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HyperWare[®] Lodging Software Quick Reference Card

T7Plus with SLOD 02P

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Check In

Terminal D	isplay	Action
SWIPE CUSTON	IER CARD	Swipe customer card through card reader r; -OR-
		Enter card number, press ENTER. (Enter expiry date.).
AMOUNT	\$0.00	Enter base amount, press ENTER.
CHECK-IN DATE	MMDDYY	Enter check-in date, press ENTER.
CHECKOUT DATE	MMDDYY	Enter checkout date, press ENTER.
ENTER ROOM	NUMBER	Enter room number, press ENTER.
ENTER FOLIO	NUMBER	Enter folio number, press ENTER.
DIALING N	IOM	Terminal dials host and transaction is processed.
PROCESSING	G NOW	Approval number is displayed on screen and printed on
APPROVAL	123456	receipt.

Check Out

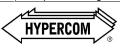
Terminal Display	Action
SWIPE CUSTOMER CARD	Press Check Out [A] button.
0=INV# 1=ROOM# 2=FOLIO#	Press number next to tracking option, press ENTER.
ENTER [tracking option] NUMBER	Enter invoice, room, or folio number, press ENTER.
ROOM NUMBER CORRECT? YES OR NO	Press YES [ENTER] to confirm room number.
FOLIO CORRECT? Y/N	Press YES [ENTER] to confirm folio number.
CHECKOUT DATE MMDDYY	Enter checkout date, press ENTER.
AMOUNT \$0.00	Enter final amount, press ENTER.
SELECT CARD TYPE	Press number next to card type, press ENTER.
DIALING NOW	Terminal dials host and transaction is processed.
PROCESSING NOW	
TRANSACTION ACCEPTED	Check out is accepted and printed on receipt.

Re-Authorize

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Terminal Display	Action	
SWIPE CUSTOMER CARD	Press Re-Auth [S] button.	
0=INV# 1=ROOM# 2=FOLIO#	Press number next to tracking option, press ENTER .	
AMOUNT \$0.00	Enter re-authorization amount, press ENTER.	
PLEASE WAIT	Terminal communicates with host.	
TRANSACTION APPROVED	Re-authorization is approved.	

Update

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Update [G] button.
0=INV# 1=ROOM# 2=FOLIO#	Press number next to tracking option, press ENTER .
ENTER [tracking option] NUMBER	Enter invoice, room, or folio number, press ENTER.
CHECK-IN DATE MMDDYY	To change: enter check-in date, press ENTER.
	To accept existing date: press ENTER.
CHECKOUT DATE MMDDYY	Change or accept current checkout date, press ENTER.
ENTER ROOM NUMBER	Change or accept room number, press ENTER.
ENTER FOLIO NUMBER	Change or accept folio number, press ENTER.
TRANSACTION ACCEPTED	All update changes are saved.



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Credit Sale

Terminal Display		Action
SWIPE CUSTOMER CARD		Press Sale [Y] button.
ENTER CARD NUMBER		Swipe customer credit card through card reader; -OR-
SWIPE CUSTOMER CARD		Enter card number, press ENTER. (Enter expiry date.)
AMOUNT \$0.00		Enter amount of sale, press ENTER.
1=LDG 3=RST 5=DEP		Press number next to desired option, press ENTER .
2=RTL 4=NSH 6=DLY		
2=RS 4=MB 6=OTHR		Press number next to desired option, press ENTER, -OR-
3=GS 5=TEL 7=LNDR *	X *	Press ENTER if option number appears on screen (*X*).
ENTER ROOM NUMBER		Enter room number, press ENTER.
DIALING NOW		Terminal dials host and transaction is processed.
PROCESSING NOW		Approval number is displayed on screen and printed on
APPROVAL 123456	;	receipt.

Debit Sale

Terminal D	isplay	Action
SWIPE CUSTOR	MER CARD	Press Debit [B] button.
SWIPE CUSTOR	MER CARD	Swipe customer debit card through card reader.
AMOUNT	\$0.00	Enter amount of sale, press ENTER.
CASH AMOUNT	\$0.00	Enter cash back amount, press ENTER.
TOTAL CORRECT?	YES OR NO	Press YES [ENTER] to accept total.
WAITING FO	OR PIN	Customer enters PIN on attached PIN Pad.
DIALING NOW PROCESSING NOW		Terminal dials host and transaction is processed.
		Approval number is displayed on screen and printed on
APPROVAL	123456	receipt.

Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Refund [T] button.
SWIPE CUSTOMER CARD	Swipe customer credit card through card reader r; -OR-
	Enter card number, press ENTER . (Enter expiry date.).
AMOUNT \$0.00	Enter amount of refund, press ENTER.
1=LDG 3=RST 5=DEP	Press number next to desired option, press ENTER .
2=RTL 4=NSH 6=DLY	
TRANSACTION ACCEPTED	Receipt is printed.

Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit [B] and Refund [T] buttons.
SWIPE CUSTOMER CARD	Swipe customer debit card through card reader.
AMOUNT \$0.00	Enter amount of refund, press ENTER.
WAITING FOR PIN	Customer enters PIN on attached PIN Pad.
TRANSACTION ACCEPTED	Receipt is printed.



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Batch Report (Summary)

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Terminal Display	Action
SWIPE CUSTOMER CARD	Press Reports [M] button.
3=AUDIT	Press 4 [Audit], then ENTER.
4=SUMMRY	
SCANNING BATCH	Terminal scans for Batch Totals and prints Summary
PLEASE WAIT	Report.

Batch Report (Audit)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Reports [M] button.
3=AUDIT	Press 3 [Summary], then ENTER.
4=SUMMRY	
0=ALLFIN 2=CHKOUT	Press number next to desired option, press ENTER .
1=NONLDG 3=CHKIN	
SCANNING BATCH	Terminal scans for Batch Totals and prints Summary
PLEASE WAIT	Report.

Batch Settle

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Settle [E] button.
ENTER PASSWORD	Enter password, press ENTER .
SCANNING BATCH	Terminal scans for Batch Totals.
SALES TOTAL CORRECT?	Press YES [ENTER] to confirm sale total.
REFUND TOTAL CORRECT?	Press YES [ENTER] to confirm refund total.
SCANNING BATCH	Terminal scans for Batch Totals.
DIALING NOW	Terminal dials host and settlement is processed.
PROCESSING NOW	Approval number is displayed on screen and printed on
APPROVAL 123456	receipt.

