

• OMNI RESTAURANT

Sale

Swipe card and Choose type (Credit or Debit):

or

Press:

Enter Acct # and Exp. Date (MMYY):

(Server ID Input or Login)

Enter amounts (Base amount, tip, cash back, etc):

Enter PIN (For debit)

Print Cust Copy?

Force

Scroll menu until desired option appears (e.g.▼ on 3200, MORE on 396).

Press:

Enter Acct # and Exp. Date (MMYY):

(Server ID Input or Login)

Enter amount:

Auth Code:

Print Cust Copy?

Refund

Scroll menu until desired option appears (e.g.▼ on 3200, MORE on 396).

Press:

Password:

Swipe card and Choose type (Credit or Debit):

or

Enter Acct # and Exp. Date (MMYY):

Server ID Input or Login)

Enter amount:

Enter PIN (For debit)

Print Cust Copy?

Void

Scroll menu until desired option appears (e.g.▼ on 3200, MORE on 396).

Press:

Scroll hosts, Press:

Select host, Press:

Void last trans?

Retrieve by

Invoice #:

(Transaction displays) Options are:

To confirm, press YES

Print Cust Copy?

Refund

Press the REPRINT key.

Select:

Scroll hosts, Press:

Select host, Press:

Invoice Number:

printing....

Settlement

Press:

Scroll hosts, Press:

Select host, Press:

Password:

(Terminal Displays Totals)

Enter or confirm amounts.

(Communications Response) (Settlement Report Prints)

• OMNI Retail

Sale

Swipe card and Choose type (Credit or Debit):

or

Press:

Enter Acct # and Exp. Date (MMYY):

(Clerk ID Input or Login)

Enter amounts (Base amount, cash back, etc):

Enter PIN (for Debit)

Print Cust Copy?

Force

Scroll menu until desired option appears (e.g.▼ on 3200, MORE on 396).

Press:

Enter Acct # and Exp. Date (MMYY):

(Clerk ID Input or Login)

Enter amount:

Auth Code:

Print Cust Copy?

Refund

Scroll menu until desired option appears (e.g.▼ on 3200, MORE on 396).

Press:

Password:

Swipe card and Choose type (Credit or Debit):

or

Enter Acct # and Exp. Date (MMYY):

(Clerk ID Input or Login)

Enter amount:

Enter PIN (For debit)

Print Cust Copy?

Void

Scroll menu until desired option appears (e.g.▼ on 3200, MORE on 396).

Press:

Scroll hosts, Press:

Select host, Press:

Void last trans?

Retrieve by

Invoice #:

(Transaction displays) Options are:

To confirm, press YES

Print Cust Copy?

Refund

Press the REPRINT key.

Select:

Scroll hosts, Press:

Select host, Press:

Invoice Number:

printing....

Settlement

Press:

Scroll hosts, Press:

Select host, Press:

Password:

(Terminal Displays Totals)

Enter or confirm amounts.

(Communications Response) (Settlement Report Prints)

Phone Order

Scroll menu until desired option appears
(e.g., **▼** on 3200, MORE on 396).

Press:

Enter Acct # and

Exp. Date (MMYY):

(Clerk ID Input or Login)

Enter amount:

Address and/or ZIP Code

Print Cust Copy?

Reports

Press the REPRINT key.

Select report to print:
(Totals and Detail options require host selection)

Totals Report	Detail Report	Server Reports
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Totals Report	Detail Report
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Note: Server Details can be printed or all servers or for a single server.

Report key:
m = Manually keyed
* = Trans. adjusted

Batch Reviews

On the 3200, scroll menu until desired option appears

Press:

Scroll hosts, Press:

Select host, Press:

Password:

Retrieve by

(Transaction displays)

Make Selection - Terminal Prompts:

Note: You may adjust Amount or Clerk ID.

Press CLEAR twice to return to Idle.

Tip Adjust

Press the TIP key.

Scroll hosts, Press:

Select host, Press:

Password:

Retrieve by

(Transaction displays)

Select:

Enter new tip amount. Adjusted transaction displays. Continue above with ADJUST or NEXT.

Press CLEAR once to return to "Retrieve By" menu or twice to return to idle.

Server Functions

Scroll menu until desired option appears
(e.g., **▼** on 3200, MORE on 396).

Press:

Password:

Logon Server	Logoff Server	Add Server
Modify Server	Delete Server	Clear All Svrs

Note: Servers are either Added and Deleted, or Logged On and Logged Off depending on how the terminal is configured.

Reports

Press the REPORTS key.

Select reports to print:
(Totals and Detail options required host selection)

Totals Report	Detail Report	Server Report
---------------	---------------	---------------

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Totls Rept	Detl Rept	Unadj Rept
Serv Tbl	IRS Report	Discn Report

Note: The Server Detail, IRS, and Discount Tip reports can be printed for all servers or for a single server.

Batch Review

Scroll menu until desired option appears
(e.g., **▼** on 3200, MORE on 396).

Press:

Scroll hosts, Press:

Select host, Press:

Password:

Retrieve by

(Transaction displays)

Make Selection - Terminal Prompts:

Note: You may adjust Base Amount, Tip, or Server ID.

Press CLEAR twice to return to idle

Tab

Scroll menu until desired option appears
(e.g., **▼** on 3200, MORE on 396).

Press:

Select:

Open Tab	Close Tabs	Del Tab	Tab Rept
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Retrieve by:

Invoice #:

(Transaction displays)
Options are:

To confirm, press Yes.

Note: On Open Tab:
Swipe card,
Enter server ID,
Enter amount or accept default amount

Note: On Close Tab:
Enter server ID,
Enter new base amount,
Enter Zip

Report key:
m = Manually keyed
* = Trans. adjusted