

Quick Reference Guide
Restaurant Application



VeriFone® Omni™ 3700 Series



NOVA NETWORK

Quick Reference Guide

Restaurant Application

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 server ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > 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 server ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > Input address and press [ENTER]
- > Input zip code and press [ENTER]
- > 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 server ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > Input auth code and press [ENTER]
- > 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 \$ amount 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: [ACCT #]
- > Input 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 server ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > 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#]
- > Input server ID, amount, or last 4 digits of account # 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]

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#]
 - > Input server ID, amount, or last 4 digits of account # 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





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