

SALE	
< IDLE PROMPT>	Press [SALE].
<b>SALE</b>	Swipe card.
<b>SWIPE CUSTOMER CARD</b>	
<b>ENTER LAST 4 NO. OF CUSTOMER CARD</b>	Enter last 4 digits of card and press [ENTER].
<b>CARD NAME</b>	<b>SALE</b> Key in cashier number and press [ENTER].
<b>INVOICE NUMBER</b>	<b>SALE</b> Key in invoice number and press [ENTER].
<b>FOLIO #</b>	<b>SALE</b> Key in folio number and press [ENTER].
<b>ROOM #</b>	<b>SALE</b> Key in room number and press [ENTER].
<b>CARD NAME</b>	<b>SALE</b> Key in amount and press [ENTER].
<b>Amount</b>	<b>\$\$\$ .cc</b>
<b>2=RETAIL 3=RESTAURANT 4=NOSH 5=DEP 6=DLY</b>	Prompt will occur if Amex transaction detected. Press [2] for Retail [3] for Restaurant [4] for No Show [5] for Deposit [6] for Delayed Charges
<b>1=NS 2=RES 3=GFT 4=O 5=TEL 6=MBAR 7=LNDRY</b>	Prompt will occur if Visa sales transaction detected. Press [1] for No Show [2] for Restaurant [3] for Gift Shop [4] for Other [5] for Telephone [6] for Bar [7] for Laundry
<b>CARD NAME</b>	<b>SALE</b> No action while processing.
<b>DIALING NOW...</b>	
<b>CARD NAME</b>	<b>SALE</b> Receipt will print. Press [CANCEL] to return to the idle prompt.
<b>APPROVAL</b>	xoooox

REPORTS (AUDIT)	
< IDLE PROMPT>	Press [REPORTS].
<b>MERCHANT FUNCTION</b>	Enter password and press [ENTER].
<b>ENTER PASSWORD</b>	
<b>1=AUDIT 2=SUMMARY 3=CHECK IN 4=CHECKOUT</b>	Press [1] for audit reports.
<b>PRINT LIST</b>	Report prints.
<b>PRINTING, WAIT</b>	
REPORTS (SUMMARY)	
< IDLE PROMPT>	Press [REPORTS].
<b>MERCHANT FUNCTION</b>	Enter password and press [ENTER].
<b>ENTER PASSWORD</b>	
<b>1=AUDIT 2=SUMMARY 3=CHECK IN 4=CHECKOUT</b>	Press [2] for summary reports.
<b>SCANNING BATCH</b>	Report prints.
<b>PLEASE WAIT</b>	
REPORTS (CHECK IN)	
< IDLE PROMPT>	Press [REPORTS].
<b>MERCHANT FUNCTION</b>	Enter password and press [ENTER].
<b>ENTER PASSWORD</b>	
<b>1=AUDIT 2=SUMMARY 3=CHECK IN 4=CHECKOUT</b>	Press [3] for Check In reports.
<b>SCANNING BATCH</b>	Report prints.
<b>PLEASE WAIT</b>	
REPORT (CHECK OUT)	
< IDLE PROMPT>	Press [REPORTS].
<b>MERCHANT FUNCTION</b>	Enter password and press [ENTER].
<b>ENTER PASSWORD</b>	
<b>1=AUDIT 2=SUMMARY 3=CHECK IN 4=CHECKOUT</b>	Press [4] for Check Out reports.
<b>SCANNING BATCH</b>	Report prints.
<b>PLEASE WAIT</b>	
SIGN ON / OFF CASHIERS	
< IDLE PROMPT>	Press [FUNCTION] then [7] [7] then [ENTER].
<b>SIGN ON / OFF</b>	Enter cashier number and press [ENTER].
<b>ENTER CASHIER NUMBER</b>	
<b>SIGN ON / OFF</b>	To sign on, press [YES].
<b>SIGN - ON? Y or N</b>	
<b>SIGN ON / OFF</b>	To sign off, press [YES].
<b>SIGN - OFF? Y or N</b>	
<b>TRANSACTION ACCEPTED</b>	Terminal will return to Idle Prompt.



