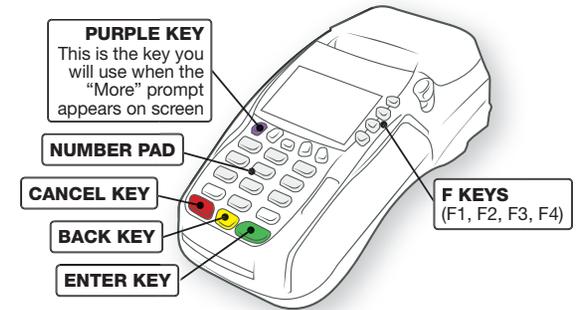


## Verifone

Verifone Omni 3730, 3730LE, 3740, 3750, VX 510, VX 510 LE, VX 520, VX 570, VX 610, VX670, VX 680 terminals

GIFT ISSUE
Select Gift Issue
Swipe or enter in card number then press 
Input amount of credit then press 
GIFT REDEEM
Select Gift Redeem
Swipe or enter in card number then press 
Input amount of sale then press 
CHECK BALANCE
Select Check Balance
Swipe or enter in card number then press 
QUICK TRANSACTION
Select Quick Transaction
Swipe or enter in card number then press 
LOYALTY ISSUE
Press  to scroll down
Select Loyalty Issue
Swipe or enter in card number then press 
Input amount being issued then press 
LOYALTY REDEEM
Press  to scroll down
Select Loyalty Redeem
Swipe or enter in card number then press 
Input amount being redeemed then press 
LOYALTY ENROLL
Press  to scroll down
Select Loyalty Enroll
Swipe or enter in card number then press 
Input amount (optional) then press 
Key in additional demographics, if any, then press  after each field

PROMO ISSUE
Press  to scroll down
Select Promo Issue
Swipe or enter in card number then press 
Input amount being issued then press 
Input type depending on your program (example: F1 dollars, F2 drinks, F3 free item, ect.)
PROMO REDEEM
Press  to scroll down
Select Promo Redeem
Swipe or enter in card number then press 
Input amount being redeemed then press 
Input type depending on your program (example: F1 dollars, F2 drinks, F3 free item, ect.)
VOID
Press  to scroll down
Select Void
Swipe or enter in card number then press 
<i>The information below can be found on the top of the receipt</i>
Enter in batch ID number then press 
Enter in batch reference number then press 
Enter in transaction ID then press 
Enter in approval number then press 
TIP
Press  to scroll down
Select Tip
Swipe or enter in card number then press 
<i>The information below can be found on the top of the receipt</i>
Enter in batch ID number then press 
Enter in batch reference number then press 
Enter in transaction ID then press 
Enter in approval number then press 
Input the amount for the tip then press 



MERCHANDISE RETURN
Press  to scroll down
Select Return
Swipe or enter in card number then press 
Choose return value type (example: F1 for US Dollars)
Input amount being issued then press 
BALANCE TRANSFER
Press  to scroll down
Select Balance Transfer
Swipe or enter in old or from card number then press 
Swipe or enter in new or to card number then press 
If card was lost press  if stolen press 
If you are doing a transfer press 
Input amount to transfer then press 
RENEWAL
Press  to scroll down
Select Renewal
Swipe or enter in card number then press 
Input new expiration date (example: mmdyyyy) then press 

## Verifone

Verifone Omni 3730, 3730LE, 3740, 3750, VX 510, VX 510 LE, VX 520, VX 570, VX 610, VX670, VX 680 terminals

### MULTIPLE ISSUANCE

Press **↓** to scroll down  
 Select Multiple Issuances  
 For individual cards press **F3** for a range of cards press **F4**  
 Swipe or enter in card number then press **↵**  
 If you chose Individual you will have a prompt for another card for yes **F3** for no **F4**  
 For range you will have a prompt to enter in the beginning card number and the ending card number then press **↵** after each field  
 Input amount then press **↵**

### REPRINT LAST

Press **↓** to scroll down  
 Select reprint

### ACCOUNT REPORT

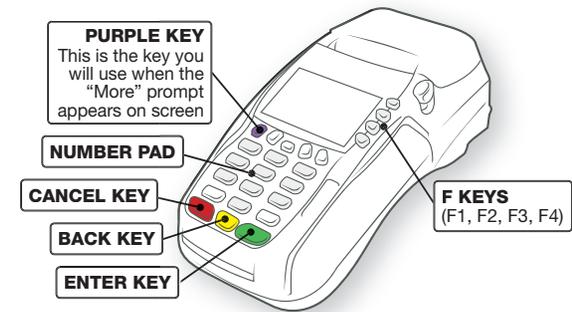
Press **↓** to scroll down  
 Press **F4** for the Report Menu  
 Press **F1** for the Account Reports  
**F3** is summary and **F4** is detailed  
 Swipe or enter in account number/card number  
 Enter in start date then enter in end date (ex. mmddyyyy)  
 Enter offset (number of transactions to skip)  
 Enter maximum amount of transactions to view  
 Press **↵** after you input each field

### EMPLOYEE REPORT

Press **↓** to scroll down  
 Press **F4** for the Report Menu  
 Press **F2** for the Employee Reports  
 Enter Employee ID  
 Enter Employee Password  
 Enter RPT Employee  
**F3** is summary and **F4** is detailed  
 Enter in start date then enter in end date (ex. mmddyyyy)  
 Enter offset (number of transactions to skip)  
 Enter maximum amount of transactions to view  
 Press **↵** after you input each field

### TERMINAL REPORT

Press **↓** to scroll down  
 Press **F4** for the Report Menu  
 Press **F3** for the Terminal Reports  
 Enter Employee ID  
 Enter Employee Password  
 Enter Batch ID  
**F3** is summary and **F4** is detailed  
 Swipe or enter in account number/card number  
 Enter in start date then enter in end date (ex. mmddyyyy)  
 Enter offset (number of transactions to skip)  
 Enter maximum amount of transactions to view  
 Press **↵** after you input each field



**!** Instructions may vary based on program options. If employee number or employee passwords are used they will appear as prompts for each transaction type. Please talk to a company representative for more details on these options.

MB 10.17.19