

AUTH ONLY/RE-AUTH

IDLE PROMPT	Press [2].
0 = ADD AUTH 1 = AUTH ONLY	Press [0] and then [ENTER] to add authorization. Press [1] and then [ENTER] to obtain authorization.
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER].
ENTER CLERK #	Key in clerk number and then press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
XXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

REPRINT

IDLE PROMPT	Press [ENTER] and then [6].
0 = DISPLY 1 = PRINT	Press [1] and then [ENTER] to reprint a transaction.
0 = LAST 1 = OTHER	Press [0] and then [ENTER] for last transaction. Or, press [1] and then [ENTER] for another transaction.
0 = FOLIO 1 = EDC	Press [0] and then [ENTER] for folio. Or, press [1] and then [ENTER] for EDC.
0 = FOLIO # 1 = REF #	Press [0] and then [ENTER] for folio number. Or, press [1] and then [ENTER] for reference number.
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER REF NUMBER	Key in reference number and press [ENTER].
PRINTING...	Receipt prints (if printer attached).

OFF-LINE CHECK-IN

IDLE PROMPT	Press [ENTER] and then [9].
ENTER MGMT PSWD	Key in manager password and press [ENTER].
ENTER 0 - 9	Press [*] and then [ENTER]. Note: By pressing the [*] you toggle between off-line and on-line.
CHECK-IN XXX-LINE	Check-in status displays.
ENTER 0 - 9	Press [CLEAR] to return to idle prompt. You can now begin to run transactions.

OFF-LINE CHECK-IN BATCH AUTHORIZATION

XX CHECKINS	Off-line check-ins display. Press [1].
0=CHKIN 1=BATCH	Press [0] to check-in another folio, then refer to Check-In section. Or, press [1] to process stored off-line transactions.
PROCESSING...	(No action while processing.) Receipt prints (if printer attached) for each transaction stored. Press [CLEAR] to return to idle prompt.

MANUAL ENTRY (AVS)

IDLE PROMPT	Press [2] for auth only. Or, press [8] for advanced deposit.
ENTER ACCOUNT #	Key in card number and then press [ENTER].
EXPIRY DATE MMYY	Key in expiration date in MMYY format (example: 1299) and press [ENTER].

STREET ADDRESS

STREET ADDRESS	Key in street address and press [ENTER]. <i>Key in numeric value of address only.</i> (Example: 1601 Elm Street = 1601 [ENTER])
ENTER ZIP CODE	Key in ZIP Code and press [ENTER].
ENTER CVV2 #	Key in CVV2 value on the back of the card, which is 3 or 4 digits, and press [ENTER]. Or, press [ENTER] to bypass. If prompted, key in a reason code and press [ENTER].

ENTER ZIP CODE	Key in ZIP Code and press [ENTER].
ENTER CVV2 #	Key in CVV2 value on the back of the card, which is 3 or 4 digits, and press [ENTER]. Or, press [ENTER] to bypass. If prompted, key in a reason code and press [ENTER].

ENTER ZIP CODE	Key in ZIP Code and press [ENTER].
ENTER CVV2 #	Key in CVV2 value on the back of the card, which is 3 or 4 digits, and press [ENTER]. Or, press [ENTER] to bypass. If prompted, key in a reason code and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER ROOM #	Key in room number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
ENTER DURATION	Key in duration of stay and press [ENTER].
XXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

NO SHOW / ADVANCED DEPOSIT

IDLE PROMPT	Press [8].
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
ENTER CK-IN DATE	Key in check-in date (MMDDYY format) and press [ENTER].
ENTER CK-OUT DATE	Key in check-out date (MMDDYY format) and press [ENTER].
XXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

CHECK-OUT

IDLE PROMPT	Press [3].
ENTER FOLIO #	Key in folio number and press [ENTER].
XXXXXXXXXXXXXXXX	Card number displays. Press [ENTER].
0 = SAME CARD 1 = CASH 2 = ALTERNATE CARD	Press [0] and [ENTER] to use same card. Press [1] and [ENTER] to use cash. Press [2] and [ENTER] to use an alternate card.
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER].
ENTER TOT AMOUNT	Key in total amount and press [ENTER].
CHECK-IN VOIDED	Receipt prints (if printer attached).
XXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

DEBIT SALE

IDLE PROMPT	Press [6].
0=SALE 1=RETURN	Press [0] and [ENTER].
WAITING FOR CARD	Swipe card.
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
CASH BACK AMOUNT	Key in cash back amount and press [ENTER].
WAITING FOR PIN	Customer keys in PIN and presses [ENTER].
PROCESSING...	(No action while processing.)
XXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

