

Omni 3200

Terminal Guide

Check Transaction Procedure

John Smith 123 Anywhere Street America, USA 12345	Home Phone # Work Phone #	Auth Code Driver's License #	Date _____	77058
Pay To The Order Of: _____				Dollars
Memo: _____				

Name must be imprinted by bank and signature must match. No P.O. box (write physical address if necessary.)

Driver's License #, Authorization #, and home phone # must be written on check.

Check series # must 101 or higher. No counter checks accepted.

Check must be written on U.S. account. No altered Checks.

Check Sale

1. Press "More" key until you see CHECK.
2. Press the "Function" key to the right of "Check" on the Display.
3. Terminal will display: <Sale>, <Verification>, <Void>, <Admin> Press the "Function" Key next to <Sale>
4. Terminal will Display "Scan Check". Slide Check into Check Reader.
5. The terminal will then prompt for the amount. Key the check amount then press "Enter".
6. Terminal will display "Enter State Code". The terminal defaults to state of location (If Out-of-State license, see State Codes) press Enter.
7. Terminal will Display: Driver's License.
8. Enter the Driver's License #. (Include any alpha characters).
9. Terminal will dial for Authorization and Print "Merchants copy of the Receipt".
10. Press the "Function" key next to: "Print customer receipt" for customer copy.

IMPORTANT

*Customer must print their name & phone number on the signed receipt.
*If using an imager the phone # must be on the check.

To Void a Check

1. Press F3 key>VOID
2. Terminal will Display "Scan Check". Insert the check into the reader.
3. The terminal will prompt to "Enter Amount" and press Enter.
4. Terminal will Display "Enter State Code". Press Enter.
5. Press F2 Key>VOID. Terminal will Display "Dialing, Please Wait".
6. Terminal will Display Auth #. Press F4 Key>Print Customer receipt.
-Merchant keeps signed copy with phone # and printed name.
-Customer receives unsigned copy with check.

IMPORTANT

Any Voids after Batch Out will require a merchant reversal.

State Codes

01-AL	11-DC	19-IA	27-MN	35-NM	44-RI	53-WA	65-NF	60-AS
02-AK	12-FL	20-KS	28-MS	36-NY	45-SC	54-WV	68-ON	American Samoa
04-AZ	13-GA	21-KY	29-MO	37-NC	46-SD	55-WI	68-ON	Samoa
05-AR	14-PR	22-LA	30-MT	38-ND	47-TN	56-WY	69-PE	78-VI
06-CA	15-HI	23-ME	31-NE	39-OH	48-TX	61-AB	70-PQ	Virgin Is.
08-CO	16-ID	24-MD	32-NV	40-OK	49-UT	62-BC	72-YT	99-ML
09-CT	17-IL	25-MA	33-NH	41-OR	50-VT	63-MB	66-GU	Military ID
10-DE	18-IN	26-MI	34-NJ	42-PA	51-VA	64-NB	Guam	

Customer Service: 888-481-0757
Technical Support: 877-438-3249

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Batching and Image Upload

How to Batch

1. Press "More" key until you see CHECK. Press the "Function" key to the right of "Check" on the display.
2. From the check menu, select the "Function" key to right of "ADMIN"
3. Press F2 Key > of BATCH
4. Press F4 Key > REVIEW
5. Press F2 Key >PRINT
6. Press F1 Key > DETAIL
7. Select EXIT
8. Press F1 Key > CLOSE
9. Terminal will display "Enter # Auth" (enter correct number from receipt) then press Enter.
10. Terminal will display "Enter Amount of Auth" (enter correct amount from receipt) then press Enter.
11. Terminal will dial to settle Batch: Terminal will display "Global eTelecom Accepted."
12. Press F2 Key > START UP. Terminal will print and the close procedure is complete.
13. Press the "CLEAR" (red) key to complete and return to main menu.

IMPORTANT

*Checks cannot be auto batched and must be batched prior to midnight on the day they are processed.

Image Upload

(check imager only)

1. Press Check key (may need to scroll)
2. If prompted for Check Sale, press Check Sale
3. Press F4 (Admin)
4. Press FTP. At prompt "Upload Scanner Image, Yes or No", press "Yes"
5. Screen displays "FTP Upload Complete"

CHECK READER MESSAGES

MANAGER NEEDED-RE-PRESENTED CHECK:

1. Terminal will display "Manager Needed Represented Check" instead of printing a receipt. Select "Force".
2. Terminal will dial to process the override, OVERRIDING the original transaction and printing a new receipt.

MANAGER NEEDED-DAY/LOC/AMT: This message means the check amount has exceeded the normal ACH limits of guarantee. Press "ENTER". Terminal will prompt for OVERRIDE. Press "Clear" to return to main screen.

NO ACH: NO ACH is a valid authorization response, it simply means that the check was determined to be ineligible for electronic processing. You can accept that check as a form of payment, simply write the 6 digit approval code that followed NO ACH on the face of the check along with the DL number and phone number and manually present the check for deposit at your bank. Should the check be dishonored by the bank, the check will be guaranteed in accordance with the contract / service.

ERROR IN MICR: This message informs the merchant that the terminal cannot read the check numbers by the magnetic ink provided. The check cannot be verified. The merchant has the option to manually deposit the check. If this consistently happens with several checks from different banks, please contact technical support. It should be noted that other electronic devices emit an electromagnetic field that may interfere with the reader's ability to read the magnetic ink. It is recommended to place the check reader one foot away from any other device.

ID FLAGGED: Informs the Merchant that the check has been declined due to a problem with the customer's I.D. or account. OVERRIDE only for your most frequent customers. These checks are not guaranteed.

DECLINED CHECK: Informs the merchant that the check has been declined due to a problem with the customer's I.D. or account. THIS CANNOT BE APPROVED OR OVERRIDDEN.

ERROR IN ID: Check default state to ensure the correct state code was entered. Check to see if DL# has a letter and enter the corresponding letter with the DL#.

CHECKS NOT ACCEPTED FOR ELECTRONIC PROCESSING

- *Temporary Checks
- *Cashier's Checks
- *Third Party Checks
- *Credit card checks
- *Money Orders
- *Payroll Checks

*Checks written to employees or self

*Payable Through/Equity Line/Loan Checks

*Checks drawn on banks outside of USA

*Corporate checks that are not ACH-able (terminal will determine eligibility).

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