



# Quick Reference Card for the VeriFone Omni/Vx Series Restaurant Application



Customer Service: 1-908-516-5901  
Terminal Support: 1-908-516-5902

24 HR Help Desk  
1-800-441-1490

## Sale

Idle Prompt		Swipe card, TAP/WAVE card on RFID reader or press [F2] for sale.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card # and press [ENTER].
Choose Card:	Credit [F1] Debit [F2]	Press [F1] for credit.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Last 4 dgts Acct:		Key in the last 4 digits of the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Tip:	\$ 0.00	Key in the tip amount and press [ENTER] or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
V-Code:		Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.
Code Present?	No [F1] Xread [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:		Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.
Zip Code:		Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.
Waiting for answer Please wait...		(No action while processing)
\$ X.XX Payment Type	Cash [F1] Credit [F2] Debit [F3] SV [F4]	Select payment type and press [ENTER].
Pmt Cust Copy?	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to return to idle prompt.
Tear Receipt Press Enter Key		Press [ENTER] to print a second copy of the receipt.
Tip Amount: New Tip:		Key in the tip amount and press [ENTER] or press [ENTER] to return to idle prompt.
Amt Due: Enter to confirm		\$ xx.xx Press [ENTER] to begin sale trans. Press [CANCEL] to return to idle prompt.

## Auth Only

Idle Prompt		Press [ARROW] hot key twice.
Check Auth Only Phone Order Other Setup		[F1] [F2] [F3] [F4] Press [F2] for auth only.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Last 4 dgts Acct:		Key in the last 4 digits of the card # and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER].
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER].
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER].
Amount:	\$ 0.00	Key in the amount and press [ENTER].
V-Code:		Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.
Code Present?	No [F1] Xread [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:		Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.
Zip Code:		Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.
Waiting for answer Please wait...		(No action while processing)
Pmt Cust Copy?	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to return to idle prompt.
Tear Receipt Press Enter Key		Press [ENTER] to print a second copy of the receipt.

Shaded sections are optional or conditional prompts.



## Force Sale

<b>Idle Prompt</b>		Press <b>[ARROW]</b> hot key.
	Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press <b>[F2]</b> for force.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1=</b> <b>[Merchant 1]</b>	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Swipe or Enter Account #:</b>		Swipe card, TAP/WAVE card on RFID reader or key in the card # and press <b>[ENTER]</b> .
	Credit [F1] Choose Card: Debit [F2]	Press <b>[F1]</b> for credit.
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press <b>[ENTER]</b> .
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Last 4 dgts Acct:</b>		Key in the last 4 digits of the card # and press <b>[ENTER]</b> .
<b>[Account #]</b> <b>Confirm</b>	Yes [F1] No [F2]	Press <b>[F1]</b> if card # matches. Press <b>[F2]</b> to cancel transaction.
<b>Imprint Card Press Enter Key</b>		Press <b>[ENTER]</b> .
<b>Cust Ref #:</b>		Key in the customer reference # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Table #:</b>		Key in table # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Server Id:</b>		Key in the server ID # and press <b>[ENTER]</b> .
<b>Logon:</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to logon the server ID. Press <b>[F2]</b> to return to idle prompt.
<b>Password:</b>		Key in the server password and press <b>[ENTER]</b> .
<b>Amount:</b>	\$ 0.00	Key in the amount and press <b>[ENTER]</b> .
<b>Tax Amt:</b>	\$ 0.00	Key in the amount of tax and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Tip:</b>	\$ 0.00	Key in the tip amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Send Duplicate?</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to send duplicate. Press <b>[F2]</b> to cancel transaction.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Appr Code:</b>		Key in the authorization # and press <b>[ENTER]</b> .
<b>Pmt Cust Copy?</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to return to idle prompt.
<b>Tear Receipt Press Enter Key</b>		Press <b>[ENTER]</b> to print a second copy of the receipt.