VOID

IDLE PROMPT	Press [ENTER] and then [5].
0 = FOLIO 1 = EDC	Press [0] and then [ENTER] to void by folio number. Press [1] and then [ENTER] to void by EDC.
0 = FOLIO # 1 = REF #	Press [0] and then [ENTER] to void by folio number. Or, press [1] and then [ENTER] to void by reference number.
ENTER FOLIO #	Key in folio number to be voided and press [ENTER].
ENTER REF NUMBER	Key in reference number to be voided and press [ENTER].
XXXX \$\$.cc XXXXXXXX XX XX XXX	Last 4 digits of card number, amount, auth code, transaction type, card type, and transaction number display.
0 = YES 1 = NEXT	Press [0] to void current transaction. Press [1] to void the next transaction.
ENTER AMOUNT	Key in folio amount and press [ENTER].
PROCESSING...	(No action while processing.)
XXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

DEBIT SALE

IDLE PROMPT	Press [6].
0=SALE 1=RETURN	Press [0] and [ENTER].
WAITING FOR CARD	Swipe card.
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
CASH BACK AMOUNT	Key in cash back amount and press [ENTER].
WAITING FOR PIN	Customer keys in PIN and presses [ENTER].
PROCESSING...	(No action while processing.)
XXXXXX ** .cc	Auth code and amount display. Receipt prints (if printer attached).

VOID

IDLE PROMPT	Press [ENTER] and then [5].
0 = FOLIO 1 = EDC	Press [0] and then [ENTER] to void by folio number. Press [1] and then [ENTER] to void by EDC.
0 = FOLIO # 1 = REF #	Press [0] and then [ENTER] to void by folio number. Or, press [1] and then [ENTER] to void by reference number.
ENTER FOLIO #	Key in folio number to be voided and press [ENTER].
ENTER REF NUMBER	Key in reference number to be voided and press [ENTER].
XXXXX ** .cc XXXXXXXX XX XX XXX	Last 4 digits of card number, amount, auth code, transaction type, card type, and transaction number display.
0 = YES 1 = NEXT	Press [0] to void current transaction. Press [1] to void the next transaction.
ENTER AMOUNT	Key in folio amount and press [ENTER].
PROCESSING...	(No action while processing.)
XXXXXX ** .cc	Auth code and amount display. Receipt prints (if printer attached).

DISPLAY BATCH TOTALS

IDLE PROMPT	Press [ENTER] then [3].
BATCH XXX 0=DISPLAY 1=PRINT	Current batch number displays. Press [0] and [ENTER] to continue.
TRAN COUNT XXX	Transaction count displays. Press [ENTER] to continue.
SALES# ** .cc	Total sales displays. Press [ENTER] to continue.
RETNS \$ ** .cc	Total returns displays. Press [ENTER] to continue.
NET \$ ** .cc	Total net amount displays. Press [ENTER] to continue.
0 = BY FOLIO # 1 = BY REF # 2 = ALL	Press [0] and [ENTER] to view by folio number. Press [1] and [ENTER] to view by reference number. Press [2] and [ENTER] to view first transaction.
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER REF NUMBER	Key in reference number and press [ENTER].
XXXX ** .cc XXXXXXXX XX XX XXX	Last 4 digits of card number, amount, auth code, transaction type, card type, and transaction number display.
0 = YES 1 = NEXT	Press [0] to view current transaction. Press [1] to view the next transaction.
XXX XX ** .cc	Transaction number, transaction type, and amount display. Press [0] for transaction details. Press [ENTER] for next transaction.
XXXXX X XX	Auth code and card type display. Press [0] for transaction details. Press [ENTER] for next transaction.
XXXXXXXXXXXXXXXXXXXX	Card number displays. Press [0] for transaction details. Press [ENTER] for next transaction.
FOLIO # X	Folio number displays. Press [0] for transaction details. Press [ENTER] for next transaction.
ARRIVAL XX/XX/XX	Arrival date displays. Press [0] for transaction details. Press [ENTER] for next transaction.

DISPLAY BATCH TOTALS - CONTINUED

DEPART XX/XX/XX	Departure date displays. Press [0] for transaction details. Press [ENTER] for next transaction.
CLERK X	Clerk number displays. Press [ENTER] for next transaction. Press [CLEAR] to return to idle prompt.

BATCH REPORT

IDLE PROMPT	Press [ENTER] then [3].
BATCH XXX 0=DISPLAY 1=PRINT	Current batch number displays. Press [1] and [ENTER] to continue.
0=TOTAL 1=DETAIL 2=CLERK 3=OCCUPIED ROOMS	Press [0] and [ENTER] for totals report.
PRINTING...	Report prints (if printer attached.)

