

GIFT CARD ACTIVATE Use this procedure to activate a gift card designed to be used at the merchant's place of business

MMDDYY HHMM	Press F4 for Gift Card
REDEEM ACTIVATE BALANCE INQ RELOAD	Press F2 for Activate
SWIPE CARD ACCT:	Swipe the gift card to be activated or manually key in the gift card number and press ENTER
CLERK/SERVER ID	Key the clerk/server ID (up to 8 digits) and press ENTER
AMOUNT: \$0.00	Key the total amount to be added to the gift card transaction and press ENTER
DIALING... APPROVED	Please wait for merchant receipt to print ...
TEAR RECEIPT	Press ENTER to print customer receipt. Terminal will automatically return to the Idle Prompt.

GIFT CARD REDEMPTION Use this procedure to redeem a customer's gift card

MMDDYY HHMM	Press F4 for Gift Card
REDEEM ACTIVATE BALANCE INQ RELOAD	Press F1 for Redeem
SWIPE CARD ACCT:	Swipe the gift card to be activated or manually key in the gift card number and press ENTER
CLERK/SERVER ID	Key the clerk/server ID (up to 8 digits) and press ENTER
AMOUNT: \$0.00	Key the total amount to be added to the gift card transaction and press ENTER
DIALING... APPROVED	Please wait for merchant receipt to print ...
TEAR RECEIPT	Press ENTER to print customer receipt. Terminal will automatically return to the Idle Prompt.

REPRINT Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

MMDDYY HHMM	Press REPRINT the purple key
LAST RECEIPT ANY RECEIPT	Press F1 to reprint the last receipt or press F2 to reprint another receipt.
REPRINT ANY RCPT INVOICE NUMBER:	Key invoice number and press Enter
TEAR RECEIPT	Press ENTER to print customer receipt. Terminal will automatically return to the Idle Prompt.

GIFT CARD RELOAD Use this procedure to reload/add money value to a gift card designed to be used at the merchant place of business.

MMDDYY HHMM	Press F4 for Gift Card
REDEEM ACTIVATE BALANCE INQ RELOAD	Press F4 for Reload
SWIPE CARD ACCT:	Swipe the gift card to be activated or manually key in the gift card number and press ENTER
CLERK/SERVER ID	Key the clerk/server ID (up to 8 digits) and press ENTER
AMOUNT: \$0.00	Key the total amount to be added to the gift card transaction and press ENTER
DIALING... APPROVED	Please wait for merchant receipt to print ...
TEAR RECEIPT	Press ENTER to print customer receipt. Terminal will automatically return to the Idle Prompt.

GIFT CARD BALANCE INQUIRY Use this procedure to get the current balance on a gift card.

MMDDYY HHMM	Press F4 for Gift Card
REDEEM ACTIVATE BALANCE INQ RELOAD	Press F3 for Balance Inquiry
SWIPE CARD ACCT:	Swipe the gift card to be activated or manually key in the gift card number and press ENTER
CLERK/SERVER ID	Key the clerk/server ID (up to 8 digits) and press ENTER
DIALING... APPROVED	Please wait for merchant receipt to print ...
TEAR RECEIPT	Press ENTER to print customer receipt. Terminal will automatically return to the Idle Prompt.

PRINT DETAIL REPORT: Use this procedure to print a report of all transactions for all card types.

MMDDYY HHMM	Press Reports
TOTALS REPORT DETAIL REPORT SERVER REPORTS SHIFT REPORTS	Press F2 for Detail Report
PRINTING.....	Detail report will print and the terminal will automatically return to the Idle Prompt


VIEW GIFT CARD TOTALS: Use this procedure to view the batch totals for Gift Cards.

MMDDYY HHMM	Press the purple key under the ↓
SETTLEMENT VOID FORCE REFUND	Press the purple key under the ↓
AUTH ONLY BALANCE INQUIRY SERVER SETUP OTHER SETUP	Press the purple key under the ↓
PHONE ORDER TAB BATCH TOTALS BATCH REVIEW	Press F3 for Batch Totals
HOST < CARDNET PREV NEXT SLCT EXIT	Press F2 for Next until...
HOST < VLINK PREV NEXT SLCT EXIT	Press F3 for Select
SALE: \$\$ \$\$ REFUNDS: \$\$ \$\$ TOTAL: \$\$ \$\$	Press Clear to exit and return to Idle Prompt. Note: Refunds represents Reloads

GIFT CARD TIP ADJUST Use this procedure to process a tip on gift card.