## Refund

<b>Idle Prompt</b>		Press <b>[ARROW]</b> hot key.
	Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press <b>[F1]</b> for refund.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>1=</b> <b>[Merchant 1]</b>	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Swipe or Enter Account #:</b>		Swipe card, TAP/WAVE card on RFID reader or key in the card # and press <b>[ENTER]</b> .
	Credit [F1] Choose Card: Debit [F2]	Press <b>[F1]</b> for credit.
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press <b>[ENTER]</b> .
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Last 4 dgts Acct:</b>		Key in the last 4 digits of the card # and press <b>[ENTER]</b> .
<b>[Account #]</b> <b>Confirm</b>	Yes [F1] No [F2]	Press <b>[F1]</b> if card # matches. Press <b>[F2]</b> to cancel transaction.
<b>Imprint Card Press Enter Key</b>		Press <b>[ENTER]</b> .
<b>Cust Ref #:</b>		Key in the customer reference # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Table #:</b>		Key in table # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Server Id:</b>		Key in the server ID # and press <b>[ENTER]</b> .
<b>Logon:</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to logon the server ID. Press <b>[F2]</b> to return to idle prompt.
<b>Password:</b>		Key in the server password and press <b>[ENTER]</b> .
<b>Amount:</b>	\$ 0.00	Key in the amount and press <b>[ENTER]</b> .
<b>Tax Amt:</b>	\$ 0.00	Key in the amount of tax and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Send Duplicate?</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to send duplicate. Press <b>[F2]</b> to cancel transaction.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Pmt Cust Copy?</b>		Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to return to idle prompt.
<b>Tear Receipt Press Enter Key</b>		Press <b>[ENTER]</b> to print a second copy of the receipt.

Debit Sale		
Idle Prompt		Swipe debit card at idle prompt.
Password:		Key in the appropriate password and press [ENTER]
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER]
Choose Card: Credit [F1] Debit [F2]		Press [F2] for debit.
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER]
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER]
Logon:		Yes [F1] No [F2] Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER]
Amount:	\$ 0.00	Key in the amount and press [ENTER]
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
CashBack:	\$ 0.00	Key in the cash back amount and press [ENTER] or press [ENTER] to bypass.
Tip:	\$ 0.00	Key in the tip amount and press [ENTER] or press [ENTER] to bypass.
Send Duplicate? Yes [F1] No [F2]		Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER]
Enter PIN on PINPad		Customer keys PIN # on PIN pad and presses [ENTER]
Waiting for answer Please wait...		(No action while processing)
Pmt Cust Copy? Yes [F1] No [F2]		Press [F1] to print customer copy. Press [F2] to return to idle prompt.
Tear Receipt Press Enter Key		Press [ENTER] to print a second copy of the receipt.

Void		
Idle Prompt		Press [F4] for void.
Password:		Key in the appropriate password and press [ENTER]
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER]
Void Last Trans? Yes [F1] No [F2]		Press [F1] to void last transaction. Press [F2] to void other transaction.
Retrieve by: Inv # [F1] Acct # [F2]		Press [F1] to retrieve by invoice #. Press [F2] to retrieve by account #.
Invoice Number:		Key in the invoice # and press [ENTER]
Last 4 digits:		Key in the last 4 digits of the card # and press [ENTER]
[Account #] \$ xx.xx		Yes [F1] No [F2] Next [F3] Press [F1] to void transaction. Press [F2] to return to idle prompt. Press [F3] to view next transaction.
Pmt Cust Copy? Yes [F1] No [F2]		Press [F1] to print customer copy. Press [F2] to return to idle prompt.
Tear Receipt Press Enter Key		Press [ENTER] to print a second copy of the receipt.

Debit Refund		
Idle Prompt		Press [ARROW] hot key.
Refund [F1] Force [F2] Tab [F3] Reprint [F4]		Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER]
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER]
Swipe or Enter Account #:		Swipe card.
Choose Card: Credit [F1] Debit [F2]		Press [F2] for debit.
Cust Ref #:		Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.
Invoice Number:		Key in the invoice # and press [ENTER]
Table #:		Key in table # and press [ENTER] or press [ENTER] to bypass.
Server Id:		Key in the server ID # and press [ENTER]
Logon:		Yes [F1] No [F2] Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:		Key in the server password and press [ENTER]
Amount:	\$ 0.00	Key in the amount and press [ENTER]
Tax Amt:	\$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.
Send Duplicate? Yes [F1] No [F2]		Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER]
Enter PIN on PINPad		Customer keys PIN # on PIN Pad and presses [ENTER]
Waiting for answer Please wait...		(No action while processing)
Pmt Cust Copy? Yes [F1] No [F2]		Press [F1] to print customer copy. Press [F2] to return to idle prompt.
Tear Receipt Press Enter Key		Press [ENTER] to print a second copy of the receipt.