Quick Reference Card for

# Hypercom Lodging

Application on the PNS Network



CHECK IN	
< IDLE PROMPT>	Swipe card.
<b>ENTER LAST 4 NO. OF CUSTOMER CARD</b>	Key last 4 digits of card number and press [ENTER].
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in cashier number and press [ENTER].
<b>ENTER CASHIER NUMBER</b>	
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in amount and press [ENTER].
<b>AMOUNT</b>	<b>\$\$\$ .cc</b>
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in invoice number and press [ENTER].
<b>INVOICE NUMBER</b>	
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in check-in date and press [ENTER].
<b>CHECK IN DATE</b>	<b>MM/DD</b>
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in folio number and press [ENTER].
<b>FOLIO #</b>	
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in room number and press [ENTER].
<b>ROOM #</b>	
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in length of stay and press [ENTER].
<b>LENGTH OF STAY?</b>	
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in number of occupants and press [ENTER].
<b># OF OCCUPANTS:</b>	
<b>CARD NAME</b>	<b>CHECK-IN</b> Key in accounting number and press [ENTER].
<b>ENTER ACCOUNTING #</b>	
<b>CARD NAME</b>	<b>CHECK-IN</b> No action while processing.
<b>DIALING NOW...</b>	
<b>CARD NAME</b>	<b>CHECK-IN</b> Receipt will print. Press [CANCEL] to return to the idle prompt.
<b>APPROVAL</b>	xoooox

CHECK OUT	
< IDLE PROMPT>	Press [CHECK OUT].
<b>CHECK-OUT</b>	Key in cashier number and press [ENTER].
<b>ENTER CASHIER NUMBER</b>	
<b>CHECK-OUT</b>	Press [1] for Invoice#.
<b>1= INVOICE 2=FOLIO# 3=ROOM#</b>	Press [2] for Folio#. Press [3] for Room#.
<b>CHECK-OUT</b>	Key in invoice number and press [ENTER].
<b>INVOICE NUMBER</b>	
<b>CHECK-OUT</b>	Key in folio number and press [ENTER].
<b>FOLIO #</b>	
<b>CHECK-OUT</b>	Key in room number and press [ENTER].
<b>ROOM #</b>	
<b>CARD NUMBER</b>	Enter [YES] if same card will be used for Check Out. Enter [NO] if different card will be used. Follow prompts.
<b>SAME CARD? Y or N</b>	
<b>CHECK-OUT</b>	Key in the last 4 digits of card number and press [ENTER].
<b>ENTER LAST 4 NO. OF CUSTOMER CARD</b>	
<b>CHECK-OUT</b>	Key in check-out date and press [ENTER].
<b>CHECK OUT DATE</b>	<b>MM/DD</b>
<b>CHECK-OUT</b>	Key in room rate and press [ENTER].
<b>ROOM RATE</b>	<b>\$\$\$ .cc</b>
<b>CHECK-OUT</b>	Key in total and press [ENTER].
<b>TOTAL</b>	<b>\$\$\$ .cc</b>
<b>NEW INVOICE</b>	<b>Y/N</b> If total is greater than the authorized amount plus the reauthorized percentage, the terminal will reauthorize the transaction. A new approval number will be assigned and a new receipt printed.
<b>CARD NAME</b>	No action while processing.
<b>DIALING NOW...</b>	
<b>CARD NAME</b>	Press [CANCEL] to return to the Idle Prompt.
<b>TRANSACTION ACCEPTED</b>	



FIND	
< Idle Prompt >	Press [FIND].
1= INVOICE 2=FOLIO# 3=ROOM#	Press [1] for Invoice#. Press [2] for Folio#. Press [3] for Room#.

FIND INVOICE NUMBER	Key in invoice number and press [ENTER].
FIND FOLIO #	Key in folio number and press [ENTER].
FIND ROOM #	Key in room number and press [ENTER].
INV#: <FOLIO# or ROOM#> CORRECT? YES or NO	Prompt will occur if duplicate transaction found. If displayed transaction is correct press [YES]. If incorrect, press [NO] to scroll to next transaction.

