



## **Quick Reference Guide Omni 3200**

### **Gift Cards**

- **Sale:** Swipe card, Press F3, Key in last 4 digits of card number , press the green key[ENTER] Key in amount, press the green key[ENTER]
- **Activate:** Press the down arrow, Press F1 F2, Swipe card
- Key in amount of money to put on the card, press the green key[ENTER]
- **Add Value:** Press down arrow, press F, press down arrow, press F2
- Swipe the card, Key in the amount of money being added to the card, press the green key [ENTER]
- **Balance Inquiry:** Press the down arrow twice, press F2 F2, swipe card
- **Deactivate with Balance Refund:** Press the down arrow, press F1, press F4
- Key in password, press the green key [ENTER] Swipe card
- **Deactivate without Balance Refund:** Press down arrow, Press F3, press F1
- Key in password, press the green key [ENTER] Swipe card
- **Reissue:** Press the down arrow, Press F1, press the down arrow Press F1
- Swipe new gift certificate card, Key in last 4 digits of new card number, press the green key [ENTER]
- Key in the number of the original gift card and press the green key [ENTER]

### **Loyalty Cards**

- **Redeem:** Press the down arrow, Select Loyalty, Press F3, Swipe card Key in number of points customer is redeeming, press y [ENTER]
- **Activate:** Press the down arrow, Select Loyalty, Press F1, Swipe card, Key in number of loyalty points to put on the card, press the green key [ENTER]
- **Add Points:** Press the down arrow, Select Loyalty, Press F4
- Swipe card, Key in number of loyalty points to add to the card, press the green key [ENTER]
- **Bal. Inquiry:** Press the down arrow twice, Select Bal Inq, Press F3 Swipe card
- **Deactivate:** Press the down arrow, Select Loyalty, Press F2 , swipe card
- **Reissue:** Press the down arrow, Select Loyalty, Press the down arrow, Press F1
- Swipe new loyalty card, Key in the account number of the original loyalty card, press the green key [ENTER]
- **Void Transaction:** Refer to Void Last Transaction or Void Any Transaction in the Credit Card Section of this Quick Reference Card.