

# Check Conversion Plus Non-Imaging For Omni 3200

## Check Sale

1. Press "Check" key.
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2. Terminal displays "MICR Number."
3. Swipe check through check reader.
4. Terminal displays "State Code."
5. Key in state code.
6. Press "Enter."
7. Terminal displays "Driver's License."
8. Key in driver's license of the check writer.
9. Press "Enter."
10. Terminal displays "Amount."
11. Key in amount of sale (Do not need to enter decimal).
12. Press "Enter."
13. Terminal dials out for authorization.
14. Receipt prints.
15. Terminal returns to original prompt.
16. Stamp the face of the check with the supplied "VOID" stamp.

## Detail Report

1. Press "Check" key.
2. Press "Detail Report" key.
3. Terminal prints detailed check report.
4. Terminal displays "Clear Batch."
5. Press "Yes" or "No."
6. If "Yes" terminal deletes batch.
7. Terminal returns to original prompt.
8. If "No" Terminal returns to original prompt.

## Check Offline-not available

## Check Void

1. Press "Check" key.
2. Press "Check VOID/Refnd" key.
3. Terminal displays "Orig Merch Num."
4. Key in original merchant number.
5. Press "Enter."
6. Terminal displays "MICR Number."
7. Swipe original check through check reader.
8. Terminal display "Orig Tran Date:"
9. Key in original date of transaction.
10. Press "Enter."
11. Terminal displays "Orig Trans Id:"
12. Key in Original Tran Id found on receipt.
13. Press "Enter."
14. Terminal displays "Amount:"
15. Key in original transaction amount.
16. Press "Enter."
17. Terminal dials out for Void/Refund.
18. Terminal displays "\*\*\*VOIDED\*\*\*."
19. Receipt prints.
20. Terminal returns to original prompt.

### For 24-Hour Customer Service

Call 1-800-552-1900

### For online reporting:

[www.cross-check.com/merchantsupport/logon.asp](http://www.cross-check.com/merchantsupport/logon.asp)

SAY *Yes* TO CHECKS<sup>SM</sup>



This authorization tip card is provided solely as a courtesy to YOUR STORE(s). Please refer to your Service Agreement and any applicable addenda for a complete list of requirements. All the terms and conditions of the Service Agreement, any applicable addenda and the Confirmation Letter apply.