MM/DD/YY INV#: TIME	Press [LEFT ARROW] to scroll to transaction information.
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FOLIO# TRAN NAME \$\$\$ .cc	Press [LEFT ARROW] to scroll to approval information.
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APPROVAL ACCOUNT NUMBER	Press [LEFT ARROW] to scroll to back to beginning.
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MM/DD/YY INV#: TIME	Press [CANCEL] to return to idle prompt.
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**AUTO DELETE (OLD CHECK IN TRANSACTIONS)**

< IDLE PROMPT >	Press [FUNCTION], then [1], [1], and then [ENTER].
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MERCHANT FUNCTION ENTER PASSWORD	Key in password and press [ENTER].
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PURGE OLD CHECK-INS DAYS OLD TO PURGE:	Old check-ins will be deleted. Terminal will return to idle prompt.
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OFFLINE (CHECK IN & CHECK OUT)	
< IDLE PROMPT >	Press [OFFLINE].
OFFLINE SWIPE CUSTOMER CARD	Swipe card.

ENTER LAST 4 NO. OF CUSTOMER CARD	Enter last 4 digits of card and then press [ENTER].
1=CHECK IN 2=CHECK OUT 3=SALE	Press [1] for Check In Press [2] for Check Out Press [3] for Sale

CARD NAME OFFLINE ENTER CASHIER NUMBER	Key in cashier number and press [ENTER].
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CARD NAME OFFLINE AMOUNT \$\$\$ .cc	Key in amount and press [ENTER].
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CARD NAME OFFLINE INVOICE NUMBER >>>>	Key in invoice number and press [ENTER].
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CARD NAME OFFLINE CHECK IN DATE MM/DD	Key in check-in date and press [ENTER].
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CARD NAME OFFLINE CHECK OUT DATE MM/DD	Key in check-out date and press [ENTER].
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CARD NAME OFFLINE FOLIO #	Key in folio number and press [ENTER].
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CARD NAME OFFLINE ROOM #	Key in room number and press [ENTER].
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CARD NAME OFFLINE LENGTH OF STAY	Key in length of stay and then press [ENTER].
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CARD NAME OFFLINE # OF OCCUPANTS	Key in number of occupants and press [ENTER].
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CARD NAME OFFLINE ENTER ACCOUNTING #	Key in accounting number and press [ENTER].
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CARD NAME OFFLINE ROOM RATE \$\$\$ .cc	Key in room rate and press [ENTER].
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CARD NAME OFFLINE ENTER APPROVAL CODE	Key in approval code and press [ENTER].
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CARD NAME OFFLINE TRANSACTION ACCEPTED	Receipt will print. Press [CANCEL] to return to the idle prompt.
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ReAUTH	
< IDLE PROMPT >	Press [REAUTH].
REAUTH ENTER PASSWORD	Key in password and then press [ENTER].

1=Invoice 2=Folio# 3=Room#	Press [1] for Invoice#. Press [2] for Folio#. Press [3] for Room#.
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REAUTH INVOICE NUMBER	Key in invoice number and press [ENTER].
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REAUTH FOLIO #	Key in folio number and press [ENTER].
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REAUTH ROOM #	Key in room number and press [ENTER].
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INV#: <FOLIO# or ROOM#> CORRECT? YES or NO	Prompt will occur if duplicate transaction found. If displayed transaction is correct press [YES]. If incorrect, press [NO] to scroll to next transaction.
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USE ADJUST CHUT or FOLIO#	Prompt may occur if transaction has been closed.
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REAUTH NEW TOTAL? \$\$\$ .cc	Key in new total and press [ENTER].
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DIALING NOW...	No action while processing.
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CARD NAME APPROVAL	Receipt will print. Press [CANCEL] to return to Idle Prompt.
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REFUND	
< IDLE PROMPT >	Press [REFUND].
REFUND ENTER PASSWORD >>>>	Key in password and press [ENTER].

REFUND SWIPE CUSTOMER CARD	Swipe card.
ENTER LAST 4 NO. OF CUSTOMER CARD >>>>	Key in last 4 digits of card and press [ENTER].

CARD NAME REFUND ENTER CASHIER NUMBER	Key in check out date and press [ENTER].
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CARD NAME REFUND CHECK OUT DATE MM/DD	Key in check out date and press [ENTER].
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CARD NAME REFUND AMOUNT \$\$\$ .cc	Key in amount and press [ENTER].
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CARD NAME REFUND INVOICE NUMBER >>>>	Key in invoice number and press [ENTER].
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1=Lodge 2=RTL 3=RST 4=NoShw 5=DEP 6=DILY	Prompt will occur if Amex transaction detected. Press [1] for Lodging [2] for Retail [3] for Restaurant [4] for No Show [5] for Deposit [6] for Delayed Charges
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CARD NAME REFUND TRANSACTION ACCEPTED	Receipt will print. Press [CANCEL] to return to idle prompt.
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VOID	
< IDLE PROMPT >	Press [VOID].

