

HyperWare® Lodging Software

Quick Reference Card

T7Plus with SLOD 02P

Note: Printing a second receipt, the customer receipt, is an option for all transactions.

Check In

Terminal Display	Action
SWIPE CUSTOMER CARD	Swipe customer card through card reader r; -OR- Enter card number, press ENTER . (Enter expiry date.).
AMOUNT \$0.00	Enter base amount, press ENTER .
CHECK-IN DATE MMDDYY	Enter check-in date, press ENTER .
CHECKOUT DATE MMDDYY	Enter checkout date, press ENTER .
ENTER ROOM NUMBER	Enter room number, press ENTER .
ENTER FOLIO NUMBER	Enter folio number, press ENTER .
DIALING NOW	Terminal dials host and transaction is processed.
PROCESSING NOW	Approval number is displayed on screen and printed on receipt.
APPROVAL 123456	

Check Out

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Check Out [A] button.
0=INV# 1=ROOM# 2=FOLIO#	Press number next to tracking option, press ENTER .
ENTER [tracking option] NUMBER	Enter invoice, room, or folio number, press ENTER .
ROOM NUMBER CORRECT? YES OR NO	Press YES [ENTER] to confirm room number.
FOLIO CORRECT? Y/N	Press YES [ENTER] to confirm folio number.
CHECKOUT DATE MMDDYY	Enter checkout date, press ENTER .
AMOUNT \$0.00	Enter final amount, press ENTER .
SELECT CARD TYPE	Press number next to card type, press ENTER .
DIALING NOW	Terminal dials host and transaction is processed.
PROCESSING NOW	
TRANSACTION ACCEPTED	Check out is accepted and printed on receipt.

Re-Authorize

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Re-Auth [S] button.
0=INV# 1=ROOM# 2=FOLIO#	Press number next to tracking option, press ENTER .
AMOUNT \$0.00	Enter re-authorization amount, press ENTER .
PLEASE WAIT	Terminal communicates with host.
TRANSACTION APPROVED	Re-authorization is approved.

Update

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Update [G] button.
0=INV# 1=ROOM# 2=FOLIO#	Press number next to tracking option, press ENTER .
ENTER [tracking option] NUMBER	Enter invoice, room, or folio number, press ENTER .
CHECK-IN DATE MMDDYY	To change: enter check-in date, press ENTER . To accept existing date: press ENTER .
CHECKOUT DATE MMDDYY	Change or accept current checkout date, press ENTER .
ENTER ROOM NUMBER	Change or accept room number, press ENTER .
ENTER FOLIO NUMBER	Change or accept folio number, press ENTER .
TRANSACTION ACCEPTED	All update changes are saved.



World Headquarters

2851 West Kathleen Road • Phoenix, AZ 85053
 602.504.5000 • 877.HYPERCOM within USA • Fax: 602.866.5380
 e-mail: info@hypercom.com • web: www.hypercom.com
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Credit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Sale [Y] button.
ENTER CARD NUMBER SWIPE CUSTOMER CARD	Swipe customer credit card through card reader; -OR- Enter card number, press ENTER . (Enter expiry date.)
AMOUNT \$0.00	Enter amount of sale, press ENTER .
1=LDG 3=RST 5=DEP 2=RTL 4=NSH 6=DLY	Press number next to desired option, press ENTER .
2=RS 4=MB 6=OTHR 3=GS 5=TEL 7=LNDR *X*	Press number next to desired option, press ENTER , -OR- Press ENTER if option number appears on screen (*X*).
ENTER ROOM NUMBER	Enter room number, press ENTER .
DIALING NOW PROCESSING NOW APPROVAL 123456	Terminal dials host and transaction is processed. Approval number is displayed on screen and printed on receipt.

Debit Sale

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit [B] button.
SWIPE CUSTOMER CARD	Swipe customer debit card through card reader.
AMOUNT \$0.00	Enter amount of sale, press ENTER .
CASH AMOUNT \$0.00	Enter cash back amount, press ENTER .
TOTAL CORRECT? YES OR NO	Press YES [ENTER] to accept total.
WAITING FOR PIN	Customer enters PIN on attached PIN Pad.
DIALING NOW PROCESSING NOW APPROVAL 123456	Terminal dials host and transaction is processed. Approval number is displayed on screen and printed on receipt.

Credit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Refund [T] button.
SWIPE CUSTOMER CARD	Swipe customer credit card through card reader r; -OR- Enter card number, press ENTER . (Enter expiry date.)
AMOUNT \$0.00	Enter amount of refund, press ENTER .
1=LDG 3=RST 5=DEP 2=RTL 4=NSH 6=DLY	Press number next to desired option, press ENTER .
TRANSACTION ACCEPTED	Receipt is printed.

Debit Refund

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Debit [B] and Refund [T] buttons.
SWIPE CUSTOMER CARD	Swipe customer debit card through card reader.
AMOUNT \$0.00	Enter amount of refund, press ENTER .
WAITING FOR PIN	Customer enters PIN on attached PIN Pad.
TRANSACTION ACCEPTED	Receipt is printed.



Batch Report (Summary)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Reports [M] button.
3=AUDIT 4=SUMMARY	Press 4 [Audit], then ENTER .
SCANNING BATCH PLEASE WAIT	Terminal scans for Batch Totals and prints Summary Report.

Batch Report (Audit)

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Reports [M] button.
3=AUDIT 4=SUMMARY	Press 3 [Summary], then ENTER .
0=ALLFIN 2=CHKOUT 1=NONLDG 3=CHKIN	Press number next to desired option, press ENTER .
SCANNING BATCH PLEASE WAIT	Terminal scans for Batch Totals and prints Summary Report.

Batch Settle

Terminal Display	Action
SWIPE CUSTOMER CARD	Press Settle [E] button.
ENTER PASSWORD	Enter password, press ENTER .
SCANNING BATCH	Terminal scans for Batch Totals.
SALES TOTAL CORRECT?	Press YES [ENTER] to confirm sale total.
REFUND TOTAL CORRECT?	Press YES [ENTER] to confirm refund total.
SCANNING BATCH	Terminal scans for Batch Totals.
DIALING NOW PROCESSING NOW APPROVAL 123456	Terminal dials host and settlement is processed. Approval number is displayed on screen and printed on receipt.