Reprint		
Idle Prompt		Press [ARROW] hot key.
Refund [F1] Force [F2] Tab [F3] Reprint [F4]		Press [F4] for reprint.
Password:		Key in the appropriate password and press [ENTER]
REPRINT Last Receipt [F2] Any Receipt [F3]		Press [F2] to print last receipt Press [F3] to print other receipt
Invoice Number:		Key in the invoice # and press [ENTER]
Pmt Cust Copy? Yes [F1] No [F2]		Press [F1] to print customer copy. Press [F2] to return to idle prompt.
Tear Receipt Press Enter Key		Press [ENTER] to print a second copy of the receipt.

Shaded sections are optional or conditional prompts.



## Open Tab

Idle Prompt	Press [ARROW] hot key.	
Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press [F3] for tab.	
Password:	Key in the appropriate password and press [ENTER].	
Tab Open Tab [F2] Close Tab [F3] Tab Report [F4]	Press [F2] for open tab.	
1= [Merchant 1]	Prev [F1] Next [F2] Slect [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].	
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of the card # and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card # matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Cust Ref #:	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice # and press [ENTER].	
Table #:	Key in table # and press [ENTER] or press [ENTER] to bypass.	
Server Id:	Key in the server ID # and press [ENTER].	
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:	Key in the server password and press [ENTER].	
Amount: \$ 0.00	Press [ENTER] to confirm default tab amount or key in amount and press [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Tear Receipt Press Enter Key	Press [ENTER] to print a second copy of the receipt.	

## Close Tab

Idle Prompt	Press [ARROW] hot key.	
Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press [F3] for tab.	
Password:	Key in the appropriate password and press [ENTER].	
Open Tab [F2] Close Tab [F3] Tab Report [F4]	Press [F3] for close tab.	
1= [Merchant 1]	Prev [F1] Next [F2] Slect [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Retrieve by:	Inv # [F1] Acct # [F2]	Press [F1] to close tab by invoice #. Press [F2] to close by account #.
Invoice Number:	Key in the invoice # and press [ENTER].	
Last 4 digits:	Key in the last 4 digits of the card # and press [ENTER].	
[Account #] \$ x.xx	Yes [F1] No [F2] Next [F3]	Press [F1] to close displayed tab. Press [F2] to cancel and return to the tab menu. Press [F3] to scroll to the next transaction.
Cnfrm Same Card:	Yes [F1] No [F2]	Press [F1] to close on same card. Press [F2] to close the tab on a different card.
Swipe or Enter Account #:	Swipe card, TAP/WAVE card on RFID reader or key in the card # and press [ENTER].	
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Imprint Card Press Enter Key	Press [ENTER].	
Cust Ref #:	Key in the customer reference # and press [ENTER] or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice # and press [ENTER].	
Table #:	Key in table # and press [ENTER] or press [ENTER] to bypass.	
Server Id:	Key in the server ID # and press [ENTER].	
Logon:	Yes [F1] No [F2]	Press [F1] to logon the server ID. Press [F2] to return to idle prompt.
Password:	Key in the server password and press [ENTER].	
Amount: \$ x.xx New Amount: \$ 0.00	Key in the amount and press [ENTER].	
Tax Amt: \$ 0.00	Key in the amount of tax and press [ENTER] or press [ENTER] to bypass.	
Tip: \$ 0.00	Key in the tip amount and press [ENTER] or press [ENTER] to bypass.	
V-Code:	Key in the CVD code from back of card and press [ENTER] or press [ENTER] to bypass.	
Code Present? Xread	No [F1] F2	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address and press [ENTER] or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code and press [ENTER] or press [ENTER] to bypass.	
Pmt Cust Copy? No	Yes [F1] F2	Press [F1] to print customer copy. Press [F2] to return to idle prompt.
Tear Receipt Press Enter Key	Press [ENTER] to print a second copy of the receipt.	

Shaded sections are optional or conditional prompts.

