

Extra Charge	
Terminal Display	Action
IDLE PROMPT	Press [5].
2 = EXTRA CHARGES	Press [2].
ENTER ACCT #	Swipe Card
ENTER LAST 4 NUM	Key in last 4 digits of card and press [ENTER].
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER XCHRG CODE	Key in the charge code and press [ENTER]. 0 = None                      5 = Telephone 2 = Restaurant              6 = Other 3 - Gift                         7 = Laundry Service 4 = Mini Bar
ENTER XCHRG AMT	Key in extra charges and press [ENTER].
DIALING . . . .	(No action while processing).
XXXXXX        \$\$\$cc	Receipt prints (if printer attached). Auth code and amount display. Press [CLEAR].
Reprint	
IDLE PROMPT	Press [ENTER] and [6]
DISP = 0 PRINT = 1	Press [1] and [ENTER]
0 = LAST 1 = OTHER	Press [0] and [ENTER] for last transaction to reprint. Press [1] and [ENTER] for other transaction.
0 = EDC 1 = FOLIO	If [1] is chosen, terminal will prompt for EDC of Folio. Press [0] and [ENTER] for EDC. Press [1] and [ENTER] folio number.
PRINTING . . . .	Receipt prints (if printer attached).
Standard Batch Report or Card Type Report	
IDLE PROMPT	Press [ENTER] and [3]
DISP = 0 PRINT = 1	Press [1] and [ENTER]
0 = STD BAT AUDIT	Press [0] and [ENTER] for Standard Batch Report
1 = CARD TYP TOTL	Press [1] and [ENTER] for Card Type Report
PRINTING . . . .	Reports prints.
Deposit ( Settlement)	
IDLE PROMPT	Press [9]
ENTER SUPER #	Key in supervisor number and press [ENTER].
1 = UL 2 = TUL 3=QB	Press [1] and [ENTER] to upload the batch.
ENTER TRAN COUNT	Key in the transaction count and press [ENTER].
ENTER NET AMT	Key in the batch amount.
PRINTING . . . .	Batch release report prints (if printer attached).
DIALING . . . .	(No action while processing).
OK XXX XXX XXXX	Settlement OK number displays and prints (if printer attached). Press [ENTER].

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Tranz-380

Terminal Capture - Mini Lodge

Check-In	
Terminal Display	Action
IDLE PROMPT	Swipe Card.
ENTER LAST 4 NUM	Key in last 4 digits of card and press [ENTER].
ENTER FOLIO #	Key in folio number and press [ENTER].
ENTER ROOM RATE	Key in room rate and press [ENTER].
ENTER # OF DAYS	Key in number of days and press [ENTER].
ENTER ROOM NO.	Key in room number and press [ENTER].
DIALING	(No action while processing).
XXXXXX        \$\$\$cc	Receipt prints (if printer attached). Auth code and amount display. Press [CLEAR] to return to idle prompt.
Check-Out	
IDLE PROMPT	Press [3].
ENTER ROOM NO.	Key in room number and press [ENTER].
FOLIO XXXXXX?	The first folio number displays. If correct, press [0] and [ENTER]. If not correct, press [1] and [ENTER] to scroll.
0= YES 1= NO	
XXXXXXXXXXXXXXXXXXXX	Card number displays. If correct, press [ENTER] to continue or press [CLEAR] to return to the idle prompt.
ENTER CHK-OUT TOT	Key in the total amount of charge and press [ENTER].
PROCESSING . . . .	(No action while processing).
XXXXXX        \$\$\$cc	Receipt prints (if printer attached). Auth code and amount displays. Press [CLEAR] to return to idle prompt.
Check-Out	
IDLE PROMPT	Press [ENTER] and [2].
ENTER REF NUMBER	Key in reference number and press [ENTER].
\$\$\$cc	Transaction amount displays. Press [ENTER].
ENTER NEW AMOUNT	Press [ENTER].
VOID? 0 = Y 1 = N	Press [0] and [ENTER].
ADJ TO \$                      0.00	Receipt prints. Press [ENTER] to avoid another transaction or [CLEAR] to return to idle prompt.

