

**Omni 3750  
Retail**



**800-327-3483**

**Sale**

Terminal Display	Action
MM/DD/YY	swipe card or press F2 and key enter card
AMOUNT            \$0.00	Key in amount of sale, ENTER
PRNT CUST COPY:	Press YES or NO

**Void Item**

Terminal Display	Action
<i>Can only be done same day in open batch</i>	
MM/DD/YY	Press VOID (F4)
LAST RECEIPT	Press YES (F1) for the last transaction
ANY RECEIPT	Press NO (F2) for another transaction
INVOICE NUMBER	key invoice number, ENTER
\$0.00	Press YES to verify void that is shown

**Return/Credit**

Terminal Display	Action
MM/DD/YY	Press REFUND (F3) key
SWIPE CARD ACCT	Swipe or key-enter card, ENTER
AMOUNT            \$0.00	Key in amount, ENTER
PRNT CUST COPY:	Press YES or NO

**Reprint Transaction**

Terminal Display	Action
MM/DD/YY	Press 3rd Purple key on left
LAST RECEIPT	Press F2 for a copy of last transaction
ANY RECEIPT	Press F3 for any other transaction
INVOICE NUMBER	Key Invoice number, ENTER

**Reports**

Terminal Display	Action
MM/DD/YY	Press REPORTS purple button
TOTAL REPORTS...	Press F2 for the TOTALS Report
TOTAL REPORTS...	Press F3 for the DETAIL Report
Press Red X until you get back to Main screen	

**Close/Settle Batch**

Terminal Display	Action
MM/DD/YY	Press purple key under down arrow
SETTLEMENT	Press F2 for Settlement

**Call Center Procedures**

If call center message is given by terminal	
Imprint the credit card on a sales slip.	
Call 800-228-1122, press 1 for an authorization/approval code	
Write code on sales slip and then complete with an TICKET-ONLY transaction	

**Ticket-Only/Forced Ticket**

Terminal Display	Action
MM/DD/YY	Press F1
ENTER ACCOUNT NUMBER	Key in Card Number, ENTER
EXPIRATION DATE	Key in 4 digit expiration date, ENTER
AMOUNT            \$0.00	Key in amount of sale, ENTER
AUTHORIZATION CODE	Key in authorization/approval code, ENTER

Any card that will not read when swiped, should be imprinted on a sales slip.  
This will allow you protection from chargebacks.

**Customer Service**

**Technical Help**

**Supplies**

**800-327-3483**



*If the sale feels wrong, call us!*