## Force Open Tab

<b>Idle Prompt</b>		Press <b>[ARROW]</b> hot key.
	Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press <b>[F3]</b> for tab.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Tab</b> Open Tab [F2] Close Tab [F3] Tab Report [F4]		Press <b>[ARROW]</b> hot key.
<b>Force Open Tab [F1]</b> Delete Tab [F2]		Press <b>[F1]</b> for force open tab.
<b>1=</b> [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Swipe or Enter</b> <b>Account #:</b>		Swipe card, TAP/WAVE card on RFID reader or key in the card number and press <b>[ENTER]</b> .
<b>Exp Date (MMYY):</b>		Key in the expiration date in MMYY format and press <b>[ENTER]</b> .
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Last 4 dgts Acct:</b>		Key in the last 4 digits of the card # and press <b>[ENTER]</b> .
<b>[Account #]</b> Confirm	Yes [F1] No [F2]	Press <b>[F1]</b> if card # matches. Press <b>[F2]</b> to cancel transaction.
<b>Imprint Card</b> <b>Press Enter Key</b>		Press <b>[ENTER]</b> .
<b>Cust Ref #:</b>		Key in the customer reference # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Invoice Number:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Table #:</b>		Key in table # and press <b>[ENTER]</b> or press <b>[ENTER]</b> to bypass.
<b>Server Id:</b>		Key in the server ID # and press <b>[ENTER]</b> .
<b>Logon:</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to logon the server ID. Press <b>[F2]</b> to return to idle prompt.
<b>Password:</b>		Key in the server password and press <b>[ENTER]</b> .
<b>Amount:</b>	<b>\$ 0.00</b>	Key in the amount and press <b>[ENTER]</b> .
<b>Appr. Code:</b>		Key in the authorization # and press <b>[ENTER]</b> .
<b>Pmt Cust Copy?</b>	Yes [F1] No [F2]	Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to return to idle prompt.
<b>Tear Receipt</b> <b>Press Enter Key</b>		Press <b>[ENTER]</b> to print a second copy of the receipt.

## Delete Tab

<b>Idle Prompt</b>		Press <b>[ARROW]</b> hot key.
	Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press <b>[F3]</b> for tab.
<b>Password:</b>		Key in the appropriate password and press <b>[ENTER]</b> .
<b>Tab</b> Open Tab [F2] Close Tab [F3] Tab Report [F4]		Press <b>[ARROW]</b> hot key.
<b>Force Open Tab [F1]</b> Delete Tab [F2]		Press <b>[F2]</b> for delete tab.
<b>1=</b> [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press <b>[F1]</b> for previous merchant. Press <b>[F2]</b> for next merchant. Press <b>[F3]</b> to select displayed merchant. Press <b>[F4]</b> to exit.
<b>Merch Passwd:</b>		Key in the merchant password and press <b>[ENTER]</b> .
<b>Retrieve by:</b>		Inv # [F1] Acct # [F2]
<b>Invoice Number:</b>		Press <b>[F1]</b> to delete tab by invoice #. Press <b>[F2]</b> to delete tab by account #.
<b>Last 4 dgts Acct:</b>		Key in the invoice # and press <b>[ENTER]</b> .
<b>Last 4 dgts Acct:</b>		Key in the last 4 digits of the card # and press <b>[ENTER]</b> .
<b>[Account #]</b> \$ x.xx		Yes [F1] No [F2] Next [F3]
<b>Tab Deleted</b>		Press <b>[F1]</b> to delete the tab displayed. Press <b>[F2]</b> to cancel and return to the tab menu. Press <b>[F3]</b> to scroll to the next transaction.
		Terminal returns to the tab menu.

