

# FD150 Lodging

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### Card Transaction - Sale

(Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe or EMV Chip is unreadable and a manual entry of the card is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present. *Items in italics do not apply to every situation.*

1. Press **Sale**.
2. Key amount and press the green **Enter** key.
3. Insert, tap, swipe or manually key card number and press **Enter**.
4. *Key folio number and press **Enter**.*
5. Key room number and press **Enter**.
6. Key number of nights and press **Enter**.
7. Press **Enter** to accept the displayed time or key **time** of check-in and press **Enter**.
8. Press **Enter** to accept the displayed date or key **date** of check-in and press **Enter**.
9. Press **Enter** to accept the displayed time or key **time** of check-out and press **Enter**.
10. Press **Enter** to accept the displayed date or key **date** of check-out and press **Enter**.
11. Press either **Yes** or **No**.
12. Terminal will return to the idle prompt.

### Check-In

Use this function to obtain a pre-authorization for a check-in. *Items in italics do not apply to every situation.*

1. Press **Check-In**.
2. Key amount and press the green **Enter** key.

3. Insert, tap, swipe or manually key card number and press **Enter**.
4. *Key folio number and press **Enter**.*
5. Key room number and press **Enter**.
6. Key number of nights and press **Enter**.
7. Press **Enter** to accept the displayed time or key time of check-in and press **Enter**.
8. Press **Enter** to accept the displayed date or key date of check-in and press **Enter**.
9. Press either **Yes** or **No**.
10. Press **Clear** to return to idle prompt.

### **Check Out Adjust**

Use this function when a guest checks out and you know the total amount.

1. Press **Check Out**.
2. Key invoice number and press **Enter**.
3. Press **Checkout**.
4. Key final amount and press **Enter**.
5. Key daily room rate and press **Enter**.
6. Key tax rate and press **Enter**.
7. Press desired option.
8. Press **Enter** to accept the displayed time or key time of check-out and press **Enter**.
9. Press **Enter** to accept the displayed date or key date of check-out and press **Enter**.
10. Key number of nights or press **Enter**.
11. Select either **Yes** or **No**.

### **Card Transaction - Refund**

1. Select **More**.
2. Select **Refund**.
3. Key amount and press the green **Enter** key.
4. Insert, tap, swipe or manually key card number and press **Enter**.
5. Press either **Yes** or **No**.
6. Press **Clear** to return to idle prompt

## Check-In Report

Use this function to print a report of all Pre-Auth transactions.

1. Select **More**.
2. Press **Check-In Report**.
3. Press **Clear** to return to idle prompt.

## Add Auth

Use this function to obtain additional transactions.

1. Press **Add Auth**.
2. Key invoice number and press **Enter**.
3. Press **Add Auth**.
4. Key additional amount to be authorized and press **Enter**.
5. Key number of nights or press **Enter**.
6. Record approval code or check-in receipt.
7. Press **Clear** to return to idle prompt.

## Card Transactions - Void

Use this function to delete a transaction in the unsettled batch.

1. Press **More**.
2. Select **Void Transaction**.
3. Key invoice number and press **Enter**.
4. Select **Void**.
5. Press **Yes**.

## Reports

1. Press **6** for **Settlement**.
2. Press **2** to **Close the Batch** and deposit funds.

3. Press **2** to print the report or wait 15 seconds for it to print automatically.

### **Settle**

Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

1. Press **More**.
2. Select **Close**.
3. Press **Yes**.
4. Select **Clear** to return to idle prompt.

### **AVS Response Codes**

#### **Visa Codes**

**Y:** Address and ZIP match; Domestic only.

**A:** Address matches, ZIP code does not.

**S:** AVS not supported at this time; Domestic only.

**R:** Issuer's authorization system is unavailable, try again later; Domestic only.

**U:** Unable to verify address because either address information is unavailable or issuer does not support AVS; Domestic only.

**Z:** ZIP matches, address does not or not included in request.

**N:** Neither the ZIP nor the address matches.

**B:** Address matches, ZIP not verified.

**P:** ZIP matches, address not verified.

**C:** Address and ZIP not verified due to incompatible formats.

**D:** Address and ZIP match; International only.

**G:** Address not verified for International transaction; International only.

**I:** Address not verified; International only.

**M:** Address and ZIP match; International only.

### **Mastercard Codes**

**Y:** Exact, all digits match, five-digit ZIP.

**A:** Address matches, ZIP does not.

**S:** AVS not supported at this time.

**R:** Retry, system unable to process.

**U:** No data from Issuer/Authorization system.

**Z:** five-digit ZIP matches, address does not.

**N:** Neither the ZIP nor the address matches.

**W:** For US addresses, nine-digit ZIP code matches, address does not; for address outside US, ZIP code matches, address does not.

### **Discover Codes**

**Y:** Address only matches.

**A:** Address and ZIP match.

**S:** AVS not supported at this time.

**U:** Retry, system unable to process.

**Z:** ZIP matches, address does not.

### **American Express Codes**

**Y:** Yes, address and ZIP are both correct.

**A:** Address only is correct.

**S:** AVS not supported at this time.

**R:** System unavailable; retry.

**U:** Necessary information unavailable, account number is neither US nor Canadian.

**Z:** ZIP only is correct.

**N:** Neither the ZIP nor the address matches.