

Restaurant Application

Quick Reference Guide



VeriFone® Omni 3700 & Vx Series



Quick Reference Guide

Restaurant Application

Credit Sale

To scroll menu, press [↓] until desired option appears.

- > Swipe customer card
- > Select [CREDIT], if prompted
- > Input last 4 digits of account # and press [ENTER]
- > Input server ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > Print customer copy – [F1] for Yes or [F2] for No
- > If prompted for Partial Auth "Total Exceeds Card Value - Amount Due \$ xx.xx", select [CONTINUE] and then collect remaining amount due with another form of payment OR Select [CANCEL] to reverse the authorization and cancel the transaction.

Debit Sale

To scroll menu, press [↓] until desired option appears.

- > Swipe customer card
- > Select [DEBIT]
- > 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 – [F1] for Yes or [F2] for 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

To scroll menu, press [↓] until desired option appears.

- > Press [F2] [SALE]
- > Input account # and press [ENTER]
- > Select [CREDIT], if prompted
- > Input expiration date (MMYY) and press [ENTER]
- > Card present – [F1] for Yes or [F2] for No
- > If YES, imprint card and press [ENTER]
- > Input server ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > Input zip code and press [ENTER], if prompted
- > If NO, input server ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > Input V-Code and press [ENTER]
- > If no code entered: Code present? Select [NO] [XREAD]
- > Input address and press [ENTER], if prompted
- > Input zip code and press [ENTER], if prompted
- > Print customer copy – [F1] for Yes or [F2] for No
- > If prompted for Partial Auth "Total Exceeds Card Value - Amount Due \$ xx.xx", select [CONTINUE] and then collect remaining amount due with another form of payment OR Select [CANCEL] to reverse the authorization and cancel the transaction.

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Credit Refund

To scroll menu, press [↓] until desired option appears.

- > Press [REFUND]
- > Input password and press [ENTER]
- > Swipe card or input account # and press [ENTER]
- > Select [CREDIT], 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 tip amount and press [ENTER]
- > Print customer copy – [F1] for Yes or [F2] for No

Debit Refund

To scroll menu, press [↓] until desired option appears.

- > Press [REFUND]
- > Input password and press [ENTER]
- > Swipe card and press [ENTER]
- > Select [DEBIT], if prompted
- > Input server ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > Input tip amount and press [ENTER]
- > Input original transaction date (MM/DD/YY)
- > Cardholder enters PIN and presses [ENTER]
- > Print customer copy – [F1] for Yes or [F2] for No

Tip Adjust

- > Press [TIP]
- > Input password and press [ENTER]
- > Retrieve by [CLRK] [AMNT] [ACCT#] or [INV #]
- > Input server ID, amount, last 4 digits of account # or invoice # and press [ENTER]
- > Select [ADJ] to adjust
- > Select [PREV] or [NEXT] to scroll
- > Select [EXIT] to exit tip adjust

If ADJ is selected:

- > Tip amount displays
- > Input new tip amount and press [ENTER]
- > Print customer copy – [F1] for Yes or [F2] for No, if prompted

Reports

- > Press [REPORTS]
- > Press [↓] until desired report option appears
- > Select report to print:
 - [TOTLS RPT] – prints a total report
 - [DETL RPT] – prints a detail report
 - [SERVR RPTS] – displays additional server options:
 - 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

NOTE: 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]
- > Input password and press [ENTER]
- > Retrieve by
[CLRK] [AMNT] [ACCT#] or [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] or [NEXT] to scroll

Settlement

To scroll menu, press [↓] until desired option appears.

- > Press [SETTLEMENT]
- > Input password and press [ENTER]
- > Displays totals
- > Confirm totals and press [ENTER]

Report prints

Open Tab

To scroll menu press [↓] until desired option appears.

- > Press [TAB]
- > Select [OPEN TAB]
- > 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
- > If desired Open Tab amount displays, press [ENTER]
- > If Open Tab amount is different than displayed amount, press the [BACK SPACE] to erase the amount, then input the new amount and press [ENTER]
- > Print customer copy – [F1] for Yes or [F2] for No, if prompted

Close Tab

To scroll menu press [↓] until desired option appears.

- > Press [TAB]
- > Select [CLOSE TAB]
- > Select the retrieval method:
 - Select [INV#] to retrieve the transaction invoice #, then input the invoice # of the Open Tab transaction, and press [ENTER]
 - Select [ACCT#] to retrieve the transaction by account #, then input the last 4 digits of the account # and press [ENTER]
- > The card # and amount displays
 - Select [NEXT] to scroll through other transactions in the batch if desired.
 - Select [NO] to return to the Tab menu
- > Select [YES] to close the Tab for the transaction that is displayed
 - If the Tab will be closed with the same card, select [YES]
 - If the Tab will be closed with a different card, select [NO], swipe the new card, input server # 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 new sale amount and press [ENTER]
- > Input tip amount and press [ENTER], if prompted
- > Print customer copy – [F1] for Yes or [F2] for No, if prompted

Delete Open Tab

To scroll menu press [↓] until desired option appears.