## Tip Adjustment

<b>Idle Prompt</b>	Press <b>[TIP]</b> hot key.
<b>Password:</b>	Key in the appropriate password and press <b>[ENTER]</b>
<b>1=</b> <b>[Merchant 1]</b>	<div> <div> <b>Prev [F1]</b>  <b>Next [F2]</b>  <b>Slct [F3]</b>  <b>Exit [F4]</b> </div> <div> Press <b>[F1]</b> for previous merchant.  Press <b>[F2]</b> for next merchant.  Press <b>[F3]</b> to select displayed merchant.  Press <b>[F4]</b> to exit. </div> </div>
<b>Merch Passwd:</b>	Key in the merchant password and press <b>[ENTER]</b>
<b>Retrieve by:</b>	<div> <div> <b>Srvr [F1]</b>  <b>Amt [F2]</b>  <b>Acct [F3]</b>  <b>Inv # [F4]</b> </div> <div> Press <b>[F1]</b> to retrieve by server.  Press <b>[F2]</b> to retrieve by amount.  Press <b>[F3]</b> to retrieve by account #.  Press <b>[F4]</b> to retrieve by invoice #. </div> </div>
<b>Server ID:</b>	Key in the server ID # and press <b>[ENTER]</b>
<b>Amount:</b> \$    0.00	Key in the amount and press <b>[ENTER]</b>
<b>Last 4 digits:</b>	Key in the last 4 digits of the card # and press <b>[ENTER]</b>
<b>Invoice Number:</b>	Key in the invoice # and press <b>[ENTER]</b>
<b>[Account #]</b> \$    x.xx	<div> <div> <b>Adj [F1]</b>  <b>Prev [F2]</b>  <b>Next [F3]</b>  <b>Exit [F4]</b> </div> <div> Press <b>[F1]</b> to adjust the transaction.  Press <b>[F2]</b> to scroll to previous tran.  Press <b>[F3]</b> to scroll to next tran.  Press <b>[F4]</b> to exit. </div> </div>
<b>Tip Amount:</b> \$    x.xx <b>New Tip:</b> \$    0.00	Key in the new tip amount and press <b>[ENTER]</b>
<b>Pmt Cust Copy?</b> Yes [F1] No [F2]	Press <b>[F1]</b> to print customer copy. Press <b>[F2]</b> to return to idle prompt.
<b>Tear Receipt</b> <b>Press Enter Key</b>	Press <b>[ENTER]</b> to print a second copy of the receipt.
<b>[Account #]</b> \$    x.xx	<div> <div> <b>Adj [F1]</b>  <b>Prev [F2]</b>  <b>Next [F3]</b>  <b>Exit [F4]</b> </div> <div> Press <b>[F1]</b> to adjust the transaction.  Press <b>[F2]</b> to scroll to previous tran.  Press <b>[F3]</b> to scroll to next tran.  Press <b>[F4]</b> to exit. </div> </div>

## Server Management - Add Server

<b>Idle Prompt</b>	Press <b>[ARROW]</b> hot key three times.
<b>Server Setup [F1]</b> <b>Store/Forward [F2]</b> <b>Help [F3]</b>	Press <b>[F1]</b> for server setup.
<b>Password:</b>	Key in the appropriate password and press <b>[ENTER]</b>
<b>CONFIGURE SERVER</b> <b>Log On Server [F2]</b> <b>Log Off Server [F3]</b> <b>Add Server [F4]</b>	Press <b>[F4]</b> to add server to terminal
<b>Password:</b>	Key in the appropriate password and press <b>[ENTER]</b>
<b>Server ID:</b>	Key in the ID # of the server and press <b>[ENTER]</b>
<b>Password:</b>	Key in the new server password and press <b>[ENTER]</b>
<b>Reenter:</b>	Key in the new password again for confirmation and press <b>[ENTER]</b>
<b>Server ID:</b>	Prompt will continue to display until <b>[CLEAR]</b> is pressed to exit. Repeat for each server being added.

## Server Management - Log On/Off Server

<b>Idle Prompt</b>	Press <b>[ARROW]</b> hot key three times.
<b>Server Setup [F1]</b> <b>Store/Forward [F2]</b> <b>Help [F3]</b>	Press <b>[F1]</b> for server setup.
<b>Password:</b>	Key in the appropriate password and press <b>[ENTER]</b>
<b>CONFIGURE SERVER</b> <b>Log On Server [F2]</b> <b>Log Off Server [F3]</b> <b>Add Server [F4]</b>	Press <b>[F2]</b> to log on server. Press <b>[F3]</b> to log off server.
<b>Server ID:</b>	Key in the ID # of the server and press <b>[ENTER]</b>
<b>Password:</b>	Key in the server password and press <b>[ENTER]</b>
<b>Confirm</b> Yes [F1] No [F2]	Press <b>[F1]</b> to log on/off server. Press <b>[F2]</b> to cancel.
<b>Logoff/on is successful</b>	Terminal displays confirmation of logon/off and returns to the idle prompt.