DETAIL REPORT

IDLE PROMPT	Press [ENTER] then [3].
BATCH XXX 0=DISPLAY 1=PRINT	Current batch number displays. Press [1] and [ENTER] to continue.
0=TOTAL 1=DETAIL 2=CLERK 3=OCCUPIED ROOMS	Press [1] and [ENTER] for detail report.
PRINTING...	Report prints (if printer attached.)

CLERK REPORT

IDLE PROMPT	Press [ENTER] then [3].
BATCH XXX 0=DISPLAY 1=PRINT	Current batch number displays. Press [1] and [ENTER] to continue.
0=TOTAL 1=DETAIL 2=CLERK 3=OCCUPIED ROOMS	Press [2] and [ENTER] for clerk report.
PRINTING...	Report prints (if printer attached.)

OCCUPIED ROOMS REPORT

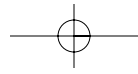
IDLE PROMPT	Press [ENTER] then [3].
BATCH XXX 0=DISPLAY 1=PRINT	Current batch number displays. Press [1] and [ENTER] to continue.
0=TOTAL 1=DETAIL 2=CLERK 3=OCCUPIED ROOMS	Press [3] and [ENTER] for occupied rooms report.
PRINTING...	Report prints (if printer attached.)

	and then [ENTER] for reference number.
ENTER FOLIO #	Key in folio number and press [ENTER] .
ENTER REF NUMBER	Key in reference number and press [ENTER] .
PRINTING...	Receipt prints (if printer attached).
Off-Line Check-In	
IDLE PROMPT	Press [ENTER] and then [9] .
ENTER MGMT PSWD	Key in manager password and press [ENTER] .
ENTER 0 - 9	Press [*] and then [ENTER] . Note: By pressing the [*] you toggle between off-line and on-line.
CHECK-IN ***-LINE	Check-in status displays.
ENTER 0 - 9	Press [CLEAR] to return to idle prompt. You can now begin to run transactions.

	[ENTER] . Or, press [ENTER] to bypass. If prompted, key in a reason code and press [ENTER] . [0] = Not on card [1] = Cannot read [2] = Unknown
ENTER CLERK #	Key in clerk number and press [ENTER] .
ENTER FOLIO #	Key in folio number and press [ENTER] .
ENTER ROOM #	Key in room number and press [ENTER] .
ENTER AMOUNT	Key in amount and press [ENTER] .
ENTER DURATION	Key in duration of stay and press [ENTER] .
***** **\$.cc	Auth code and amount display. Receipt prints (if printer attached).

	use an alternate card.
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER] .
ENTER TOT AMOUNT	Key in total amount and press [ENTER] .
CHECK-IN VOIDED	Receipt prints (if printer attached).
***** **\$.cc	Auth code and amount display. Receipt prints (if printer attached).

	be voided and press [ENTER] .
***** **\$.cc	Last 4 digits of card number, amount, auth code, transaction type, card type, and transaction number display.
0 = YES 1 = NEXT	Press [0] to void current transaction. Press [1] to void the next transaction.
ENTER AMOUNT	Key in folio amount and press [ENTER] .
PROCESSING...	(No action while processing.)
***** **\$.cc	Auth code and amount display. Receipt prints (if printer attached).

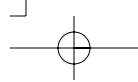


		be voided and press [ENTER].
XXXX	\$.cc	Last 4 digits of card number, amount, auth code, transaction type, card type, and transaction number display.
XXXXXXXX XX XX XX		
0 = YES 1 = NEXT		Press [0] to void current transaction. Press [1] to void the next transaction.
ENTER AMOUNT		Key in folio amount and press [ENTER].
PROCESSING...		(No action while processing.)
XXXXXXXX	\$.cc	Auth code and amount display. Receipt prints (if printer attached).

		transaction type, and amount display. Press [#] for transaction details. Press [ENTER] for next transaction.
XXXX X XX		Auth code and card type display. Press [#] for transaction details. Press [ENTER] for next transaction.
XXXXXXXXXXXXXXXXXXXX		Card number displays. Press [#] for transaction details. Press [ENTER] for next transaction.
FOLIO # X		Folio number displays. Press [#] for transaction details. Press [ENTER] for next transaction.
ARRIVAL XX/XX/XX		Arrival date displays. Press [#] for transaction details. Press [ENTER] for next transaction.

Display Batch Totals continued on next column.

