

SWIPED TRANSACTIONS

Press **F2** for **SALE**

Enter sale amount and press **ENTER**

Press **F1** to confirm total

Swipe card with magnetic strip facing lower inside

Press **YES** to print Customer Receipt or **NO** to skip.

EMV TRANSACTIONS

Press **F2** for **SALE**

Enter sale amount and press **ENTER**

Press **F1** to confirm total

Insert card chip side first into EMV slot

If prompted for pin, ask customer to enter pin # and press **ENTER**

Remove card when prompted

Terminal displays "Return terminal to clerk". Press **ENTER**

Press **YES** to print Customer Receipt or **NO** to skip.

CONTACTLESS TRANSACTIONS

Press **F2** for **SALE**

Enter sale amount and press **ENTER**

Press **F1** to confirm total

Hold card or cell phone just above the screen. Terminal will beep

Press **YES** to print Customer Receipt or **NO** to skip.



MANUAL (KEYED) TRANSACTION

Press **F2** for **SALE**

Enter sale amount and press **ENTER**

Press **F1** to confirm total

Enter Credit Card #. Press **ENTER**

Enter Card Expiration Date. Press **ENTER**

Terminal Displays **PHONE ORDER**

Press **F1** for **YES**

Terminal Displays **ENTER CVV2 INDICATOR**

Press **F2** for **PRESENT**

Enter **CVV2 CODE (security code)**

Press **ENTER** key

Terminal Displays **ENTER ORDER NUMBER**

Enter an **ORDER # (MINIMUM 4 DIGITS, EX. 1234)**

Terminal Displays **ADDRESS**

Enter **CUSTOMER'S HOUSE NUMBER** & press **ENTER**

Terminal Displays **ZIP CODE**

Enter **CUSTOMER'S BILLING ZIP CODE** & press **ENTER**

OMNI Vx520 RETAIL



PASSWORD:
1,ALPHA,ALPHA,66831

IF SCREEN SHOWS:
COMMSERVER
SOFTPAY-FDMS
SELECT SOFTPAY

**NOTE IF PIN PAD IS ATTACHED, EMV AND NFC MUST BE PROCESSED ON THE PIN PAD.
** IF MUJTI-MERCHANT, YOU WILL BE PROMPTED TO SELECT ACCOUNT*

IF KEYBOARD IS LOCKED

Press the **8** key

Enter password **1,alpha,alpha,66831**

Press **ENTER**

Select **NO** to unlock keyboard



CUSTOMER SERVICE / TECH SUPPORT
866-873-2200

DEBIT CARD TRANSACTIONS

ONLY FOR MERCHANTS WITH A PIN PAD

Press **F2** for **SALE**

Enter sale amount and press **ENTER**

Press **F1** to confirm total

Swipe card with magnetic strip facing lower inside

Press **F2** to select **DEBIT**

Ask customer to enter PIN# on Pin Pad

Customer presses **ENTER** key on Pin Pad

Press **YES** to print Customer Receipt or **NO** to skip.



VOID SALE (CREDIT TRANSACTIONS ONLY)

Press **F4** to select **VOID**

Press **F1** to select **LAST TRANSACTION**

Press **F1** to VOID

Or Press **F2** to search by Invoice or Acct #

Press **F1** to search by **INVOICE**

Enter **INVOICE #** & press **ENTER**

Press **F1** to VOID

or Press **F2** to search by **ACCT #**

Enter the **LAST 4 OF THE CARD #**

Press **ENTER**

Press **F1** to VOID

REFUND / RETURN

Press **F3** to select **REFUND**

Enter refund amount & press **ENTER**

Press **F1** to confirm total

Swipe card or key in card #

If prompted, press **F1** to select **CREDIT**

REPORTS

Press **REPORTS** key

Press **F2** for **TOTALS REPORT** = Summary Report

Press **F3** for **DETAIL REPORT** = Audit Report

REPRINT A RECEIPT

Press **REPRINT** key

Press **F2** to reprint last receipt

Press **F3** to reprint any receipt

Enter **INVOICE #** & press **ENTER**

BATCH / SETTLEMENT / CLOSE DAY

Press **MORE** key

Press **F2** to select **SETTLEMENT**

Revised May 2016