## Server Management - Clear Server

<b>Idle Prompt</b>	Press <b>[ARROW]</b> hot key three times.
<b>Server Setup [F1]</b> <b>Store/Forward [F2]</b> <b>Help [F3]</b>	Press <b>[F1]</b> for server setup.
<b>Password:</b>	Key in the appropriate password and press <b>[ENTER]</b>
<b>CONFIGURE SERVER</b> <b>Log On Server [F2]</b> <b>Log Off Server [F3]</b> <b>Add Server [F4]</b>	Press <b>[ARROW]</b> hot key for more options.
<b>Modify Server [F1]</b> <b>Delete Server [F2]</b> <b>Clear Server [F3]</b>	Press <b>[F3]</b> for clear server.
<b>Server t/s cleared</b>	Terminal confirms that servers have been cleared and returns to the idle prompt.

## Server Management - Delete Server

<b>Idle Prompt</b>	Press <b>[ARROW]</b> hot key three times.
<b>Server Setup [F1]</b> <b>Store/Forward [F2]</b> <b>Help [F3]</b>	Press <b>[F1]</b> for server setup.
<b>Password:</b>	Key in the appropriate password and press <b>[ENTER]</b>
<b>CONFIGURE SERVER</b> <b>Log On Server [F2]</b> <b>Log Off Server [F3]</b> <b>Add Server [F4]</b>	Press <b>[ARROW]</b> hot key for more options
<b>Modify Server [F1]</b> <b>Delete Server [F2]</b> <b>Clear Server [F3]</b>	Press <b>[F2]</b> for delete server.
<b>Password:</b>	Key in the appropriate password and press <b>[ENTER]</b>
<b>Server ID:</b>	Key in the ID # of the server and press <b>[ENTER]</b>
<b>Password:</b>	Key in the server password and press <b>[ENTER]</b>
<b>Server ID:</b>	Prompt will continue to display until <b>[CLEAR]</b> is pressed to exit. Repeat for each server being deleted.



## Server Management - Modify Server

Idle Prompt	Press [ARROW] hot key three times.
Server Setup [F1] Store/Forward [F2] Help [F3]	Press [F1] for server setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Server [F2] Log Off Server [F3] Add Server [F4]	Press [ARROW] hot key for more options.
Modify Server [F1] Delete Server [F2] Clear Server [F3]	Press [F1] for modify servers.
Password:	Key in the appropriate password and press [ENTER].
Server Id:	Key in the ID # of the server and press [ENTER].
Svr Password:	Key in the appropriate server password and press [ENTER].
PWrd [F1] Tip [F2]	Press [F1] to modify the server password. Press [F2] to modify the server's cash tips.
Old Pass:	Key in the old server password and press [ENTER].
New Pass:	Key in the new server password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Cash Tip Amt: \$ x.xx New Amt: \$ 0.00	Key in the server's cash tip amount and press [ENTER] or press [ENTER] to bypass.
Server Id:	Prompt will continue to display until [CLEAR] is pressed to exit.

## Server Management - Server Reports

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Server Reports [F4]	Press [F4] for server reports.
SERVER REPORTS Totals Report [F2] Detail Report [F3] Shift Reports [F4]	Press [F2] for server totals. Press [F3] for server detail. Press [F4] for shift report. Press [ARROW] for more options.
Server Table [F1] Unadjst Report [F2] IRS Tip Report [F3] Discount Tip [F4]	Press [F1] for server table. Press [F2] for unadjusted trans. Press [F3] for server IRS tip report. Press [F4] for discount tips.
One [F1] All [F2]	Press [F1] for single server detail. Press [F2] for all server detail.
Srvr Rpt Options	
Server Id:	Key in the ID # of the server and press [ENTER].
Cash Tip Amt: \$ 0.00 New Amt: \$ 0.00	Key in the server's cash tip amount and press [ENTER] or press [ENTER] to bypass.
Server Report:	Report prints.

## Manual Shift Close

Idle Prompt	Press [1].
Password:	Key in the appropriate password and press [ENTER].
Increment Shift# Yes [F1] No [F2]	Press [F1] to increment shift number. Press [F2] for other options.
Reset Shift# Yes [F1] No [F2]	Press [F1] to reset shift # to 1. Press [F2] to continue with current shift.
Shift # is X	Shift # is displayed and terminal returns to idle prompt.