Sale	
<i>Terminal Display</i>	<i>Action</i>
IDLE PROMPT	Press <b>[4]</b> .
ENTER ACCOUNT #	Swipe Card
ENTER LAST 4 #	Key in last 4 digits of card and press <b>[ENTER]</b> .
1 - LDG 2 - FD 3 = GFT	Press <b>[1]</b> and <b>[ENTER]</b> for a Lodging Transaction. Press <b>[2]</b> and <b>[ENTER]</b> for a Food Transaction. Press <b>[3]</b> and <b>[ENTER]</b> for a Gift Transaction. Press <b>[4]</b> and <b>[ENTER]</b> for a Convention Fees. Press <b>[5]</b> and <b>[ENTER]</b> for Tennis/Pro Shop. Press <b>[6]</b> and <b>[ENTER]</b> for Golf/Pro Shop.
ENTER FOLIO #	Key in folio number and press <b>[ENTER]</b> .
ENTER SALE CODE	Press <b>[1]</b> and <b>[ENTER]</b> for Sale. Press <b>[2]</b> and <b>[ENTER]</b> for No Show. Press <b>[3]</b> and <b>[ENTER]</b> for Card Deposit. Press <b>[4]</b> and <b>[ENTER]</b> for Delayed Charge. Press <b>[5]</b> and <b>[ENTER]</b> for Express Service. Press <b>[6]</b> and <b>[ENTER]</b> for Assured Reservation.
ENTER ARRIVE DATE	Key in guest arrival date and press <b>[ENTER]</b> .
ENTER DEPART DATE	Key in guest departure date and press <b>[ENTER]</b> .
ENTER AMOUNT	Key in amount and press <b>[ENTER]</b> .
ENTER ROOM NO.	Key in room number and press <b>[ENTER]</b> .
DIALING . . . .	(No action while processing).
XXXXXX      \$\$\$cc	Receipt prints (if printer attached). Auth code and amount display. Press <b>[CLEAR]</b> .
Prior Check - In	
IDLE PROMPT	Press <b>[8]</b> .
0 = PRIOR CHECK-IN	Press <b>[0]</b> for Prior Check-In
ENTER ACCOUNT #	Swipe Card
ENTER LAST 4 NUM	Key in last 4 digits of card and press <b>[ENTER]</b> .
ENTER FOLIO #	Key in folio number and press <b>[ENTER]</b> .
ENTER ARRIVE DATE	Key in guest arrival date and press <b>[ENTER]</b> .
ENTER # OF DAYS	Key in guest departure date and press <b>[ENTER]</b> .
ENTER AMOUNT	Key in amount and press <b>[ENTER]</b> .
ENTER ROOM NO.	Key in room number and press <b>[ENTER]</b> .
ENTER ORIG AUTH #	Key in original authorization number and press <b>[ENTER]</b> .
PROCESSING . . . .	(No action while processing).
XXXXXX      \$\$\$cc	Receipt prints (if printer attached). Auth code and amount display. Press <b>[CLEAR]</b> to return to idle prompt.

