

# Lodging Quickstay Application

## Quick Reference Guide



Hypercom® T7 Series



## Quick Reference Guide

# Lodging Quickstay Application

### Check-in/Sale

- > Swipe card or input account # and press [ENTER]
- > If prompted, input last 4 digits of account # and press [ENTER]
- > If prompted, input expiration date (MMYY) and press [ENTER]
- > Input \$ amount and press [ENTER]
- > Terminal will prompt to input check-out date:
  - Input date (MMDDYY) and press [ENTER]
  - Press [ENTER] for current date
- > Print second receipt – [YES/NO]

### Sale – No Show, Ret/Rest, Delayed Charged or Card Deposit

- > Press [\*]
- > Swipe card or input account # and press [ENTER]
- > If prompted, input last 4 digits of account # and press [ENTER]
- > If prompted, input expiration date (MMYY) and press [ENTER]
- > Input dollar amount and press [ENTER]

#### Terminal displays:

- 1 = NSH (No Show)
  - 2 = RTL/RST (Retail/Restaurant)
  - 3 = DLY (Delayed Charge)
  - 4 = DEP (Card Deposit)
- > Input the charge type (1, 2, 3 or 4) and press [ENTER]

- > If prompted, input the check-in/out date:
  - Input date (MMDDYY) and press [ENTER]
  - Press [ENTER] for current date
- > Print second receipt – [YES/NO]

### Refund

- > Press [REFUND]
- > Swipe card or input account # and press [ENTER]
- > If prompted, input last 4 digits of account # and press [ENTER]
- > If prompted, input expiration date (MMYY) and press [ENTER]
- > Input \$ amount and press [ENTER]

#### Terminal displays:

- 1 = NSH (No Show)
  - 2 = RTL/RST (Retail/Restaurant)
  - 3 = DLY (Delayed Charge)
  - 4 = DEP (Card Deposit)
- > Input appropriate option press [ENTER]
  - > If prompted, input the check-in/out date:
    - Input date (MMDDYY) and press [ENTER]
    - Press [ENTER] for current date
  - > Print second receipt – [YES/NO]

## Reports

> Press [REPORT]

Terminal Displays:

3 = AUDIT

4 = SUMMARY

> For AUDIT, press [3] then press [ENTER]

Terminal Displays:

0 = ALL

1 = FIN (financial)

2 = NONLDG (non-lodging)

3 = CHKOUT (check-out)

4 = CHKIN (check-in)

> Input appropriate option and press [ENTER]

> Terminal will then print the selected report

> For SUMMARY press [4] then press [ENTER]

> Terminal will print a report of all transactions

## Void

> Press [VOID]

> Input INV# and press [ENTER]

Terminal Displays:

Invoice # and Transaction \$ Amount

Correct?

> Select appropriate option [YES/NO]

> Print second receipt – [YES/NO]

## Reprint

> Press [REPRINT]

> Input INV# and press [ENTER]

Terminal Displays:

1 = MERCHANT COPY

2 = CUSTOMER COPY

> Input appropriate option and press [ENTER]

## Authorization Only

> Press [FUNCTION] , [9] and press [ENTER]

> Swipe card or input account # and press [ENTER]

> Input last 4 digits of account # and press [ENTER]

> If prompted, input expiration date (MMYY) and press [ENTER]

> Input \$ amount and press [ENTER]

> Print second receipt – [YES/NO]

## Offline

> Press [OFFLINE]

Terminal Displays:

0 = CHK-IN                      2 = SALE  
1 = CHKOUT

- > Press [0] and press [ENTER]
- > Swipe card or input account # and press [ENTER]
- > If prompted, input last 4 digits of account # and press [ENTER]
- > If prompted, input expiration date (MMYY) and press [ENTER]
- > Input \$ amount and press [ENTER]
- > Input the check in date [MMDDYY] and press [ENTER] or press [ENTER] for current date
- > Input the check out date [MMDDYY] and press [ENTER] or press [ENTER] for current date
- > Input the approval code and press [ENTER]
- > Print second receipt – [YES/NO]
- > Terminal will prompt to input the authorization # that you have previously obtained either through the terminal or by telephone authorization

