

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], if prompted
- › Input invoice # and press [ENTER], if prompted
- › Input clerk 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]

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:
- › Press [↓] to view additional reports from the main menu screen
- › Select report
- › Report(s) prints
 - Report Key: m= Manually keyed
 - * = Trans. adjusted

BATCH REVIEW

To scroll menu, press ↓ until desired option appears.

- › Press [BATCH REVIEW]
- › Retrieve by: [SRVR/AMNT/ACCT#/INV#]
- › Input clerk 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

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QUICK REFERENCE GUIDE

Retail Applications

VeriFone® Omni™ 3750



SALE

- › Swipe customer card
- › Choose from these options: [CREDIT/DEBIT/EBT], 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 clerk 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]

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]
- › Code present? [NO/XREAD]
- › Input invoice # and press [ENTER], if prompted
- › Input clerk 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

- › Press [SALE]
- › Input account # and press [ENTER]
- › Choose from these options: [CREDIT/DEBIT/EBT], 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] [ENTER]
- › Code present? [NO/XREAD]
- › Input Invoice # and press [ENTER], if prompted
- › Input customer # and press [ENTER]
purchase card only
- › Input clerk 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 INTERNET INDUSTRY)

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

DEBIT SALE

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