MMDDYY HHMM	Press F4 for Gift Card
REDEEM ACTIVATE BALANCE INQ RELOAD	Press the purple key under the ↓
TIP ADJUST TRANSFER IMAGE	Press F1 for Tip Adjust
SWIPE CARD ACCT:	Swipe the gift card to be activated or manually key in the gift card number and press ENTER
CLERK/SERVER ID	Key the clerk/server ID (up to 8 digits) and press ENTER
AMOUNT: \$0.00	Key the total amount to be added to the gift card transaction and press ENTER
DIALING... APPROVED	Please wait for merchant receipt to print ...
TEAR RECEIPT	Press ENTER to print customer receipt. Terminal will automatically return to the Idle Prompt.

GIFT CARD BALANCE TRANSFER: Use this procedure to transfer all funds from one card to another (ex. damaged card).

MMDDYY HHMM	Press F4 for Gift Card
REDEEM ACTIVATE BALANCE INQ RELOAD	Press the purple key under the 
TIP ADJUST TRANSFER IMAGE	Press F2 for Transfer
SWIPE CARD ACCT:	Swipe the new gift card to be activated or manually key in the gift card number and press ENTER
CLERK/SERVER ID	Key the clerk/server ID (up to 8 digits) and press ENTER
OLD ACCT:	Key in the old gift card number and press ENTER
DIALING... APPROVED	Please wait for merchant receipt to print ...
TEAR RECEIPT	Press ENTER to print customer receipt. Terminal will automatically return to the Idle Prompt.

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled. **This will settle all credit cards, gift cards and CPOECA check transactions in the current batch.**

MMDDYY HHMM	Press the key under the "↓" symbol
SETTLEMENT	Press F1 for Settlement
SETTLEMENT SALES: \$XX.XX REFUNDS: \$XX.XX TOTAL: \$XX.XX	Verify totals and press Enter
SETTLEMENT OKXXXXXXXXXX	Press Enter to print settlement report.

PRINT GIFT CARD CLERK/SERVER TOTALS REPORT: Use this procedure to print a report for Gift Card Totals for all Clerks/Servers.

MMDDYY HHMM	Press Reports
TOTALS REPORT DETAIL REPORT SERVER REPORTS SHIFT REPORTS	Press F3 for Server Reports
TOTALS REPORT DETAIL REPORT UNADJUST REPORT SERVER TABLE	Press F1 for Totals Reports
HOST ← CARDNET PREV NEXT SLCT EXIT	Press F2 for Next until...
HOST ← VLINK PREV NEXT SLCT EXIT	Press F3 for Select
PRINTING...	A totals report will print and the terminal will automatically return to the Idle Prompt

PRINT GIFT CARD TOTALS REPORT: Use this procedure to print a report for Gift Card Totals.

MMDDYY HHMM	Press Reports
TOTALS REPORT DETAIL REPORT UNADJUST REPORT SERVER TABLE	Press F1 for Totals Reports
HOST ← CARDNET PREV NEXT SLCT EXIT	Press F2 for Next until...
HOST ← VLINK PREV NEXT SLCT EXIT	Press F3 for Select
PRINTING...	A totals report will print and the terminal will automatically return to the Idle Prompt

CARDnet[®]
VeriFone[®] Omni[®] 3200/3200SE
First Data Gift Card
QUICK REFERENCE GUIDE



(Application: VF0R049)

General Omni 3200/3200 SE Terminal Information

Merchant Number –

Terminal ID –

By choosing our terminal applications, you are taking advantage of industry leading Interactive Technology, which helps ensure the integrity of your transaction flow. Merchant Services has taken great care and effort to create applications that are robust and fast, yet easy to use. Our goal is to continue this tradition by listening to you. If you have any suggestions on features or functionality of our products, please e-mail us at

Suggestions@ProductEnhancements.com

Please note that this is not a customer service line. Your message may not be responded to, but will be carefully read and considered as a potential enhancement.