BATCH XXX	Current batch number displays. Press [1] and [ENTER] to continue.
0=DISPLAY 1=PRINT	
0=TOTAL 1=DETAIL 2=CLERK 3=OCCUPIED ROOMS	Press [2] and [ENTER] for clerk report.
PRINTING...	Report prints (if printer attached.)
OCCUPIED ROOMS REPORT	
IDLE PROMPT	Press [ENTER] then [3].
BATCH XXX	Current batch number displays. Press [1] and [ENTER] to continue.
0=DISPLAY 1=PRINT	
0=TOTAL 1=DETAIL 2=CLERK 3=OCCUPIED ROOMS	Press [3] and [ENTER] for occupied rooms report.
PRINTING...	Report prints (if printer attached.)



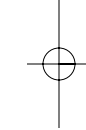
DEPOSIT	
IDLE PROMPT	Press [9].
ENTER SUPER #	Key in supervisor number and press [ENTER].
0 = DEPOSIT 2= INQ	Press [0] and then [ENTER].
ENTER TRAN COUNT	Key in transaction count and press [ENTER].
ENTER NET AMOUNT	Key in net amount and press [ENTER].
PROCESSING...	(No action while processing.)
OK XXX XXX XXX	Settlement OK number displays. Report prints (if printer attached).

CVV2 CODES	
VISA CODES	CVV2 CODE DESCRIPTION
M	CVV2 code matches.
N	CVV2 code does not match.
P	CVV2 code was not processed.
S	CVV2 code was on the card, but the merchant indicated that it was not.
U	The issuer is not certified for CVV2.

AVS RESPONSE CODES	
VISA	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
E	Error - Transaction ineligible for AVS or edit error found.
S	AVS not supported by issuer.
MASTERCARD	DESCRIPTION
X	Exact - Match on address and 9-digit ZIP Code.
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

AVS CODES CONTINUED	
DISCOVER	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
AMERICAN EXPRESS	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.





AVS CODES CONTINUED

DISCOVER	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.

AMERICAN EXPRESS DESCRIPTION

AMERICAN EXPRESS	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

Lodging

Quick Reference Card for the VeriFone
 Terminal Capture Application on the PNS Network

CHECK-IN

IDLE PROMPT	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER FOL IO #	Key in folio number and press [ENTER].
ENTER ROOM #	Key in room number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
ENTER DURATION	Key in duration of stay and press [ENTER].
PROCESSING . . .	(No action while processing.)
XXXXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

PRIOR CHECK-IN/PRIOR SALE

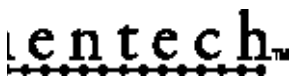
IDLE PROMPT	Press [4].
0 = PRIOR SALE	Press [0] and [ENTER] for prior sale. Press [1] and [ENTER] for prior check-in.
1 = PRIOR CHECK-IN	
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER].
ENTER CLERK #	Key in clerk number and then press [ENTER].
ENTER FOL IO #	Key in folio number and press [ENTER].
ENTER ROOM #	Key in room number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
ENTER DURATION	Key in duration of stay and press [ENTER].
ENTER CK-IN DATE	Key in check-in date (MMDDYY format) and press [ENTER].
ENTER AUTH CODE	Key in authorization code and press [ENTER].
XXXXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

SALE

IDLE PROMPT	Press [5].
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER FOL IO #	Key in folio number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
XXXXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

RETURN

IDLE PROMPT	Press [ENTER] and then [1].
ENTER SUPER #	Key in supervisor number and press [ENTER].
ENTER ACCOUNT #	Swipe card.
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER].
ENTER CLERK #	Key in clerk number and press [ENTER].
ENTER FOL IO #	Key in folio number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
XXXXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

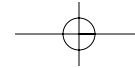


- U** Address information unavailable,
or issuer does not support AVS.
- R** Retry - Issuer's system
unavailable or timed out.
- S** AVS not supported by issuer.

Paymentech™

POS-0376
08/99

VeriFone TRANZ 380/460





VeriFone TRANZ 380/460

	number and press [ENTER].
ENTER CLERK #	Key in clerk number and then press [ENTER].
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER ROOM #	Key in room number and press [ENTER].
ENTER AMOUNT	Key in amount and press [ENTER].
ENTER DURATION	Key in duration of stay and press [ENTER].
ENTER CK-IN DATE	Key in check-in date (MMDDYY format) and press [ENTER].
ENTER AUTH CODE	Key in authorization code and press [ENTER].
XXXXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

ENTER AMOUNT	Key in amount and press [ENTER].
XXXXXXXX \$\$.cc	Auth code and amount display. Receipt prints (if printer attached).

NOTE: Shaded sections are optional features.

