

# CORPORATE LODGING - HYPERCOM® QUICK REFERENCE GUIDE



Note: Prompts are based on terminal defaults. Prompts followed by an asterisk (\*) may not be displayed.

### CHECK-IN

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Swipe card through card reader or manually enter card number and press <b>[Enter]</b>
CORPLG PRE-AUTH EXPIRATION DATE MMY	* Enter expiration date and press <b>[Enter]</b> , then imprint the card and press <b>[Enter]</b>
CORPLG PRE-AUTH AMOUNT \$0.00	Enter check-in amount and press <b>[Enter]</b>
CORPLG PRE-AUTH ENTER FOLIO	Enter folio number and press <b>[Enter]</b>
CORPLG PRE-AUTH ENTER ROOM	Enter room number and press <b>[Enter]</b>
CORPLG PRE-AUTH CK-IN HHMM XXX	* Press <b>[Enter]</b> to accept displayed time or enter time of check-in and press <b>[Enter]</b>
CORPLG PRE-AUTH CK-IN MMDDYY XXXXX	* Press <b>[Enter]</b> to accept displayed date or enter date of check-in and press <b>[Enter]</b>
CORPLG PRE-AUTH NUMBER OF NIGHTS ?	Enter number of nights and press <b>[Enter]</b>
CORPLG PRE-AUTH ENTER JOB CODE	* Enter job code and press <b>[Enter]</b> , or press <b>[Enter]</b> to bypass. <i>This will appear for Corporate Lodging transactions only</i>
CORPLG PRE-AUTH ENTER CLERK	* Enter clerk number and press <b>[Enter]</b>
CORPLG PRE-AUTH NEW CLERK ? Y/N	* Press <b>[Enter]</b> if adding a new clerk or press <b>[Clear]</b> to re-enter clerk number
CORPLG PRE-AUTH APPR XXXXX	Press <b>[Cancel]</b>

### RE-AUTHORIZATION

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Press <b>[Re-Auth]</b>
1-TICKET 2-SEQ NUM 3-FOLIO 4-ROOM 5-PAN	Press <b>[1], [2], [3], [4]</b> or <b>[5]</b> to select search method and press <b>[Enter]</b>
ENTER TICKET NUMBER	Key in the requested information and press <b>[Enter]</b> (i.e. Ticket Number)
XXXXXX \$XX.XX THIS TICKET? Y OR N	Press <b>[Enter]</b> if displayed ticket number and amount are correct or press <b>[Clear]</b> to enter new ticket number
CORPLG RE-AUTH AMOUNT \$0.00	Enter <i>additional</i> amount to be authorized and press <b>[Enter]</b>
CORPLG RE-AUTH EXTRA NIGHTS ? Y/N	Press <b>[Enter]</b> to add extra nights to customer's stay or press <b>[Clear]</b>
CORPLG RE-AUTH NUMBER EXTRA NIGHTS?	* Enter number of extra nights and press <b>[Enter]</b>
CORPLG RE-AUTH APPR XXXXX	Record approval code on check-in receipt and press <b>[Cancel]</b>

### REFUND

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Press <b>[Refund]</b> . <i>Refunds can not be performed with Corporate Lodging cards</i>
REFUND SWIPE CUSTOMER CARD	Swipe card through card reader or manually enter card number and press <b>[Enter]</b>
VISA REFUND EXPIRATION DATE MMY	* Enter expiration date and press <b>[Enter]</b>
VISA REFUND AMOUNT \$0.00	Enter refund amount and press <b>[Enter]</b>
VISA REFUND ENTER CLERK	* Enter clerk number and press <b>[Enter]</b>
VISA REFUND APPROVED SEQ XXX	Press <b>[Cancel]</b>

### CHECK-OUT/ADJUST

MMM DD, YY HH:MM SWIPE CUSTOMER CARD	Press <b>[Checkout/Adjust]</b>
1-TICKET 2-SEQ NUM 3-FOLIO 4-ROOM 5-PAN	Press <b>[1], [2], [3], [4]</b> or <b>[5]</b> to select search method and press <b>[Enter]</b>
ENTER TICKET NUMBER	Key in the requested information and press <b>[Enter]</b> (i.e. Ticket Number)
XXXXXX \$XX.XX THIS TICKET? Y OR N	Press <b>[Enter]</b> if displayed ticket number and amount are correct or press <b>[Clear]</b> to enter new ticket number
XXXXXX \$XX.XX CHECK OUT ? Y/N	* Press <b>[Enter]</b> to perform a check-out
XXXXXX \$XX.XX CORRECT ? YES OR NO	Press <b>[Enter]</b> if displayed amount is correct or press <b>[Clear]</b> to change amount
XXXXXX \$XX.XX NEW AMOUNT ? \$0.00	* Enter new amount and press <b>[Enter]</b>
TOTAL \$XX.XX CORRECT ? YES OR NO	* Verify check-out total and press <b>[Enter]</b> if total is correct or press <b>[Clear]</b> to change total
TOTAL \$XX.XX CK-OUT HHMM XXX	Press <b>[Enter]</b> to accept displayed time or enter time of check-out and press <b>[Enter]</b>
TOTAL \$XX.XX CK-OUT MMDDYY XXXXX	Press <b>[Enter]</b> to accept displayed date or enter date of check-out and press <b>[Enter]</b>
TOTAL \$XX.XX NUMBER OF NIGHTS XX	Press <b>[Enter]</b> to accept displayed number of nights or enter number of nights and press <b>[Enter]</b>
TRANS. NEEDS REAUTH	* Terminal is dialing to obtain additional authorization on changed amount. No action required
CORPLG APPR XXXXX SEQ XXX	Press <b>[Enter]</b>
CORPLG CHECK-OUT PRINT RECEIPT? Y/N	Press <b>[Enter]</b> to print receipt or <b>[Clear]</b> to proceed. Press <b>[Cancel]</b> to exit

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