VOID ENTER PASSWORD	Key in password and press [ENTER].
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1= INVOICE 2=FOLIO# 3=ROOM#	Press [1] for Invoice#. Press [2] for Folio#. Press [3] for Room#.
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VOID INVOICE NUMBER	Key in invoice number and press [ENTER].
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VOID FOLIO #	Key in folio number and press [ENTER].
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VOID ROOM #	Key in room number and press [ENTER].
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INV#: <FOLIO# or ROOM#> CORRECT? YES or NO	Prompt will occur if duplicate transaction found. If displayed transaction is correct press [YES]. If incorrect, press [NO] to scroll to next transaction.
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VOID INVOICE NUMBER	Key in invoice number and press [ENTER].
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VOID INVOICE NUMBER \$\$\$ .cc CORRECT? YES or NO	Press [YES] if correct. Press [NO] to change.
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TRANSACTION ACCEPTED	Receipt will print. Press [CANCEL] to return to idle prompt.
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REPRINT	
< IDLE PROMPT >	Press [REPRINT].
1= INVOICE 2=FOLIO# 3=ROOM#	Press [1] for Invoice#. Press [2] for Folio#. Press [3] for Room#.

REPRINT INVOICE NUMBER	Key in invoice number and press [ENTER].
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REPRINT FOLIO #	Key in folio number and press [ENTER].
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REPRINT ROOM #	Key in room number and press [ENTER].
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INV#: <FOLIO# or ROOM#> CORRECT? YES or NO	Prompt will occur if duplicate transaction found. If displayed transaction is correct press [YES]. If incorrect, press [NO] to scroll to next transaction.
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REPRINT COMPLETE	Receipt will print. Press [CANCEL] to return to Idle Prompt.
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SETTLEMENT	
< IDLE PROMPT >	Press [SETTLEMENT].

SETTLE ENTER PASSWORD >>>>	Key in password and press [ENTER].
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SCANNING BATCH PLEASE WAIT	No action while processing.
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SALES TOTALS \$\$\$ .cc CORRECT? YES or NO	Press [YES] if totals are correct. Press [NO] to return to idle prompt.
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REFUND TOTALS \$\$\$ .cc CORRECT? YES or NO	Press [YES] if totals are correct. Press [NO] to return to idle prompt.
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SCANNING BATCH PLEASE WAIT	No action while processing.
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SETTLE PROCESSING NOW	No action while processing.
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UPDATE	
< IDLE PROMPT >	Press [UPDATE].
UPDATE ENTER PASSWORD	Key in password and press [ENTER].

1= INVOICE 2=FOLIO# 3=ROOM#	Press [1] for Invoice#. Press [2] for Folio#. Press [3] for Room#.
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UPDATE INVOICE NUMBER	Key in invoice number and press [ENTER].
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UPDATE FOLIO #	Key in folio number and press [ENTER].
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UPDATE ROOM #	Key in room number and press [ENTER].
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INV#: <FOLIO# or ROOM#> CORRECT? YES or NO	Prompt will occur if duplicate transaction found. If displayed transaction is correct press [YES]. If incorrect, press [NO] to scroll to next transaction.
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FOLIO# CORRECT? YES or NO	Press [YES] if correct. Press [NO] to change.
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ROOM# CORRECT? YES or NO	Press [YES] if correct. Press [NO] to change.
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CHECK IN DATE MM/DD CORRECT? YES or NO	Press [YES] if correct. Press [NO] to change.
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# OF OCCUPANTS CORRECT? YES or NO	Press [YES] if correct. Press [NO] to change.
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UPDATE TRANSACTION ACCEPTED	Receipt will print. Press [CANCEL] to return to idle prompt.
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TOTALS	
< IDLE PROMPT >	Press [TOTALS].

TOTALS ITEMS \$\$\$ .cc	Press [ENTER] to view by specific card type.
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CARD NAME SALES ITEMS \$\$\$ .cc	Press [ENTER] to view next card type. Or, press [LEFT ARROW] to view refunds.
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CARD NAME REFUNDS ITEMS \$\$\$ .cc	Press [ENTER] to view next card type or [CLEAR] to go back to total refunds.
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NO MORE TOTALS	Press [CANCEL] to return to idle prompt.
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