

Retail Application

Quick Reference Guide



VeriFone® Omni 3700 & Vx Series



Credit Sale

To scroll menu, press ↓ until desired option appears.

- > Swipe customer card
- > Select [CREDIT]
- > Input last 4 digits of account # and press [ENTER]
- > 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 – [F1] for Yes or [F2] for No

Debit Sale

To scroll menu, press ↓ until desired option appears.

- > Swipe card or press [SALE]
- > Select [DEBIT]
- > 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 – [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 [SALE]
- > Input account # and press [ENTER]
- > Input expiration date (MMYY) and press [ENTER]
- > Card present – [F1] for Yes or [F2] for No
- > If YES, imprint card and press [ENTER]
- > 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 zip code and press [ENTER], if prompted
- > If NO, input invoice # and press [ENTER], if prompted
- > Input customer # and press [ENTER] (purchase card only)

(Manual Sale Continues)

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(Manual Sale Continued)

- > Input clerk ID and press [ENTER], if prompted
- > Input \$ amount and press [ENTER]
- > Input tax amount and press [ENTER] (purchase/business card only)
- > 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

Mail/Telephone Order

To scroll menu, press ↓ until desired option appears.

- > Press [PHONE ORDER]
- > Input account # and press [ENTER]
- > Input expiration date (MMYY) and press [ENTER]
- > 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 V-Code and press [ENTER]
- > If no code entered: Code present? Select [NO] [XREAD]

- > Input address and press [ENTER]
- > Input zip code 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#] [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 – [F1] for Yes or [F2] for No



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Credit Refund

To scroll menu, press ↓ until desired option appears

- > Press [REFUND]
- > Input password and press [ENTER]
- > Swipe or input account # and press [ENTER]
- > Select [CREDIT] or [PURCH], 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] (purchase/business card only)
- > 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
- > Select [DEBIT]
- > 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 – [F1] for Yes or [F2] for No

Reports

- > Press [REPORTS]
- > Press ↓ until desired option appears:
 - [TOTLS RPT] – prints a total report
 - [DETL RPT] – prints a detail report
- > Press ↓ to view additional reports from the main menu screen
- > Select report to print:

Report(s) prints

Report Key:

m = Manually keyed

* = Trans. adjusted



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 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

To scroll menu, press ↓ until desired option appears.

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

Report prints

Manual Sale For ECI

Available only for the internet industry.

To scroll menu, press ↓ until desired option appears.

- > Press [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 the card and press [ENTER]
- > 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 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 – [F1] for Yes or [F2] for No, if prompted
 - > Input invoice # and press [ENTER], if prompted
 - > Input customer # and press [ENTER] (purchase card only)
 - > Input clerk ID and press [ENTER]
 - > Input \$ amount and press [ENTER]

- > Input tax amount and press [ENTER] (purchase/business card only)
- > Input V-Code and press [ENTER]
- > If no code entered: Code present? Select [NO] [XREAD]
- > Input address and press [ENTER]
- > Input zip code and press [ENTER]
- > Print customer copy – [F1] for Yes or [F2] for No

Force

To scroll menu, press ↓ until desired option appears.

- > Press [FORCE]
- > Swipe or input account # and press [ENTER]
- > Select [CREDIT] or [PURCH], 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] (purchase/business card only)
- > Input auth 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/ PURCH], 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] (purchase/business card only)
- > Print customer copy – [F1] for Yes or [F2] for No

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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



Terminal Key Pad Display



MerchantConnect

The Online Window To Your Payment Processing Account

MerchantConnect is your one-stop destination for online customer service. It contains everything you need to manage your electronic payment activity.

Getting Started Is: Fast, Easy, Secure & Free!

Go to www.MerchantConnect.com