NOTE: Offline Check-ins must be Checked-out through the offline key

## Offline Sale

> Press [OFFLINE]

Terminal Displays:

0 = CHK-IN                      2 = SALE  
1 = CHKOUT

- > Press [2] and press [ENTER]
- > Swipe card or input account # and press [ENTER]

- > If prompted, input last 4 digits of account # and press [ENTER]
- > If prompted, input expiration date (MMYY) and press [ENTER]
- > Input \$ amount and press [ENTER]
- > Input approval code and press [ENTER]

Terminal displays:

1 = NSH (No Show)  
2 = RTL/RST (Retail/Restaurant)  
3 = DLY (Delayed Charge)  
4 = DEP (Card Deposit)

- > Input the refund type (1, 2, 3 or 4) and press [ENTER]
- > If prompted, input the check-in/out date:
  - Input date (MMDDYY) and press [ENTER]
  - Press [ENTER] for current date
- > Print second receipt – [YES/NO]

## Offline Check Out

> Press [OFFLINE]

Terminal Displays:

0 = CHK-IN                      2 = SALE  
1 = CHKOUT

- > Press [1] and press [ENTER]
- > Press [0] and press [ENTER]
- > Input invoice # and press [ENTER]
- > Input the check out date [MMDDYY] and press [ENTER] or press [ENTER] for current date
- > Input \$ amount and press [ENTER]
- > Print second receipt – [YES/NO]

## Find

Recalls a specific transaction by the invoice #

- > Press [FIND]
- > Type in the Invoice # and press [ENTER]

Terminal displays the requested transaction:

```
"INV # NNNNNN"  
"Trans type"  
"Amt $0.00"
```

- > From this point, you can Void and Reprint a transaction by selecting the appropriate key
- > Press [←] to view additional information regarding the transaction

## Settlement

- > Press [SETTLE]
- > Input password and press [ENTER]

Terminal Displays:

```
Sales Total $ XX.XX  
Correct (YES or NO)
```

- > Select appropriate option – [ENTER] for Yes or [CLEAR] for No

Terminal Displays:

```
Refund Total: $XX.XX  
Correct? (YES or NO)
```

- > Select appropriate option – [ENTER] for Yes or [CLEAR] for No
- > Terminal will settle and print a Settlement Report

## Batch Review

Displays detail for each transaction that comprises the batch

- > Press [REVIEW]

Terminal Displays:

```
0= ALL          2= CHECK-IN  
1= LODGE       3= CHKOUT
```

- > Input appropriate option and press [ENTER]

Terminal displays the transactions requested:

```
"INV # NNNNNN"  
"Trans type"  
"Amt $0.00"
```

- > From this point, you can [VOID] or [REPRINT] the transaction
- > Press [←] to view additional information regarding the transaction
- > Press [←] Please use the left arrow instead of the [B]
- > Scroll through the batch by pressing [ENTER] to move forward and [CLEAR] to move backward
- > Press [←] to scroll through the information of the transaction: Approval #, sequence #, and credit card #

## Totals

- > Press [TOTALS]

Terminal displays:

```
XX ITEMS          SALES  
                  $X.XX  
  
XX ITEMS          REFUND  
                  $X.XX
```

- > Press [ENTER] to display the totals for each card type
- > Scroll through the totals by pressing [ENTER] to move forward and [CLEAR] to move backward



# Accept Credit Cards Online Reporting

## The Online Window To Your Payment Processing Account

Accept Credit Cards website, with online reporting, is your one-stop destination for online customer service. It contains everything you need to manage your electronic payment activity:

### My Account

Manage your account online. View statements, view or update your profile, get information on new products, services and equipment.

### My Reports

Provides you with timely and secure accounting information such as deposit summaries, transaction activity, chargeback and retrieval status and more.

### Support

Find resource information about transaction processing, industry mandates, product support and practical tips to help improve your bottom line.

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