



ACCEPT CREDIT CARDS

AT ELECTRONIC MERCHANT SYSTEMS INC.

1-800-476-5020 • www.elect-mer.com

Fast Start Guide for the Verifone® Omni/Vx Series Point-of-Sale Terminals



Sale (Swiped)	
Swipe Card	
Enter Last 4 Digits	ENTER
Enter Amount	ENTER
<i>Terminal Dials for Authorization and First receipt prints</i>	
Tear off Receipt	
Press Yes (F1) to print Cust Copy <u>or</u>	
Press No (F2) for only Merch Copy	

Phone Order Sale (Keyed In)	
Select	Phone Order
Key In Card Number	ENTER
Enter Exp Date	ENTER
Enter Amount	ENTER
Enter Card V-Code**	ENTER
Enter Card Street-Address #	ENTER
Enter Card Zip Code	ENTER
<i>Terminal Dials for Authorization and First receipt prints</i>	
Tear off Receipt	
Press Yes (F1) to print Cust Copy <u>or</u>	
Press No (F2) for only Merch Copy	

**The card V-code is a 3 digit security code found in the signature panel on the back of Visa, MasterCard, and Discover cards or a 4-digit number on the front of American Express Cards.

Refund*	
Select	Refund
Enter Password	ENTER
Swipe Card or Key in Card #	ENTER
Enter Exp Date	ENTER
Enter Amount	ENTER
<i>Terminal Dials the Host and First receipt prints</i>	
Tear off Receipt	
Press Yes (F1) to print Cust Copy <u>or</u>	
Press No (F2) for only Merch Copy	

* **Refunds** are credits after the original purchase date, **VOIDs** are for deleting an item on the original transaction date.

Void*	
Select	Void
To Void last trans:	Yes (F1)
To Void any other:	No (F2)
Then select	Inv# or Acct #
Transaction info is displayed	
Confirm Void	Yes (F1)
<i>Terminal Dials the Host and First receipt prints</i>	
Tear off Receipt	
Press Yes (F1) to print Cust Copy	

Force	
Press	(More)
Select	Force (F1)
Swipe Card or Key in Card #	ENTER
Enter Exp Date	ENTER
Select	Sale (F1) or Phone Sale (F2)
Enter Amount	ENTER
Enter Auth Code	ENTER
<i>Terminal Dials the Host and First receipt prints</i>	
Tear off Receipt	
Press Yes (F1) to print Cust Copy <u>or</u>	
Press No (F2) for only Merch Copy	

Print Reports	
Select	Reports
Select	Totals (F2)
Select	Detail (F3)
<i>Report Prints</i>	

Settle (Close) Batch	
Press	(More)
Select	Settlement (F2)
Enter Password	ENTER
Confirm Totals	ENTER
<i>Terminal dials host and settles batch, settlement report prints with GB OK response.</i>	

Reprint Receipts	
Select:	Reprint
Select:	Last Receipt (F2)
<i>Last receipt prints</i>	
<u>Or</u>	
Select:	Any Receipt (F3)
Enter Invoice # of receipt to be printed	ENTER
<i>Requested receipt prints</i>	

Loading a New Roll of Paper	
Press the tab on the right to open the door to the paper area. Remove the old roll completely.	
Peel back 6 inches of new paper and trim off a straight edge with scissors.	
Hold the new roll so that, when dropped into the machine, the new edge comes from <u>underneath</u> the roll.	
Pull a couple inches of paper towards you and then close the door. The new roll is now loaded.	

You may also obtain Authorizations over the phone by dialing: **(800)525-5093**. Phone Authorizations **MUST** be followed up with a **FORCE** in order to receive payment.

For **ALL** error messages, technical assistance, supplies or any questions about your merchant account, please contact Customer Service: **(800)476-5020** or (DC Metro) **(703)379-1500**