

## AVS Response Codes

VISA Codes	
Y	Address & 5-digit or 9-digit 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 perform address verification because either address information is unavailable or issuer does not support AVS (Domestic only)
Z	Either 5-digit or 9-digit 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 code not verified due to incompatible formats
D	Address and ZIP code match (International only)
G	Address not verified for International transaction (International only)
I	Address not verified (International only)
M	Address and ZIP code match (International only)
Mastercard Codes	
Y	Exact, all digits match, 5-digit ZIP Code
A	Address matches, ZIP code does not
S	AVS not supported at this time
R	Retry, system unable to process
U	No data from Issuer./Authorization system
Z	5-digit ZIP matches, but address does not
N	Neither the ZIP, nor the address matches
W	For U.S. addresses, 9-digit ZIP code matches, but address does not; for address outside U.S., ZIP code matches, but address does not
Discover Codes	
Y	Address only matches
A	Address and 5-digit ZIP code match
S	AVS not supported at this time
U	Retry, system unable to process
Z	5-digit ZIP matches, but address does not
American Express Codes	
Y	Yes, address and ZIP codes are both correct
A	Address only is correct
S	AVS not supported at this time
R	System unavailable; retry
U	The necessary information is not available, account number is neither U.S. nor Canadian
Z	Zip Code only is correct
N	Neither the ZIP nor the address matches

## Quick Reference Guide for the FD130 Series - Lodging

Merchant # \_\_\_\_\_

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.	
Idle Prompt	Press (Sale)
Sale	Key amount and press the green [Enter] key
Swipe or Insert Card	Insert, Tap, Swipe, or manually key card number and press the green [Enter] key
Enter Folio #	Key folio number and press the green [Enter] key
Enter Room #	Key room number and press the green [Enter] key
Enter # of Nights	Key number of nights and press the green [Enter] key
Check-In Time: Enter Time: (HHMM) or Press Enter to Save	Press Enter key to accept the displayed time or key time of check-in and press Enter key
Check-In Date: Enter Date (MMDDYY) or Press Enter to Save	Press Enter key to accept the displayed date or key date of check-in and press Enter key
Check-Out Time: Enter Time: (HHMM) or Press Enter to Save	Press Enter key to accept the displayed time or key time of check-out and press Enter key
Check-Out Date: Enter Date (MMDDYY) or Press Enter to Save	Press Enter key to accept the displayed date or key date of check-out and press Enter key
Print customer receipt? No - Yes	Press either [Yes] or [No]
Approved OK #####	Terminal will return to the Idle Prompt

Check-In	
Use this function to obtain a pre-authorization for a check-in.	
Idle Prompt	Press [Check-In]
Enter Amount	Key amount and press the green [Enter] key
Check-In Swipe Card \$0.00	Insert, Tap, Swipe, or manually key card number and press the green [Enter] key
Enter Folio #	Key folio number and press the green [Enter] key
Enter Room #	Key room number and press the green [Enter] key
Enter # of Nights	Key number of nights and press the green [Enter] key
Check-In Time: Enter Time: (HHMM) or Press Enter to Save	Press Enter key to accept the displayed time or key time of check-in and press Enter key
Check-In Date: Enter Date (MMDDYY) or Press Enter to Save	Press Enter key to accept the displayed date or key date of check-in and press Enter key
Print customer receipt? No - Yes	Press either [Yes] or [No]
Visa Check-In Approved OK #####	Press [Clear] to return to idle prompt

Refund	
Idle Prompt	Press [More]
Force Sale	Force Refund Check-In Press [Refund]
Enter Amount \$0.00	Key amount and press the green [Enter] key
Swipe or Insert Card	Insert, Tap, Swipe, or manually key card number and press the green [Enter] key
Print Customer Receipt Yes - No	Press either [Yes] or [No]
Refund Approved	Press [Clear] to return to Idle Prompt
Refund Approved	Terminal will return to the Idle Prompt

\*Shaded sections are optional or conditional prompts  
\*\*Some prompts may vary based on the terminal setup.

