

NOTE: SOME PROMPTS MAY VARY BASED ON THE TERMINAL SETUP

CHECK-IN Use this function to obtain pre-authorization for an estimated amount when a guest checks in. Note: The customer will be offered DCC only upon check-in. If they choose to use DCC, the customer will be charged the full amount of their stay using the exchange rate on the day of **check-out**. This may differ from pre auth rate. If manual entry is required, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present.

MM DD, YY HHMM SWIPE CUSTOMER CARD	Swipe card or key card number and press <input type="button" value="Enter"/>
XXXXXXXXXXXXXXXXXX XX	Verify card number and press <input type="button" value="Enter"/>
VISA PRE-AUTH EXPIRATION DATE MMY	Key expiration date and press <input type="button" value="Enter"/>
VISA PRE-AUTH IS CARD PRESENT? Y/N	Press <input type="button" value="Yes/Enter"/> if the card is present or press <input type="button" value="No/Clear"/> if the card is not present
VISA PRE-AUTH AMOUNT \$0.00	Key check-in amount and press <input type="button" value="Enter"/>
CONVERT TO \$0.00USD \$0.00?	Verify US dollar amount and Offer Currency choice to consumer "Would you like to pay in your credit card currency or US dollars?" Press <input type="button" value="Yes/Enter"/> or Press <input type="button" value="No/Clear"/> .
DISPLAYS EXCHANGE RATE	If a customer inquires on what the exchange rate is Press <input type="button" value="←"/> to display exchange rate and Press <input type="button" value="←"/> to return to the currency choice screen. Note: The exchange rate displayed may not match the rate they are charged. Exchange rate billed will be rate on day of check out.
VISA PRE-AUTH ENTER FOLIO	Key folio number and press <input type="button" value="Enter"/>
VISA PRE-AUTH ENTER ROOM	Key room number and press <input type="button" value="Enter"/>
VISA PRE-AUTH CK-IN HHMM	Press <input type="button" value="Enter"/> to accept the displayed time or key time of check-in and press <input type="button" value="Enter"/>
VISA PRE-AUTH CK-IN MMDDYY	Press <input type="button" value="Enter"/> to accept the displayed date or key date of check-in and press <input type="button" value="Enter"/>
VISA PRE-AUTH NUMBER OF NIGHTS?	Key number of nights and press <input type="button" value="Enter"/>
VISA PRE-AUTH BILLING ADDRESS	Key the first 5 characters of the customer's billing address and press <input type="button" value="Enter"/>
VISA PRE-AUTH BILLING ZIP CODE	Key customer's billing zip code and press <input type="button" value="Enter"/>
VISA PRE-AUTH ENTER CLERK	Key clerk number and press <input type="button" value="Enter"/>
VISA PRE-AUTH NEW CLERK Y/N	Press <input type="button" value="Yes/Enter"/> if adding a new clerk or press <input type="button" value="No/Clear"/> to re-enter a clerk number
VISA PRE-AUTH TEAR NOW, PRESS ENTER	On approval, tear slip and have customer sign the receipt. Press <input type="button" value="Yes/Enter"/> for customer copy
VISA PRE-AUTH AVS CODE APPROVAL XXXXXX	Press <input type="button" value="Cancel"/> to return to the idle prompt.

CHECKOUT (ADJUST) Use this function when a guest checks-out and you know the total dollar amount.

