



EXADIGM

FIRST DATA OMAHA RESTAURANT APPLICATION

MENU NAVIGATION

To select a menu item

- Use <up arrow/F2> key and <down arrow/F3> key to highlight a menu item. Press <ENTER> to select the currently highlighted menu item
- Alternatively, press the # key corresponding to the menu item
- To exit out of a sub-menu, press <CANCEL>
- **All Instructions Start from Main Menu**

NOTE: Press <ENTER> after keying each field

CREDIT TRANSACTIONS: CREDIT AND DEBIT CARDS WITH VISA/MASTERCARD LOGO

Sale

- Swipe credit card from Main Menu (press enter to manually enter CC #)
- Enter Table # (if enabled)
- Enter Server # (if enabled)
- Follow prompts (see Definition of Prompts section)

Manual Sale – Used for cards that cannot be swiped

- Select Credit Enter
- Select Sale
- Table # (if enabled)
- Enter Server # (if enabled)
- Follow prompts (see Definition of Prompts section)

Void – Used to reverse a transaction in the current batch

- Select Credit
- Select Void
- Enter Trans ID of transaction you want to void (number listed in brackets [])
- Follow prompts (see Definition of Prompts section)

Return – If returning a sale from the same batch, use Void instead

- Select Credit
- Select Return
- Table # (if enabled)
- Enter Server # (if enabled)
- Follow prompts (see Definition of Prompts section)

Ticket Only – Used for transactions already having a valid auth #

- Select Credit
- Select Ticket Only
- Table # (if enabled)
- Enter Server # (if enabled)
- Follow prompts (see Definition of Prompts section)

Add Tip – Used to add a tip amount to a processed transaction

- Select Credit
- Select Add Tip
- Follow prompts (see Definition of Prompts section)

DEBIT TRANSACTIONS (ONLY WITH EXTERNAL PINPAD ENABLED)

Debit Sale

- Select Debit
- Select Debit Sale
- Follow prompts (see Definition of Prompts section)

Debit Return

- Select Debit
- Select Debit Return
- Follow prompts (see Definition of Prompts section)

STORE & FORWARD TRANSACTIONS S&F (FROM MAIN MENU)

Store

- Select Store
- Enter Table # (if enabled)
- Enter Server # (if enabled)
- Follow prompts (see Definition of Prompts section)

Forward

- Select Forward
- Enter Table # (if enabled)
- Enter Server # (if enabled)
- Follow prompts (see Definition of Prompts section)

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800-228-0210**

Reprint Last Receipt

- Select Last Receipt

Reports – Does not affect transactions in any way

- Select End Of Day
- Password: ####<ENTER> (Default password <4><3><2><1>)
- Select Reports (Can View transactions or Print Reports from this menu)
- Select Print Report
- Select Report Type:
 - Current Batch
 - Previous Batch (Enter Batch ID)
 - Pending S&F
 - S&F Declines
 - By Card Type
 - By Server ID (Enter Server ID or Enter for all)
 - Tip (Follow prompts)

Settlement (sends current transactions for processing)

- Select Settlement
- Password: ####<ENTER> (Default password <4><3><2><1>)
- Press <ENTER> to confirm
- **CONFIRM SETTLEMENT ATTEMPT IS SUCCESSFUL**

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OMAHA - RESTAURANT APPLICATION MANAGER CARD

SET UP MENU

To change the Time and Date

- Select Admin
- Password: ####<ENTER> (Default password <9><8><7><6>)
- Select Setup
- Password: ####<ENTER> (Default password <1><2><3><4>)
- Select System
- Select Date & Time
- Select Set Time
- Enter Date and Time (YYMMDDHHMM); enter time in military format.
Enter June 29, 2006 5:30 pm as 0606291730

To input Server and Tip information

- Select Admin
- Password: ####<ENTER> (Default password <9><8><7><6>)
- Select Setup
- Password: ####<ENTER> (Default password <1><2><3><4>)
- Select Restaurant
- Select the appropriate option and follow prompts
 - Set up Servers (add server, delete server, print servers)
 - Tip Guide (Prints Suggested Tip Amount, Enter Percentages)
 - Ask Tip (Yes or No)
 - Ask Server (Yes or No)
 - Validate Server (Yes or No)
 - Ask Table (Yes or No)
 - Table Range Lo
 - Table Range Hi

To change the Store & Forward settings

- Select Admin
- Password: ####<ENTER> (Default password <9><8><7><6>)
- Select Setup
- Password: ####<ENTER> (Default password <1><2><3><4>)
- Select OMAHA
- Select Store & Forward
- Select Store & Forward (Yes to Enable, No to Disable)
- Select S&F Receipt (Yes to Enable, No to Disable)
- Select Manual S&F (Yes to Enable, No to Disable)



When using the Store & Forward function, a valid authorization is not received from the issuer until the transaction is submitted for settlement!

DEFINITION OF PROMPTS

CARDNUMBER: Swipe card **OR** key credit card number as shown on the front omitting spaces.

AVS: Street address and zip code of *billing address*.

Example:

Joe Cardholder
321 Main St
Anytown, USA 12345

Street Address is **321**, zip code is **12345**

CVV: Typically a 3 digit number found on the back of the credit card

TABLE #: This is an optional prompt controlled through Setup and used to identify the table being served.

SERVER: This is an optional prompt controlled through Setup and used to identify the server for tip purposes.

BATCH ID: Found on each receipt or on report.

TRANS ID: Found on each receipt or on report.

EXPIRATION: Month and Year the card expires. Omit day of month, if present. Use MMY format. Example: DEC/2006 would be keyed as **1206**.

AMOUNT: Dollar amount of transaction. Key dollar and cents without regard for the decimal point. Example: \$12.56 would be keyed as **1256**.

PIN: Customer's **P**ersonal **I**dentification **N**umber, required for each Debit transaction.

APPROVAL CODE: Authorization code for a specific amount. Typically, 6 digits, but can contain letters.

To form letters, press the number with the corresponding letter. Then press the blue <Func/Alpha> key until that number changes to the correct letter.

Example:

To form J press <5> followed by <Func/Alpha> 1 time (1st letter on <5> key)

To form K, press <5> followed by <Func/Alpha> 2 times (2nd letter on <5> key)

To form L, press <5> followed by <Func/Alpha> 3 times (3rd letter on <5> key)

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