

## 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 [ONE]; 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% for fine dining. 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
  - › The balance of the selected batch will display
  - › Report prints

## BATCH REVIEW

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

## SETTLEMENT

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

## The NOVA Network Advantage



### Payment solutions for:

- › Retail
- › Restaurants
- › Lodging / Hospitality
- › Education / Government
- › Not-for-profit
- › Medical / Professional Services
- › Mail Order / Telephone Order
- › E-Commerce

### Everything you need to grow your business:

- › Electronic Draft Capture
- › Debit / Check Card Processing
- › Electronic Benefits Transfer (EBT)
- › Internet / E-Commerce
- › Wireless Payment Processing
- › Recurring Payment Solutions
- › Electronic Check Processing
- › Electronic Gift Cards
- › Equipment Lease and Purchase Programs
- › Online Customer Support
- › Online Reporting Tools

For more information, please visit our website at:  
[www.MerchantConnect.com](http://www.MerchantConnect.com).

## QUICK REFERENCE GUIDE

# Restaurant Applications

VeriFone® Omni™ 3750



## SALE

- › Swipe customer card
- › Choose from these options: [CREDIT] [DEBIT], if prompted
- › Input last 4 digits of account # and press [ENTER]
- › Card present? [NO/YES]
- › Input invoice # and press [ENTER], if prompted
- › Input customer # and press [ENTER]  
purchase card only
- › Input server ID and press [ENTER], if prompted
- › Input \$ amount and press [ENTER]
- › Input tax amount and press [ENTER]  
purchase/business card only
- › Print customer copy? [YES/NO]

## DEBIT SALE

- › Swipe card or press [SALE]
- › Choose from these options: [CREDIT] [DEBIT], if prompted
- › Input invoice # and press [ENTER], if prompted
- › Input 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 customer copy? [YES/NO]

## 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

## MANUAL SALE

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

## MANUAL SALE FOR ECI (AVAILABLE ONLY FOR THE INTERNET INDUSTRY)

- › Press [SALE]
- › Input account # and press [ENTER]
- › Choose from these options: [CREDIT] [DEBIT], if prompted
- › 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 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 customer copy? [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], if prompted
- › Input expiration date (MMYY) and press [ENTER]  
manual sale only
- › Input last 4 digits of account # and press [ENTER]  
swiped sale only
- › Input server ID and press [ENTER]
- › Input customer # and press [ENTER]  
purchase card only
- › Input \$ amount and press [ENTER]
- › Input tax amount and press [ENTER]  
purchase/business card
- › Print customer copy? [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], if prompted
- › 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 invoice # and press [ENTER], if prompted
- › Input server ID and press [ENTER], if prompted
- › Input \$ amount and press [ENTER]
- › Input tax amount and press [ENTER]  
purchase/business card only
- › Input auth code and press [ENTER]
- › Print customer copy? [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 customer copy? [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], if prompted
- › Input expiration date (MMYY) and press [ENTER]  
manual sale only
- › Input last 4 digits of account # and press [ENTER]  
swiped sale only
- › Input invoice # and press [ENTER], if prompted
- › Input customer # and press [ENTER]  
purchase card only
- › Input server ID and press [ENTER], if prompted
- › Input \$ amount and press [ENTER]
- › Input tax amount and press [ENTER]  
purchase/business card only
- › Print customer copy? [YES/NO]

## 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], if prompted
- › Input invoice # and press [ENTER], if prompted
- › Input 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? [YES/NO]

## TIP ADJUST

- › Press [TIP]
- › Retrieve by: [SRVR/AMNT/ACCT#/INV#]
- › Input 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 customer copy? [YES/NO]