

Hypercom T7Series Lodging Quick Reference Card Help Desk: 1-800-859-5965

CHECK-IN

Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. Acct No + <input type="button" value="ENTER"/>
Exp Date (MMYY)	3. Exp Date + <input type="button" value="ENTER"/>
Imprint card	4. Imprint card
Clerk ID: <If Prompted>	5. Clerk ID + <input type="button" value="ENTER"/>
Amount: \$	6. Amt + <input type="button" value="ENTER"/>
Check-in date	7. Check-in date + <input type="button" value="ENTER"/>
Check-out date	8. Check-out date + <input type="button" value="ENTER"/>
Room #	9. Room # + <input type="button" value="ENTER"/>
Enter folio #	10. Folio # + <input type="button" value="ENTER"/>
Enter address	11. Address + <input type="button" value="ENTER"/>
Enter ZIP	12. ZIP code + <input type="button" value="ENTER"/>
Approval 123456	13. Receipt prints and approval number displays. +

	<input type="button" value="ENTER"/>
Update Check-in date	4. Correct – press <input type="button" value="ENTER"/> Change – type new date and press <input type="button" value="ENTER"/>
Update Check-out date	5. Correct – press <input type="button" value="ENTER"/> Change – type new date and press <input type="button" value="ENTER"/>
Update Room No.	6. Correct – press <input type="button" value="ENTER"/> Change – type new room number + <input type="button" value="ENTER"/>
Update Folio No.	7. Correct – press <input type="button" value="ENTER"/> Change – type new folio number + <input type="button" value="ENTER"/>

NON-LODGING SALE

Screen Prompt	Action
From Main Screen	1. Sale
Sale	2. Swipe card.
Or Key Manually	
From Main Screen	3. Acct No +
Exp Date (MMYY)	4. Exp Date +
Imprint card	5. Imprint card
Clerk ID: <If Prompted>	6. Clerk ID +
[Card] Sale	7. Amt +
If Keying Manually	
Enter address	8. Address +
Enter ZIP	9. ZIP code +
1 = Retail 2 = Restaurant 3 = Lodging	10. Select transaction type.
Extra charges	11. Select Yes or No . If Yes , select an option.
Room number	12. Room # +
Folio number	13. Folio # +
Approval 123456	14. Receipt prints and approval number displays.

OFFLINE CHECK-IN

Screen Prompt	Action
From Main Screen	1. Offline
0 = Check in 1 = Check out 2 = Sale	2. Check-in
Swipe customer card	3. Swipe card
Or Key Manually	
From Main Screen	4. Acct No +
Exp Date (MMYY)	5. Exp Date +
Imprint card	6. Imprint card
Clerk ID: <If Prompted>	7. Clerk ID +
Amount: \$	8. Check-in Amt +
Check-in date	9. Check-in date +
Check-out date	10. Check-out date +
Room #	11. Room # +
Enter folio #	12. Folio # +
Enter approval code	13. App code +
Approval 123456	14. Receipt prints and approval number displays.

OFFLINE CHECK-OUT

OFFLINE NON-LODGING SALE	
Screen Prompt	Action
<i>From Main Screen</i>	1. Offline <input type="button" value="OFFLINE"/>
0 = Check in 1 = Check out 2 = Sale	2. Sale <input type="button" value="2"/>
Swipe customer card	3. Swipe card
Or Key Manually	
<i>From Main Screen</i>	4. Acct No + <input type="button" value="ENTER"/>
Exp Date (MMYY)	5. Exp Date + <input type="button" value="ENTER"/>
Imprint card	6. Imprint card
Clerk ID: <If Prompted>	7. Clerk ID + <input type="button" value="ENTER"/>
[Card] Sale	8. Amt + <input type="button" value="ENTER"/>
If Keying Manually	
Enter address	9. Address + <input type="button" value="ENTER"/>
Enter ZIP	10. ZIP code + <input type="button" value="ENTER"/>
Enter approval code	11. App code + <input type="button" value="ENTER"/>
1 = Retail 2 = Restaurant 3 = Lodging	12. Select transaction type
Extra charges	13. Select Yes or No. If Yes , select an option.
Room number	14. Room # + <input type="button" value="ENTER"/>
Folio number	15. Folio # + <input type="button" value="ENTER"/>
Approval 123456	16. Receipt prints and approval number displays.