MM DD, YY HHMM SWIPE CUSTOMER CARD	Press <input type="button" value="Adjust / Checkout"/>
1=TICKET 2=SEQ# 3=FOLIO 4=ROOM 5=PAN	Press <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> or <input type="button" value="5"/> to select search method and press <input type="button" value="Enter"/>
TICKET NUMBER ENTER TICKET NUMBER	Key requested information (i.e. Ticket Number) and press <input type="button" value="Enter"/>
##### \$0.00 THIS TICKET? Y/N	Verify transaction (USD amount). Press <input type="button" value="Yes/Enter"/> to check out displayed transaction or press <input type="button" value="No/Clear"/>
##### \$0.00 CHECK OUT? Y/N	Press <input type="button" value="Yes/Enter"/> to check out displayed transaction or press <input type="button" value="No/Clear"/>
##### \$0.00 STANDARD CLOSE? Y/N	Press <input type="button" value="Yes/Enter"/> to check out displayed transaction or press <input type="button" value="No/Clear"/>
1=TEL 2=BAR 3=LNDRY 4=RES 5=GFT 6=NS 7=O	Press <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> or <input type="button" value="5"/> to select desired option and press <input type="button" value="Enter"/>
TOTAL USD \$0.00 125 JPY?	Press <input type="button" value="Clear"/>
TOTAL USD \$0.00 NEW AMOUNT? \$0.00	Key new amount in USD and press <input type="button" value="Enter"/>
TOTAL USD \$0.00 250 JPY?	Verify USD amount and press <input type="button" value="Yes/Enter"/> Note: Converted amount will adjust automatically using today's rate.
TOTAL USD \$0.00 CK-OUT HHMM	Press <input type="button" value="Enter"/> to accept the displayed time and date or key time and date of check-out and press <input type="button" value="Enter"/>
TOTAL USD \$0.00 CK-OUT MMDDYY	Press <input type="button" value="Enter"/> to accept the displayed date or key date of check-out and press <input type="button" value="Enter"/>
TOTAL USD \$0.00 NUMBER OF NIGHTS?	Key number of nights and press <input type="button" value="Enter"/>
ENTER ROOM RATE \$.\$	Key room rate amount and press <input type="button" value="Enter"/>
ENTER TAX RATE \$.\$	Key tax rate amount and press <input type="button" value="Enter"/>
TRANS. NEED REAUTH	Terminal is dialing to obtain additional authorization on changed amount
APPR OK####	Press <input type="button" value="Enter"/>
VISA CHECK OUT PRINT RECEIPT? Y/N	Press <input type="button" value="Yes/Enter"/> to print check-out receipt or press <input type="button" value="No/Clear"/>
VISA CHECK OUT PRINTING, WAIT...	Tear slip and have customer sign receipt. Terminal will print customers receipt copy. Customer must be given copy of the receipt. If express check out included receipt with invoice or mail to customer.
VISA CHECK OUT TEAR NOW, PRESS ENTER	Press <input type="button" value="Cancel"/> to return to the idle prompt.

REFUND Use this function to issue a credit to the cardholder's account for goods or services.

MM DD, YY HHMM SWIPE CUSTOMER CARD	Press <input type="button" value="Refund"/>
REFUND ENTER PASSWORD	Key password and press <input type="button" value="Enter"/>
REFUND SWIPE CUSTOMER CARD	Swipe card or key card number and press <input type="button" value="Enter"/>
VISA REFUND EXPIRATION DATE MMY	Key expiration date and press <input type="button" value="Enter"/>
VISA REFUND RECEIPT PRESENT? Y/N	Press <input type="button" value="Yes/Enter"/> or press <input type="button" value="No/Clear"/>
VISA REFUND CONVERTED AMOUNT? Y/N	Check the receipt to verify if the amount was converted. If the amount was converted Press <input type="button" value="Yes/Enter"/> if not converted or the receipt is unavailable Press <input type="button" value="No/Clear"/>
VISA REFUND AMOUNT \$0.00	Key refund amount in US Dollars and press <input type="button" value="Enter"/>
VISA REFUND ENTER CLERK	Key clerk number and press <input type="button" value="Enter"/>
VISA REFUND TEAR NOW, PRESS ENTER	Tear slip and have customer sign the receipt. Press <input type="button" value="Enter"/> for customer copy.
VISA REFUND APPROVED SEQ###	Press <input type="button" value="Cancel"/> to return to the idle prompt.
IMPORTANT NOTES:	Note: Refund amount may differ from the amount originally charged. This is due to a change in the exchange rate, which can vary daily. The customer is being given a credit equivalent to the US dollar amount based on today's rate.

EXCHANGE RATE REPORT Use this function to print currency conversion exchange rates

MM DD, YY HHMM SWIPE CUSTOMER CARD	Press <input type="button" value="Function"/>
MERCHANT FUNCTION	Press <input type="button" value="61"/> and press <input type="button" value="Yes/Enter"/>
CURRENCY CONVERSION PRINT EXCHANG RATES?	Press <input type="button" value="Yes/Enter"/>
PRINTING, WAIT...	Report is printing
IMPORTANT NOTES:	This report will print the exchange rates currently being used by the terminal and the date those rates will expire. It will also provide the currency abbreviation and the full currency name

UPDATE EXCHANGE RATES Use this function to update BIN and exchange rates anytime you desire. Note: After the terminal settles you will be prompted to update, you can update or choose not to. The terminal will automatically update this report daily. You **must** update any time you initialize the terminal.