- > Press [TAB]
- > Select [DEL TAB]
- > Select the retrieval method:
 - Select [INV#] to retrieve the transaction by invoice #, then input the invoice # of the Open Tab transaction, and press [ENTER]
 - Select [ACCT#] to retrieve the transaction by account #, then input the last 4 digits of the account # and press [ENTER]
- > The card # and amount displays
 - Select [NEXT] to scroll through other transactions in the batch if desired
 - Select [NO] to return to the Tab menu
- > Select [YES] to delete the Open Tab for the transaction that is displayed

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Cash Receipt

- > Press [9] and press [ENTER]
- > Input server # and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]

Receipt prints

Processing Tips

 = Enter or Yes

 = Backspace

 = Cancel or No

- > To scroll through the menu, press [MORE]
- > Press [3] multiple times until the paper advances to desired length

Vx610 Specific Functions

How to Power on:










- > Press and hold down [ENTER] until unit powers on

How to Power off:




- > Ensure power cord is not connected
- > Press and hold down [CANCEL] until unit powers off

NOTE: The terminal will go into sleep mode after 10 minute of inactivity. It will power off automatically after 30 minutes of inactivity.

Communication Status:

-  Wireless communication is being used
-  Dial communications is being used
-  Terminal's antenna is working properly and is connected to the wireless network
-  Terminal's antenna is unable to connect to the wireless network
-  Terminal's power cord is connected
-  Wireless signal strength is between 1% to 25%
-  Wireless signal strength is between 26% to 50%
-  Wireless signal strength is between 51% to 75%
-  Wireless signal strength is between 76% to 100%

Battery Status:

-  Battery level is below 10% capacity. Plug the unit into the power source to recharge
-  Empty Battery
-  Full Battery



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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)
- > Choose Tran: [SALE] [PHONE] (manual sale only)
- > Imprint card 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 authorization code and press [ENTER]
- > Print customer copy – [F1] for Yes or [F2] for No

Authorization 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 – [F1] for Yes or [F2] for No

Void

To scroll menu, press [↓] until desired option appears.

- > Press [VOID]
- > Void last transaction – [F1] for Yes or [F2] for No
- > Retrieve by: [INV #] or [ACCT#]
- > Input last 4 digits of account # or invoice # and press [ENTER]

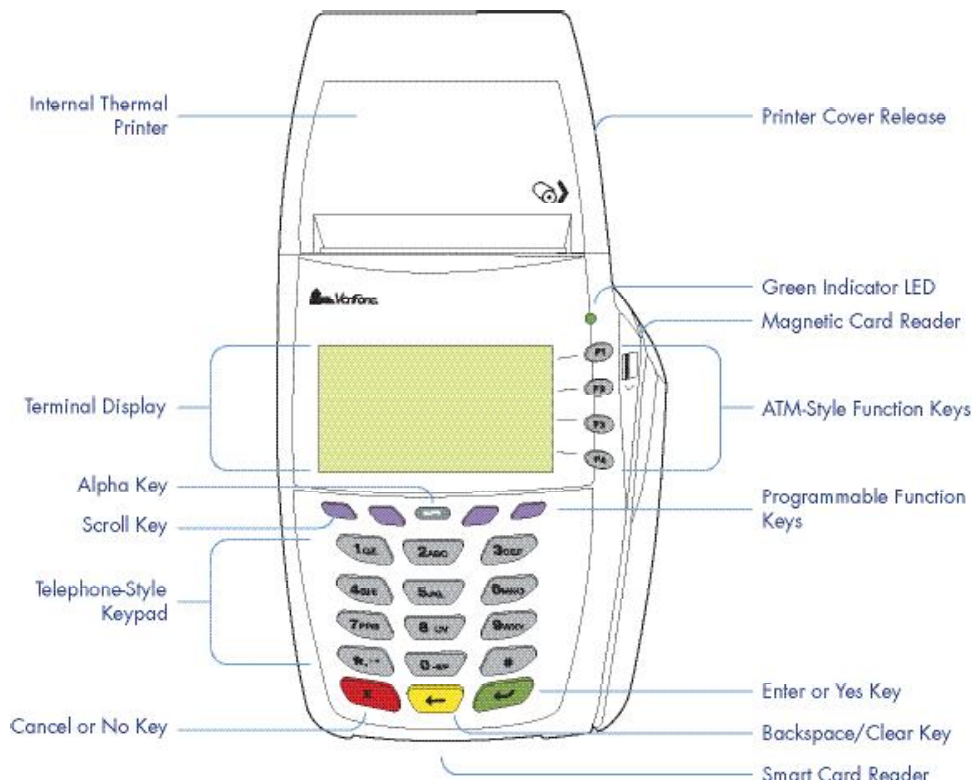
Terminal Displays:

[NO] to cancel
[YES] to void
[NEXT] to scroll

- > Print customer copy – [F1] for Yes or [F2] for No



Terminal Key Pad Display



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