

New York State Medicaid

MEVS VeriFone Omni 3750/Vx570 Quick Setup Guide

Connect the telephone line, terminal's power pack, and insert the thermal paper

Instructions to Reset Day/Date/Time

- Press F2 and F4 at the same time.
- Enter '1 Alpha, Alpha, 66831' and press the enter key.
- Press the F3 key for clock.
- Enter current date as 'CCYYMMDD' and press the enter key.
- Press the F2 key.
- Enter time in 24-hour clock format as 'HHMM'.
- Press enter to save and exit.
- Press F4 to restart the device.

Instructions for Setup Menu

- To access this menu press the P1 key (purple setup key).
- Enter '123456' and press enter.
- If you are required to dial a number (e.g. '9') to get an outside line, enter the access code and press the ENTER key.
- For "Enter Nym (New York Medicaid) Tele # 1-866-828-4814" press enter.
- For "Enter Backup # 1-866-828-4815" press enter.
- If you need to change the Dial Type, press the F1 key for Tone or press the F2 key for Pulse. Otherwise, press the ENTER key to continue.
- To change the Print All setting, press the F1 key to automatically print responses or press the F2 key to not automatically print responses. Press enter to continue.
 - NOTE: To manually print press the asterisk '*' key from the initial screen.
- To change key beep setting, press F1 to beep or the F2 to not beep. Press enter to continue.
- For "Download Tele # 1-866-843-7160" press enter.
- For "Enter New Password"
 - WARNING** ○ If this password is changed Provider Services will not be able to reset it for you. Press the ENTER key to return to the initial screen without changing the password.

Instructions for Provider Menu

- Press P2 key (purple provider key) to access the Provider Menu.
- Enter '123456' or password and press enter.
- Enter a two-digit number (01–20). The first shortcut code assigned must start with 01.
 - NOTE: Keep track of shortcut codes corresponding to each Provider ID.
- Enter the ten-digit National Provider Identifier (NPI) that you are assigning to that shortcut and press the enter key (for Atypical providers, enter eight-digit MMIS ID).
- Press the cancel/clear key to return to the initial screen; OR
- Repeat the second through fourth steps to store additional Providers.

For Further Information Go To:

<http://www.emedny.org/ProviderManuals/AllProviders/supplemental.html#MEVSPM>

If you have questions call: 1-800-343-9000