

› 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 type account # and press [ENTER]
- › Choose from these options: [CREDIT/DEBIT/EBT]
- › 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 \$ amount and press [ENTER]
- › 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
- › Cardholder enters PIN and presses [ENTER]
debit card only
- › Input cash amount and press [ENTER]
debit card only
- › Print customer copy? [NO/YES]

REPRINT

- › Press [REPRINT]
- › Choose from these options: [LAST/ANY]
- › If LAST is selected:
 - The last receipt prints
- › If ANY is selected:
 - Input invoice # and press [ENTER]
 - The selected receipt prints

PHONE ORDER

(MANUAL ENTRY ONLY)

- › Press [PHONE ORDER]
- › Input account # and press [ENTER]
- › Input expiration date (MMYY) and press [ENTER]
- › Input customer number and press [ENTER]
purchase card only
- › Input V-code and press [ENTER]
mo/to only
- › Code present? [ENTER]
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]
- › Input zip code and press [ENTER]
- › Print customer copy? [NO/YES]

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QUICK REFERENCE GUIDE

VeriFone® Omni™

3200 / 3200_{SE}

3210 / 3210_{SE}

for Retail Applications



MANUAL SALE

- › Press **[SALE]**
- › Input account # and press **[ENTER]**
- › Choose from these options: **[CREDIT/DEBIT/EBT]**
- › Input expiration date (MMYY) and press **[ENTER]**
- › Card present? **[NO/YES]**
- › Input customer # and press **[ENTER]**
purchase card only
- › Input V-code: card present? **[NO]** **[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 customer copy? **[NO/YES]**

MANUAL SALE FOR ECI

(AVAILABLE ONLY FOR INTERNET INDUSTRY)

- › Press **[SALE]**
- › Input account # and press **[ENTER]**
- › Choose from these options: **[CREDIT/DEBIT/EBT]**
- › Input expiration date (MMYY) and press **[ENTER]**
- › Card Present? **[NO/YES]**
 - › If YES, imprint 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

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/EBT]**
- › 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]**, if prompted
- › Input customer number and press **[ENTER]**
purchase card only
- › Input \$ amount and press **[ENTER]**
- › Input tax amount and press **[ENTER]**
purch/business card
- › Print customer copy? **[NO/YES]**

FORCE

To scroll menu, press **↓** until desired option appears.

- › Press **[FORCE]**
- › Swipe or input account # and press **[ENTER]**
- › Choose from these options: **[CREDIT/DEBIT/EBT]**
- › 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 \$ amount and press **[ENTER]**
- › Input tax amount and press **[ENTER]**
purch/business card
- › Input invoice # and press **[ENTER]**, if prompted
- › Input clerk/server ID and press **[ENTER]**, if prompted
- › Input approval code and press **[ENTER]**
- › Print customer copy? **[NO/YES]**

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 customer copy? **[NO/YES]**

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/EBT]**
- › Input expiration date (MMYY) and press **[ENTER]**
manual sale only
- › Input last 4 digits of account # and press **[ENTER]**
swiped sale only
- › Input customer number and press **[ENTER]**
purchase card only
- › Input \$ amount and press **[ENTER]**
- › Input tax amount and press **[ENTER]**
purch/business card
- › 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
- › Print customer copy? **[NO/YES]**

DEBIT SALE

- › Swipe card or press **[SALE]**
- › Choose from these options: **[CREDIT/DEBIT/EBT]**
- › 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
- › Cardholder enters PIN and presses **[ENTER]**
- › Print customer copy? **[NO/YES]**

DEBIT REFUND

To scroll menu, press **↓** until desired option appears.

- › Press **[REFUND]**
- › Input password and press **[ENTER]**
- › Swipe card and press **[ENTER]**
- › Choose from these options: **[CREDIT/DEBIT/EBT]**
- › 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 customer copy? **[NO/YES]**

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

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
- › The balance of the selected batch will display
- › Report prints

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 clerk/server ID and press **[ENTER]**
–or–
Press **[ALL]** to print all reports
- › Report(s) prints

Report Key: m= Manually keyed
* = Trans. adjusted

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