

# Omero X Lite

## Terminal Guide

### Check Transaction Procedure

John Smith  
123 Anywhere Street  
America, USA 12345

Home Phone # | Auth Code  
Work Phone # | Driver's License #

Date \_\_\_\_\_ 77058

Pay To The Order Of: \_\_\_\_\_ Dollars

Memo: \_\_\_\_\_

⑆012045078⑆⑆102 ⑆120⑆0120450⑆

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 be 101 or higher. No counter checks accepted.

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

#### Check Sale

1. Press the F2 Key for Check.
2. Press F1 for TRANS.
3. Press F1 for Check Sale
4. The terminal will display "Scan Check or Press ENTER."
5. The terminal will then prompt for the amount. Key the check amount. Press Enter.
6. Terminal will display "Swipe License or Press Enter." Swipe the Drivers License or Press Enter to key the license. Terminal displays "Enter State Code" - The terminal defaults to state of location (If Out-of-State, see List for numeric State Code value) Press enter.
7. The terminal will then dial for Authorization.
8. Terminal prints Merchant and Customer Copy of receipt and displays authorization # on screen.

#### IMPORTANT NOTICE:

- \* CUSTOMER MUST SIGN AND PRINT THEIR NAME & PHONE NUMBER ON THE RECEIPT.
- \* CHECKS MUST BE BATCHED THE SAME DAY THEY ARE PROCESSED.

#### Check Void

1. Press F2 for Check.
2. Press F1 for TRANS.
3. Press F4 Next
4. Press F1 for VOID
5. Terminal will Display "Enter Password" if required by parameters.
6. Terminal displays *Enter Ref No or Press Enter for last.* Enter the Ref # from the receipt or Press *Enter* to void the last transaction. Press F4 for next; Press F1 to confirm.
7. The terminal will retrieve the transaction and dial the host to perform the Void.
8. Terminal will Display "Communicating"...
9. Terminal will Display Auth # and Void Accepted.

#### STATE CODES

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

Customer Service: 888-481-0757 Fax: 850-337-9518  
 Technical Support: 877-438-3249 Fax: 850-337-9539

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### Batching and Image Upload

#### BATCH SETTLEMENT

1. Press the F2 Key for Check.
2. Press the F4 key for Setl.
3. Terminal will display "Close Batch Are You Sure? F1 Confirm F2 Cancel."
4. Press F1 to CLOSE BATCH.
5. The terminal will then dial to close the check batch.
6. The terminal will then print a confirmation of the settlement.
7. Press the enter key to return to the Main Menu.

#### IMAGE UPLOAD

1. Press the F2 Key for Check.
2. Press the F1 key for TRAN.
3. Press F4 for More.
4. Press F3 for Scanner
5. Press F1 for Upload Images
6. The display will read "Please Wait...Connecting"
7. The terminal will then display the image upload status, along with the number of images uploaded. It will then return to the Scanner Menu.
8. Terminal will display "Erasing Images (Please Wait)"
9. Terminal will display "Upload Complete" and "Press a Key." Press any key to return to the scanner menu.
10. A short report will print reflecting the FTP states and the Total images sent.

#### CHECK READER MESSAGES

##### "MANAGER NEEDED" - RE-PRESENTED CHECK:

This means that the check has already been seen by the system or has been processed. Merchant needs to Override the transaction for a receipt to print.

**MANAGER NEEDED -DAY/LOC/AMT:** This message alerts the merchant that 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:** This message indicates that Financial Institution does not participate in the Federal Reserve/ACH network OR the reader was unable to read the check number. The check has been verified by the system IF you receive an authorization number. However, the Merchant MUST deposit the check in their bank.

**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. First, merchant must try to void check. If check cannot be voided then merchant MUST manually deposit the check. If this consistently happens with several checks by different banks, please contact technical support.

**ID FLAGGED:** This messages alerts the Merchant that the DL License presented is associated with a checking account that has a problem. OVERRIDE only for your most frequent customers. These checks are not guaranteed.

**DECLINED CHECK:** The message is to inform the Merchant that the check is declined due to 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 determines eligibility.)

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