




Omni 33xx/37xx/Vx510LE/Vx570/Vx610





Quick Reference Guide

Power On/Off








For the Vx610 only

- › Press  +  at the Same Time to Power On.
 - › Press  to Power Off.
- NOTE: If the Power cord is attached—Power is On constantly. The Power Cord has to be removed for the On/Off functions to work.









Credit Card Sale



- › **Swipe or Insert Card**
- › Or Press  Then **Swipe or Insert Card**
- › Press 
- › **Amount +** 
- › If Customer Copy Set to Confirm: To Print Customer Copy, Press 

Credit Card Refund








- › Press  /  Until You Reach Option
- › Press 
 - Password + 
- › **Swipe or Insert Card**
- › Press 
- › **Amount +** 
- › If Customer Copy Set to Confirm: To Print Customer Copy, Press 

Manual Sale








- › Press 
- › **Account # +** 
- › Press 
- › **Exp Date +** 
 - "CARD PRESENT" If Present, Press 
 - "IMPRINT CARD" Imprint, Then Press 
- › **Amount +** 
- › **V-Code* +** 

If code is not known or not present (Xread), Press Enter to bypass then select the appropriate response.
- › **Zip Code +** 
- › If Customer Copy Set to Confirm: To Print Customer Copy, Press 










Off-Line Sale

- › Press  /  Until You Reach Option
- › Press 
- › **Swipe or Insert Card**
- › Press 
- › **Amount +** 
- › **Approval Code +** 
- › If Customer Copy Set to Confirm: To Print Customer Copy, Press 

Debit Sale

- › **Swipe Card**
- › Or Press  Then **Swipe or Insert Card**
- › Press 
- › **Amount +** 
 - Enter Cash Back \$\$ + 
- › **CUSTOMER:** Press  On PIN Pad to Confirm \$\$
- › **CUSTOMER:** Key PIN # + 
- › If Customer Copy Set to Confirm: To Print Customer Copy, Press 

Void

- › Press  /  Until You Reach Option
- › Press 
 - Password + 
- › To Void Last Transaction Press 
- › Or to Void Any Transaction Press 
- › To Retrieve Any Transaction by Invoice # Press 
- › Or to Retrieve by Account # Press 
- › To Confirm Void Press 

NOTE:

Enter **Password** When Prompted

- › Terminal will prompt for clerk ID and invoice # if those options are activated.

*NOTE: The V-Code is often requested for manually entered transactions. This code can be found on the back of the card as the last three digits on the right side of the signature panel, directly below the mag stripe.

Reprint

- Press **Reprint**
- To Print Last Transaction
Press **Last Receipt**
- Or to Print Any Trans. in Batch
Press **Any Receipt**
- Then **Invoice** +

Totals Report

- Press **Reports**
- Password +
- To Print Totals by Card Type
Press **Totals Report**

Detail Report

- Press **Reports**
- Password +
- To Print Detail Summary
Press **Detail Report**

Tip Adjustment

- Press **Tip**
- Select Search Method to Retrieve Ticket Then Press
Serv Amt Acct Inv
- Follow Prompts After Above Selection
Press
- Press **Adj**
- Tip Amount +

Batch Review

- Press **↓ / More**
Until You Reach Option
Then Press **Batch Review**
- Password +
- Select Search Method to Retrieve Ticket
Then Press
- Enter Data as Requested
Then Press
Clrk Amt Acct Inv
- Transaction Displays
Select Option
Press

Balance/Settle

- Press **Settle**
Until You Reach Option
- Password +
- If Totals Option is Set to "Confirm" the Terminal Will Display Totals
Press
to Confirm Totals
- Or: If Totals Option is Set to "Enter", You Must Manually Enter Totals
Sales Totals +
- **Refund Totals** +
- **Grand Totals** +

Tabs

- Press **↓ / More**
Until You Reach Option
Then Press **Tab**
- OPTIONS:
Adj Void Prev Next
- **Open Tab:** Follow prompts as if it were a regular sale. When tab amount displays, press enter to accept or key in new amount and press enter.
- **Close or Delete Tab:** Select Transactions By
Inv Acct
- **Tab Reports:** Open Tab Report Prints When Option is Selected.

- **ADJUSTMENT OPTIONS:** Select Appropriate Edit Function
Press
Adj Void Prev Next
- Enter New Data as Requested
Then Press
Amt Tip Clrk Appv
- **VOID OPTION:**
Voids the Transaction

- Manual Shift Change

- Press **1**
- To Increment Shift
Press **Yes**

- Add Servers

- Press **↓ / More**
Until You Reach Option
Then Press **Server Setup**
- Password +
- Press **Add Server**
- Enter a 1-4 Digit ID # +
- Enter a Password +

NOTE:

Pressing the 3 key from the main menu will advance the paper.

- Optional Prompts
- For Multi Merchant: Press next until proper merchant # displays, then press select, or enter merchant # and press enter.