Re-Authorize Transaction	
<i>Terminal Display</i>	<i>Action</i>
IDLE PROMPT	Press <b>[8]</b> .
1 = RE-AUTH	Press <b>[1]</b> for Reauth.
ENTER FOLIO #	Key in folio number and press <b>[ENTER]</b> .
ENTER ROOM RATE	Key in room rate and press <b>[ENTER]</b> .
ENTER # OF DAYS	Key in number of days and press <b>[ENTER]</b> .
DIALING . . . .	)No action while processing)
XXXXXX      \$\$\$cc	Receipt prints (if printer attached). Auth code and amount display. Press <b>[CLEAR]</b> .
Manual Entry	
IDLE PROMPT	Press <b>[1]</b> for sale or appropriate transaction key.
ENTER ACCOUNT #	Key in card account number and press <b>[ENTER]</b> .
EXPIRY DATE MMY	Key in expiration date and press <b>[ENTER]</b> .
ENTER FOLIO #	Key in folio number and press <b>[ENTER]</b> .
ENTER ROOM RATE	Key in rate and press <b>[ENTER]</b> .
ENTER # OF DAYS	Key in number of days and press <b>[ENTER]</b> .
ENTER ROOM #	Key in room number and press <b>[ENTER]</b> .
ENTER AMOUNT	Key in amount and press <b>[ENTER]</b> .
DIALING . . . .	(No action while processing).
XXXXXX      \$\$\$cc	Receipt prints (if printer attached). Auth code and amount display. Press <b>[CLEAR]</b> .
Return	
IDLE PROMPT	Press <b>[ENTER]</b> and <b>[1]</b> .
ENTER ACCOUNT #	Swipe Card.
ENTER LAST 4 NUM	Key in last 4 digits and press <b>[ENTER]</b> .
1 = LDG 2 = FD 3 = GFT	Press <b>[1]</b> and <b>[ENTER]</b> for a Lodging Transaction. Press <b>[2]</b> and <b>[ENTER]</b> for a Food Transaction. Press <b>[3]</b> and <b>[ENTER]</b> for a Gift Transaction. Press <b>[4]</b> and <b>[ENTER]</b> for a Convention Fees. Press <b>[5]</b> and <b>[ENTER]</b> for Tennis/Pro Shop. Press <b>[6]</b> and <b>[ENTER]</b> for Golf/Pro Shop.
ENTER FOLIO #	Key in folio number and press <b>[ENTER]</b> .
ENTER SALE CODE	Press <b>[1]</b> and <b>[ENTER]</b> for Sale. Press <b>[2]</b> and <b>[ENTER]</b> for No Show. Press <b>[3]</b> and <b>[ENTER]</b> for Card Deposit. Press <b>[4]</b> and <b>[ENTER]</b> for Delayed Charge. Press <b>[5]</b> and <b>[ENTER]</b> for Express Service. Press <b>[6]</b> and <b>[ENTER]</b> for Assured Reservation.
ENTER ARRIVE DATE	Key in guest arrival date and press <b>[ENTER]</b> .
ENTER DEPART DATE	Key in guest departure date and press <b>[ENTER]</b> .
ENTER AMOUNT	Key in amount and press <b>[ENTER]</b> .
ENTER ROOM NO.	Key in room number and press <b>[ENTER]</b> .
XXXXX      \$\$\$cc	Receipt prints (if printer attached). Auth code and amount display. Press <b>[CLEAR]</b> .

Display Batch Totals	
<i>Terminal Display</i>	<i>Action</i>
IDLE PROMPT	Press <b>[ENTER]</b> and <b>[3]</b> .
DISP = 0 PRINT = 1	Press <b>[0]</b> and <b>[ENTER]</b> .
0 = EDC 1 = FOLIO	Press <b>[0]</b> to display EDC transactions. Press <b>[1]</b> to display Folio (Check-in) transactions.
Display Batch Totals	
BATCH XXX	Current batch number displays briefly.
TRAN COUNT XXX	Total transaction count of all credit cards displays. Press <b>[ENTER]</b> to continue.
SALES      \$\$\$cc	Total amount of credit card sales displays. Press <b>[ENTER]</b> to continue.
RETNS      \$\$\$cc	Total return amount of credit cards displays. Press <b>[ENTER]</b> to continue.
NET      \$\$\$cc	Total net amount of credit card sales displays. Press <b>[ENTER]</b> five times to view detail or press <b>[CLEAR]</b> to return to the idle prompt.
0 =BY REF # 1 = ALL	To view detail of a transaction, press <b>[0]</b> and <b>[ENTER]</b> to display a specific reference number. Press <b>[1]</b> and <b>[ENTER]</b> to display the first reference number in the batch. Press <b>[#]</b> key to view transaction details. Press <b>[ENTER]</b> to view next transaction.
To Display Folio Transactions (Check-ins)	
0 = BY ROOM # 1=ALL	To view an individual folio number, press <b>[0]</b> and <b>[ENTER]</b> . To view all folios, press <b>[1]</b> and <b>[ENTER]</b> .
ENTER ROOM NO.	If <b>[0]</b> is pressed, key in the room number and press <b>[ENTER]</b> .
XXXX CI      \$\$\$cc	Transaction displays. Press <b>[#]</b> to scroll or <b>[CLEAR]</b> . To return to idle prompt.
No Show	
IDLE PROMPT	Press <b>[5]</b> .
0 = NO SHOW 1 = CASH ADVANCE 2 = EXTRA CHARGES	Press <b>[0]</b>
ENTER ACCT #	Swipe Card.
ENTER LAST 4 NUM	Key in last 4 digits of card and press <b>[ENTER]</b> .
ENTER FOLIO #	Key in folio number and press <b>[ENTER]</b> .
ENTER AMOUNT	Key in amount and press <b>[ENTER]</b> .
ENTER AUTH CODE	Key in authorization code and press <b>[ENTER]</b> .
PROCESSING . . . .	(No action while processing).
XXXXXX      \$\$\$cc	Receipt prints (if printer attached). Auth code and amount display. Press <b>[CLEAR]</b> .