Store & Forward
(Batch Authorization)
Quick Reference Guide

Omni 3730/Vx510, 3730LE/Vx510LE,
Vx570 & Vx610
Store and Forward (Batch Authorization) allows transactions to be processed offline when the terminal is unable to connect to the network. When in Store and Forward mode the terminal will print an offline receipt with a terminal generated offline approval number exp. (SFXXXX).

**NOTE:** Transactions processed in Store and Forward are not approved until they are authorized online.

### To Enable Store & Forward Mode

- Press the [2] key
- Input password and press [ENTER]
- Select [ON]

### To Disable Store & Forward Mode

- Press the [2] key
- Input password and press [ENTER]
- Select [OFF]

If unauthorized Store and Forward transactions are present in the terminal the following prompt will display:

- Run Store/Fwd [YES/NO]
- Select [YES]

Terminal will print a Store and Forward Report, dial out, approve the transactions online and print a receipt. If transaction(s) cannot be authorized online, the terminal will print a failed receipt and a Failed Store and Forward Report by pressing the [X] CANCEL key. The following prompt will display:

- Delete Store/Fwd [YES/NO]
- Select [NO] to retain the unauthorized transaction in the terminal for reattempting online Store and Forward authorization

**NOTE:** Selecting [YES] will permanently delete the unauthorized transaction from the terminal without online approval.
**Online Batch Authorization**

To scroll menu, press [↓] until desired option appears.

**NOTE:** This function should be performed prior to settlement.

> Press [STORE/FORWARD]

> Choose [SEND STORE/FWD]

Terminal will print a Store and Forward Report, dial out, approve the transactions online and print a receipt. If transaction(s) cannot be authorized online, the terminal will print a failed receipt and a Failed Store and Forward Report by pressing the [X] CANCEL key. The following prompt will display:

> Delete Store/Fwd [YES/NO]

> Select [NO] to retain the unauthorized transaction in the terminal for reattempting online Store and Forward authorization

**NOTE:** Selecting [YES] will permanently delete the unauthorized transaction from the terminal without online approval.

**Tip Adjust**

To scroll menu, press [↓] until desired option appears.

> Press [STORE/FORWARD]

> Choose [BATCH REVIEW]

> Retrieve by:

> [CLRK/SRVR/AMT/ACCT#/INV#]

> Select [VOID] or [NEXT] to scroll

> Select [YES/NO]

> Print customer copy – [ENTER] for Yes or [CLEAR] for No

**Void**

To scroll menu, press [↓] until desired option appears.

> Press [STORE/FORWARD]

> Choose [BATCH REVIEW]

> Retrieve by:

> [CLRK/SRVR/AMT/ACCT#/INV#]

> Select [VOID] or [NEXT] to scroll

> Select [YES/NO]

**Batch Authorization Report**

> Press [REPORTS]

> Select [STORE FWD RPT]
MerchantConnect
The Online Window To Your Payment Processing Account

MerchantConnect is your one-stop destination for online customer service. It contains everything you need to manage your electronic payment activity:

My Account
Manage your account online. View statements, view or update your profile, request new products and track equipment shipments.

My Reports
Provides you with timely and secure accounting information such as deposit summaries, transaction activity, chargeback and retrieval status and more.

Support
Find resource information about transaction processing, industry mandates, product support and practical tips to help improve your bottom line.

Getting Started Is:
Fast, Easy, Secure And Free!
Go to www.MerchantConnect.com