MM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Function
MERCHANT FUNCTION	Press 60 and press Yes/Enter
FILE UPDATE UPDATE BIN/FX Y/N?	Press Yes/Enter

CURRENCY SUMMARY REPORT Use this function to print a transaction count and total transaction amount for each cardholder currency with transactions being processed as DCC.

MM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Function
MERCHANT FUNCTION	Press 61 and press Yes/Enter
SCANNING BATCH PLEASE WAIT	Report is printing

RE-AUTH Use this function to obtain additional authorizations.

MM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Re-Auth
1=TICKET 2=SEQ# 3=FOLIO 4=ROOM 5=PAN	Press 1 , 2 , 3 , 4 or 5 to select search method and press Enter
ENTER TICKET NUMBER	Key requested information (i.e. Ticket Number) and press Enter
##### \$0.00 THIS TICKET? Y OR N	Verify transaction. Press Yes / Enter if displayed transaction is correct or press No / Clear to enter new ticket
VISA RE-AUTH AMOUNT \$0.00	Key additional amount in USD to be authorized and press Enter
VISA RE-AUTH EXTRA NIGHTS? Y/N	Press Yes / Enter to add extra nights to customer's stay or press No / Clear
VISA RE-AUTH NUMBER EXTRA NIGHTS?	Key number of extra night and press Enter
VISA RE-AUTH APPR.XXXXXX	Record approval code on check-in receipt and press Cancel

SETTLE Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information

MM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Settle
SETTLE ENTER PASSWORD	Key in password and press Enter
SALES TOTAL \$XX.XX CORRECT? YES OR NO	Verify sales total and press Enter if the total is correct or press Clear to perform an adjustment
REFUND TOTAL \$XXX CORRECT? YES OR NO	Verify refund total and press Enter if the total is correct or press Clear to perform an adjustment
FIRST DATA SETTLE OK XXXXXX	Terminal prints settlement receipt. Press Cancel to return to the idle prompt

SALE Use this function to authorize and capture transactions for settlement.

MM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Sale
SALE SWIPE CUSTOMER CARD	Swipe card or key card number and press Enter
VISA SALE EXPIRATION DATE MMY	Key expiration date and press Enter
VISA SALE IS CARD PRESENT? Y/N	Press Yes / Enter if the card is present or press No / Clear if the card is not present
VISA SALE AMOUNT \$0.00	Key amount of sale and press Enter
CONVERT \$0.00USD TO \$0.00?	Verify US dollar amount and Offer Currency choice to consumer "Would you like to pay in your credit card currency or US dollars? Press Yes/Enter or Press No/Clear .
DISPLAYS EXCHANGE RATE	If a customer inquires on what the exchange rate is Press ← to display exchange rate and Press ← to return to the currency choice screen.
VISA SALE ENTER FOLIO / ROOM	Key folio and/or room number and press Enter
VISA SALE CK-IN HHMM	Press Enter to accept the displayed time and date or key time and date of check-in and press Enter
VISA SALE CK-IN MMDDYY	Press Enter to accept the displayed date or key date of check-in and press Enter
VISA SALE CK-OUT HHMM	Press Enter to accept the displayed time and date or key time and date of check-out and press Enter
VISA SALE CK-OUT MMDDYY	Press Enter to accept the displayed date or key date of check-out and press Enter
VISA SALE NUMBER OF NIGHTS?	Key number of nights and press Enter
ENTER ROOM RATE \$\$\$	Key room rate amount and press Enter
ENTER TAX RATE \$\$\$	Key tax rate amount and press Enter
TEAR NOW, PRESS ENTER	On approval, tear slip and have customer sign the receipt. Press Yes/Enter for customer copy
VISA SALE APPROVAL XXXXXX	Press Cancel to return to the idle prompt

REPORTS Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

MM DD, YY HH:MM SWIPE CUSTOMER CARD	Press Reports
1=BATCH 2=CARD TYPE 3=TOTALS 4=PREAUTH 6=CURRENCY	Press 1 , 2 , 3 , 4 or 6 to select desired report and press Enter
PRINT LIST PRINTING, WAIT...	Report is printing

**FIRST DATA MERCHANT SERVICES
NASHVILLE
HYPERCOM® T7 SERIES
QUICK REFERENCE GUIDE**



Lodging DCC
Application ID: 069HYP1MEG