

Quick Reference Guide
Retail Application



VeriFone® Omni™ 3700 Series



NOVA NETWORK

Quick Reference Guide

Retail Application

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]

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]

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

- > 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], then press [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 THE 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 the 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]

MAIL/TELEPHONE ORDER

(MANUAL ENTRY ONLY)

- > Press [PHONE ORDER]
- > Input account # and press [ENTER]
- > Input expiration date (MMYY) and press [ENTER]
- > Input customer # and press [ENTER]
purchase card only
- > Input V-Code: Card present? [NO], then 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]

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 # and press [ENTER]
purchase card only
- > Input \$ amount and press [ENTER]
- > Input tax amount and press [ENTER]
purchase/business card
- > 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 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 auth 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]
purchase/business card only
- > Print customer copy? [YES/NO]

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]

REPORTS

- > Press: [REPORTS]
- > Select report to print:
 - [TOTLS RPT] – prints a total report
 - [DETL RPT] – prints a detail report
- > Press ↓ to view additional reports from the main menu screen
- > Select report
- > 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]
- > Retrieve by: [AMNT/ACCT#/INV#]
- > Input 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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