUND

- To scroll menu, press **↓** until desired option appears.
- › Press **[REFUND]**
 - › Input password and press **[ENTER]**
 - › Swipe or input account # and press **[ENTER]**
 - › Choose from these options: **[CREDIT]** **[DEBIT]**
 - › Input expiration date (MMYY) and press **[ENTER]**
manual sale only
 - › Input last 4 digits of account # and press **[ENTER]**
swiped sale only
 - › Input customer # and press **[ENTER]**
purchase card only
 - › Input tax amount and press **[ENTER]**
purchase/business card
 - › Input invoice # and press **[ENTER]**, if prompted
 - › Input clerk/server ID and press **[ENTER]**, if prompted
 - › Input \$ amount and press **[ENTER]**
 - › Print second receipt correct? **[YES/NO]**

DEBIT REFUND

- To scroll menu, press **↓** until desired option appears.
- › Press **[REFUND]**
 - › Input password and press **[ENTER]**
 - › Swipe or input account # and press **[ENTER]**
 - › Choose from these options: **[CREDIT]** **[DEBIT]**
 - › Input invoice # and press **[ENTER]**, if prompted
 - › Input clerk/server ID and press **[ENTER]**, if prompted
 - › Input \$ amount and press **[ENTER]**
 - › Input original transaction date **[MM/DD/YY]**
 - › Cardholder enters PIN and presses **[ENTER]**
 - › Print second receipt correct? **[YES/NO]**

CHECKS

- To scroll menu, press **↓** until desired option appears.
- › Swipe check or press **[CHECK]**
 - › Choose from these options: **[MICR/DLN]**
 - › Input driver's license # and press **[ENTER]**
–or–
Swipe check or input MICR # and press **[ENTER]**
 - › Input check # and press **[ENTER]**
 - › Input state code and press **[ENTER]**
 - › Input \$ amount and press **[ENTER]**
 - › Record the response

TIP ADJUST

- › Press **[TIP]**
- › Retrieve by: **[SRVR/AMNT/ACCT#/INV#]**
- › Input clerk/server ID, amount, last 4 digits of account #, or invoice #, and press **[ENTER]**
- › Select **[ADJ]** to adjust
- › Select **[NEXT]** to scroll
- › Tip amount displays
- › Input new tip amount and press **[ENTER]**
- › Print second receipt correct? **[YES/NO]**

REPORTS

- › Press **[REPORTS]**
- › Select report to print:
[TOTLS RPT] – prints a total report
[DETL RPT] – prints a detail report
[SERVR RPTS] – displays the following options:
[TOTLS RPT] **[DETL RPT]**
[UNADJ RPT] **[SERV TBL]**
For additional server report options, press **↓**
[IRS RPT] **[DISCN TIP]**
- › Press **↓** to view additional reports from the main menu screen
[SHIFT RPTS] **[BATCH HIST]**
- Report Key: **m**= Manually keyed
***** = Trans. adjusted

FINE DINING REPORTS

- › Press: **[REPORTS]**
- › Select report to print:
[TOTLS RPT] – prints a total report
[DETL RPT] – prints a detail report
[SERVR RPTS] – displays the following options:
[TOTLS RPT] **[DETL RPT]**
[UNADJ RPT] **[SERV TBL]**
For additional server report options, press **↓**
[IRS RPT] **[DISCN TIP]***
- › Press **[1]**; Input server ID and press **[ENTER]**
–or–
Press **[ALL]** to print all reports
- › Report(s) prints
- Report Key: **m**= Manually keyed
***** = Trans. adjusted

* Default tip discount is 2%. Contact Customer Service to change default tip amount.

BALANCE INQUIRY

- To scroll menu, press **↓** until desired option appears.
- › Press **[BALANCE INQ]**
 - › Choose from these options: **[CURR]** **[PREV]**
 - Select **[CURR]** for current batch
 - Select **[PREV]** for previous batch
 - Terminal dials out for batch info
 - › The balance of the selected batch will display
 - › Report prints

BATCH REVIEW

- To scroll menu, press **↓** until desired option appears.
- › Press **[BATCH REVIEW]**
 - › Input password and press **[ENTER]**
 - › Retrieve by: **[SRVR/AMNT/ACCT#/INV#]**
 - › Input clerk/server ID, amount, last 4 digits of account #, or invoice #, and press **[ENTER]**
 - › Select **[ADJ]** to adjust transaction
 - › Select **[PRINT]** to print receipt
 - › Select **[VOID]** to void transaction
 - › Select **[NEXT]** to scroll

SETTLEMENT

- › Press **[SETTLEMENT]**
- › Displays totals
- › Confirm totals and press **[ENTER]**
- › Report prints