

Secure Payment Systems
Omni / Vx ELECTRONIC RETAIL PAYDAY EXPRESS INSTRUCTIONS

Rev 1.1

FIRST: After filling out the Retail Payday Agreement form with the consumer, call Customer Service to obtain the Voice Authorization. Voice Authorization MUST be received prior to running the transactions through the terminal.

Please run the transaction through the terminal before the consumer leaves, to avoid possible processing difficulties.

A. Performing a Sale Transaction

State Codes
41 Alabama
42 Alaska
43 Arizona
45 Arkansas
46 California
47 Colorado
48 Connecticut
91 Wash DC
77 Delaware
49 Florida
50 Georgia
51 Hawaii
52 Idaho
53 Illinois
54 Indiana
56 Iowa
57 Kansas
58 Kentucky
59 Louisiana
60 Maine
61 Maryland
62 Massachusetts
63 Michigan
64 Minnesota
65 Mississippi
67 Missouri
68 Montana
69 Nebraska
70 Nevada
71 New Hamp
66 New Jersey
72 New Mexico
55 New York
73 N Carolina
74 N Dakota
75 Ohio
76 Oklahoma
78 Oregon
44 Pennsylvania
79 Rhode Island
80 S Carolina
81 S Dakota
82 Tennessee
83 Texas
84 Utah
85 Vermont
86 Virginia
87 Washington
88 W Virginia
89 Wisconsin
90 Wyoming
92 Amer Samoa
93 Military ID
94 Guam
95 Puerto Rico
96 Virgin Islands
28 Alberta
29 Brit Columbia
30 Manitoba
31 New Bruns
32 Newfoundland
33 NW Terr
34 Nova Scotia
35 Ontario
36 Pr Edward Isl.
37 Quebec
38 Saskatchewan
39 Yukon Terr

1. From the Check menu press "**F1**" for the SALE option
2. Drivers License Number
 - a) Swipe the magnetic strip license. If a good swipe the terminal proceeds to (3) below
 - (i) If a bad swipe or no magnetic strip then begin manual entry of the customer's driver's license number as exactly seen on the license. If letters are required, press the key with the letter to be typed followed by the "**ALPHA**" key. When finished, press "**ENTER**" to see:
 - a. State Code – Enter the two digit state code and press "**ENTER**" (the state code table is located to the left of this page)
 - b. Enter the date of birth in **mmddyy** format and press "**ENTER**"
3. Phone number
 - a) Enter the phone number and press "**ENTER**"
4. Check Number
 - a) Enter the check number of the first check and press "**ENTER**"
5. Check Amount
 - a) Enter the amount of the sale for the first check and press "**ENTER**"
6. Insert Check
 - a) Slide the check through the imager If a bad read (red light) then try again until a good read is obtained.
7. Check Number
 - a) Enter the check number of the second check and press "**ENTER**"
8. Check Amount
 - a) Enter the amount of the sale for the second check and press "**ENTER**"
9. Insert Check
 - a) Slide the check through the imager If a bad read (red light) then try again until a good read is obtained.
10. Run another check? Confirm Yes or No
 - a) Press "**F3**" to run another check or "**F4**" to decline (If "**Yes**" selected at this prompt, Steps 7-10 are repeated. If "**No**" selected, the terminal will directly proceed to step 11)
11. Check Summary
 - a) Confirm that the check summary is correct and press "**ENTER**" to go to the next prompt
12. Confirm Details? Confirm Yes or No
 - a) Confirm that all details are correct and press "**ENTER**"

13. Insert Payday Agreement

- a) Slide the payday agreement through the imager or check reader
 - i) If a bad read (red light) then try again until a good read is obtained. If incorrect payday agreement scanned then the terminal will prompt to reinsert it until the correct agreement is scanned. Running only the top copy sometimes has more success.

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14. Terminal Begins Dialing Sequence (Dial Primary, Connecting, Receiving etc.)

- a) The terminal displays: “CHECKS PROCESSED” and will finish printing the authorization receipt after which it will prompt for the customer copy

B. Miscellaneous Administrative Issues

1. Reprint Last Receipt (in case there was a printer problem)
 - a) From the check menu, press “**F2**” for Reprint Last to reprint the last transaction
 - b) If the terminal displays: “Call Ctr – NN” (where NN = a two digit number) immediately call the SPS voice authorization center for operator approval.
2. If the terminal displays an error response such as: “Micr/Chk # Error” or “DL Error”, “DOB Error”, “Phone # Error”, or “State Code Error” rerun the transaction from the beginning

C. SPS Batch Close

1. From the Check menu, press “**F3**” for Batch Close and “**F3**” to confirm Batch Close.

D. Printing a Batch Summary Report and Host Detail Report

1. From the Check menu, press the purple key corresponding to “**MORE**” option to go to the next screen. Press “**F1**” for Reports, then “**F1**” for Batch Summary and type in the required date in **mmddy** format (or press “**ENTER**” to print from the current, open batch)
2. From the Check menu, press the purple key corresponding to “**MORE**” option to go to the next screen. Press “**F1**” for Reports, then “**F2**” for Host Detail Report and type in the required date in **mmddy** format (or press “**ENTER**” to print from the current, open batch)

E. Automatic Image transmission --- The terminal automatically causes images to be transmitted at the time specified by the auto upload. Please call the SPS Customer Service line if image uploads are unsuccessful.

F. Manual Image Transmission (in case of failed automatic transmission – if using an imager)

1. From the check menu press “**F4**” key for Scanner and press “**F1**” for Upload Images, and “**F3**” again to confirm

G. To Set the Date and Time

1. Press “**F2**” and “**F4**” simultaneously to enter System Mode. Type the password (1 ALPHA ALPHA 66831) and press “**ENTER**” From the menu select “**F3**” (CLOCK) and type in the current date or press the purple key to scroll down and enter the current time (in military format) Press “**ENTER**” when finished. To exit System Mode select “**F4**” to restart

Cable Requirements:

Supported imagers;
RDM EC5000 series
RDM EC6000 series

Cable Part Number: 07041-00 REV-A
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