FIND	
Screen Prompt	Action
<i>From Main Screen</i>	1. Find <input type="button" value="FIND"/>
0 = Inv 1 = Room 2 = Folio	2. Select method to recall transaction.
Find	3. Recall # + <input type="button" value="ENTER"/>
[recall number]	4. Scroll to verify transaction is correct. ←
Room # Check out \$0.10	5. Select action to perform on transaction.

REAUTHORIZATION	
Screen Prompt	Action
<i>From Main Screen</i>	1. Reauth <input type="button" value="REAUTH"/>
Enter Password	2. Password + <input type="button" value=""/>
[recall number]	3. Scroll to verify transaction is correct. ←
Amount	4. Amt + <input type="button" value="ENTER"/>
Approval 123456	5. Approval code displays

REFUND	
Screen Prompt	Action
<i>From Main Screen</i>	1. Refund <input type="button" value="REFUND"/>
Password	2. Password + <input type="button" value="ENTER"/>
0 = Inv 1 = Room 2 = Folio	3. Select method to recall transaction.
Refund	4. Recall # + <input type="button" value="ENTER"/>
Swipe card	5. Swipe card.
Or Key Manually	
<i>From Main Screen</i>	6. Acct No + <input type="button" value="ENTER"/>
Exp Date (MMYY)	7. Exp Date + <input type="button" value="ENTER"/>
Clerk ID: <If Prompted>	8. Clerk ID + <input type="button" value="ENTER"/>
[Card] Refund	9. Amount + <input type="button" value="ENTER"/>
1 = Retail 2 = Restaurant 3 = Lodging	10. Select transaction type
Approval 123456	11. Receipt prints and approval number displays.

REPORTS	
Screen Prompt	Action
<i>From Main Screen</i>	1. Reports <input type="button" value="REPORTS"/>
2 = Cashier 3 = Audit 4 = Summary	2. Select report type.
Cashier	
1 = Detail 2 = Summary 3 = Unadjusted	3. Select report type.
Printing	4. Report prints
Audit	
0 = All 1 = Fin 2 = Non Lodg 3 = Check Out 4 = Check In	3. Select report type.
Printing	4. Report prints
Summary	
Scanning batch	3. Batch scans
Printing	4. Report prints

REPRINT	
Screen Prompt	Action
<i>From Main Screen</i>	1. Reprint <input type="button" value="REPRINT"/>
0 = Inv 1 = Room 2 = Folio	2. Select method to recall transaction.
Reprint	3. Recall # + <input type="button" value="ENTER"/>
Reprint complete	4. Receipt prints.

SETTLEMENT	
Screen Prompt	Action
<i>From Main Screen</i>	5. Settle <input type="button" value="SETTLEMENT"/>
Enter Password	6. Password + <input type="button" value="ENTER"/>
Sales total \$ Correct? Yes or No	7. If Yes , <input type="button" value="YES"/> If No , <input type="button" value="NO"/>
Refund total \$ Correct? Yes or No	8. If Yes , <input type="button" value="YES"/> If No , <input type="button" value="NO"/>
Scanning batch Processing Now	9. The batch is settled and a confirmation number displays.

DISPLAY TOTALS	
Screen Prompt	Action
<i>From Main Screen</i>	1. Totals <input type="button" value="TOTALS"/>
Totals for each issuer display.	2. Press <input type="button" value="ENTER"/> to view each issuer's totals.

VOID	
Screen Prompt	Action
<i>From Main Screen</i>	1. Void <input type="button" value="VOID"/>
Invoice Number	2. Invoice # + <input type="button" value="ENTER"/>
Password?	3. Password + <input type="button" value="ENTER"/>
Correct?	4. If Yes , press <input type="button" value="YES"/> If No , press <input type="button" value="NO"/>
Transaction Accepted	5. Transaction is voided.

CASHIER SIGN IN / SIGN OFF	
Screen Prompt	Action
<i>From Main Screen</i>	1. Press <input type="button" value="FUNCTION"/> Then <input type="button" value="7"/> + <input type="button" value="7"/> Then <input type="button" value="ENTER"/>
Enter cashier number	2. Cashier # + <input type="button" value="ENTER"/>
Sign In	
Sign-on?	3. Sign-in <input type="button" value="YES"/>
Transaction accepted	4. Receipt prints.
Sign Off	
Sign off?	3. Sign off <input type="button" value="YES"/>
Transaction accepted	4. Receipt prints.