Check-In Report	
Use this function to print a report of all Pre-Auth transactions.	
Idle Prompt	Press [More]
Void Void Check-In Trans Check-In Report	Press [Check-In Report]. Press [Clear] to return to Idle Prompt.

Add Auth	
Use this function to obtain additional transactions.	
Idle Prompt	Press [Add Auth]
Enter Invoice # to Auth	Key invoice number and press [Enter]
VS Check-In MM/DD Invoice 0000 CLK 0000 OK0000 Amount \$0.00 XXXXXXXXXXXX <Prev Add Auth Next>	Press [Add Auth]
Additional Amount to Authorize Enter Amount \$0.00	Key additional amount to be authorized and press [Enter]
Length of Stay: Enter Extra Nights or Press Enter to Save	Key number of nights or press [Enter]
Additional Amount Approved #####	Record approval code or check-in receipt
VS Check-In MM/DD Invoice 0000 CLK 0000 OK0000 Amount \$0.00 XXXXXXXXXXXX <Prev Add Auth Next>	Press [Clear] to return to Idle Prompt

Check Out (Adjust)	
Use this function when a guest checks out and you know the total amount.	
Idle Prompt	Press [Check Out]
Enter Invoice #	Key invoice number and press [Enter]
VS Check-In MM/DD Invoice 0000 CLK 0000 OK0000 Amount \$0.00 XXXXXXXXXXXX <Prev Car Return Ext>	Press [Checkout]
Final Amount Enter Amount \$0.00	Key final amount and press the green [Enter] key
Daily Room Rate Enter Amount \$0.00	Key daily room rate and press [Enter]
Daily Tax Rate Enter Amount \$0.00	Key tax rate and press the green [Enter] key
Standard No Show Other Charges	Press desired option
Check-Out Time: Enter Time (HHMM) or Press Enter to Save	Press Enter to accept the displayed time or key time of check-out and press [Enter]
Check-Out Date: Enter Date (MMDDYY) or Press Enter to Save	Press Enter to accept the displayed date or key date of check-out and press [Enter]
Length of Stay: Enter Extra Nights or Press Enter to Save	Key number of nights or press [Enter]
Print Customer Receipt	Press desired option
No Yes	
Transaction Complete	

Void Transactions	
Use this function to delete a transaction in the unsettled batch.	
Idle Prompt	Press [More]
Void Void Check-In Trans Check-In Report	Press [Void Trans]
Enter Invoice # to Void	Key invoice number and press [Enter]
VS Check-In MM/DD Invoice 0000 CLK 0000 Seq 0000 OK0000 Amount \$0.00 Approval Code 000000 XXXXXXXXXXXX <Prev Void Next>	Press [Void]
Void Trans# No Yes	Press [Yes]
Void Complete	

Void Check-In	
Use this function to delete a Check-In transaction.	
Idle Prompt	Press [More]
Void Void Check-In Trans Check-In Report	Press [Void Check-In]
Enter Invoice # to Void	Key invoice number and press [Enter]
VS Check-In MM/DD Invoice 0000 CLK 0000 OK 0000 Amount \$0.00 XXXXXXXXXXXX <Prev Void Next>	Press [Void]
Void Trans# No Yes	Press [Yes]
Void Complete	

Reports	
Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).	
Idle Prompt	Press [More] 2X
View Print Setup Rpts Rpts Parm	Press [Print Reports]
Delete Batch EMV Batch History	
Net Card Card Totals Totals Details	Touch the desired report to print. Press [Clear] to return to Idle Prompt.

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.	
Idle Prompt	Press [More]
Back Close More	Press [Close]
Total Correct? \$0.00 No Yes	Press [Yes]
Batch Close Complete	Press [Clear] to return to Idle Prompt