## Viewing Batch Totals

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Server Reports [F4]	Press [ARROW] hot key for more reports.
Batch Review [F1] Batch History [F2] Terminal Rpts [F3] Merchant Report [F4]	Press [F1] for batch review.
Password:	Key in the appropriate password and press [ENTER].
BATCH REVIEW Totals Review [F2] Detail Review [F3]	Press [F2] for totals review.
1= [Merchant 1]	Prev [F1] Next [F2] Slt [F3] Exit [F4]
	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Host: [Host]	Prev [F1] Next [F2] Slt [F3] Exit [F4]
	Press [F1] for previous host. Press [F2] for next host. Press [F3] to view totals for host displayed. Press [F4] to exit.
Host: [Host] Sales: \$ xx.xx Refunds: \$ xx.xx Total: \$ xx.xx	Press [CLEAR] to return to batch review menu.

## Reports

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Server Reports [F4]	Press [F2] for totals report. Press [F3] for details report. Press [F4] for server reports. Press [ARROW] for more reports.
Batch Review [F1] Batch History [F2] Terminal Rpts [F3] Merchant Report [F4]	Press [F1] for batch review. Press [F2] for batch history. Press [F3] for terminal reports. Press [F4] for merchant report. Press [ARROW] for more reports.
[Name of Report]	Report prints.

## Tab Report

Idle Prompt	Press [ARROW] hot key.
Refund [F1] Force [F2] Tab [F3] Reprint [F4]	Press [F3] for tab.
Password:	Key in the appropriate password and press [ENTER].
Tab Open Tab [F2] Close Tab [F3] Tab Report [F4]	Press [F4] for tab report.
Open Tab	Report prints.

## Host Totals Report

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS Totals Report [F2] Detail Report [F3] Server Reports [F4]	Press [ARROW] hot key twice.
Host Totals [F1]	Press [F1] for host totals.
Processing	(No action while report prints)

## Settlement

Idle Prompt	Press [F3] for settlement.
Password:	Key in the appropriate password and press [ENTER].
Sales: \$ xx.xx Refunds: \$ xx.xx Total: \$ xx.xx Enter to confirm	Confirm totals, press [ENTER].
Sales: \$ 00.00	Key in the sales total and press [ENTER].
Refunds: \$ 00.00	Key in the refund total and press [ENTER].
Total: \$ 00.00	Key in the batch total and press [ENTER].
Settle Neg Batch Yes [F1] No [F2]	Press [F1] to settle negative batch. Press [F2] to return to idle prompt.
Password:	Key in the appropriate password and press [ENTER].
Waiting for answer Please wait...	(No action while processing)
Settlement Successful	Settlement report prints and terminal returns to idle prompt.

## AVS Response Codes

Visa	Description
Y	Address & 5-digit or 9-digit ZIP match (Domestic only)
A	Address matches, ZIP code does not
S	AVS not supported at this time (Domestic only)
R	Issuer's authorization system is unavailable, try again later (Domestic only)
U	Unable to perform address verification because either address information is unavailable or Issuer does not support AVS (Domestic only)
Z	Either 5-digit or 9-digit ZIP matches, address does not or not included in request.
N	Neither the ZIP nor the address matches
B	Address matches, ZIP not verified.
P	ZIP matches, address not verified
C	Address and ZIP code not verified due to incompatible formats.
D	Address and ZIP code match (International only)
G	Address not verified for International transaction (International only)
I	Address not verified (International only)
M	Address and ZIP code match (International only)

MasterCard	Description
Y	Exact, all digits match, 5-digit ZIP code
A	Address matches, ZIP code does not
S	AVS not supported at this time
R	Retry, system unable to process
U	No data from issuer/Authorization system
Z	5-digit ZIP code matches, but address does not
N	Neither the ZIP nor the address matches
W	For U.S. addresses, 9-digit ZIP code matches, but address does not; for address outside of U.S., the ZIP code matches, address does not
X	Exact, all digits match, 9-digit ZIP code

Discover	Description
Y	Address only matches
A	Address and 5-digit ZIP code match
S	AVS not supported at this time
U	Retry, system unable to process
Z	5-digit ZIP code matches, but address does not
N	Neither the ZIP nor the address matches
W	No data from issuer/authorization system
X	Address and 9-digit ZIP code match
T	9-digit ZIP code matches, but address does not

American Express	Description
Y	Yes, address and ZIP code are both correct
A	Address only is correct
B	AVS not supported at this time
R	System unavailable; retry
U	The necessary information is not available, account number is neither U.S. nor Canadian
Z	ZIP code only is correct
N	Neither the ZIP nor the address matches

