

Note: Printing a second receipt, the customer receipt, is an option for all transactions. **DISCLAIMER:** Prompting flow varies depending on terminal profile configuration.

SHORTCUT: To quickly initiate a **SALE** transaction, swipe your card through the magnetic stripe reader, then follow the prompts to complete the transaction.

LEGEND: Teal tables provide transaction steps. Grey tables provide additional functions. **WARNING:** Only use your finger on the display. Do NOT use a pen, pencil or hard tip stylus for it WILL damage the display and void the warranty.

Terminal Display		Action
@ Idle Menu Screen		
Quick Stay Transaction?		Press CHECK IN
Enter Check In Amount		Press YES or NO . If NO , enter Check In Date (YYMMDD)
Enter Room Rate (\$/Night)		Enter Day Amount, then press ENTER
Enter Room # / Folio #		Enter Rate Amount, then press ENTER
Enter Folio #		Enter Room #, then press ENTER
Swipe	Tap	Enter Folio #, then press ENTER
Please Wait		Swipe card thru Magnetic Stripe Reader (or Tap or Insert)
Approval		Enter PIN , then press ENTER
Response		Terminal communicates with host
123456		Terminal prints receipt

Terminal Display		Action
@ Idle Menu Screen		
Review Ck In		Press UPDATE
1 Check Out		Press Prev or Next to choose a transaction, then press MENU to select transaction
4 Update		Select appropriate option to update transaction

Terminal Display		Action
@ Idle Menu Screen		
Check In Date (YYMMDD)		Press FORCE CHECK IN
Enter Check In Amount		Enter date for Check In, then press ENTER
Enter Room Rate (\$/Night)		Enter Day Amount, then press ENTER
Enter Room # / Folio #		Enter Rate Amount, then press ENTER
Swipe	Tap	Enter Room # / Folio #, then press ENTER
Enter Auth Number		Swipe card thru Magnetic Stripe Reader (or Tap or Insert)
Response		Enter Auth #, then press ENTER
Transaction Accepted		Terminal prints receipt

Terminal Display		Action
@ Idle Menu Screen		
Review Ck In		Press CHECK OUT
1 Check Out		Press Prev or Next to choose a transaction, then press MENU to select transaction
4 Update		Select 1 CHECK OUT
Check Out USD \$XXXX.XX		Select NO or YES . Select YES
Room # XXX / Folio # Correct?		Select CLEAR or ENTER . Select ENTER
Check Out USD \$XXXX.XX		
1 Same Card	Check Out	If not Quick Stay, this will prompt. Select appropriate choice for transaction
2 NEW Card	2 NEW Card	Enter amount, press ENTER
3 Other	3 Other	
Enter Check Out Amount		
USD \$XXXX.XX		
Extra Charges?		Select NO or YES . If YES , select from list of extra charges then press ALL DONE . Press NO or YES
Please Wait		Terminal communicates with host
Response		Terminal prints receipt
123456		

Terminal Display		Action
@ Idle Menu Screen		
Select Host		Press SETTLE
Sales Total		Select All Hosts or a specific host
Correct?		If sales total amount is correct, then press YES/ENTER . If incorrect, press No/CANCEL .
Refund Total		If refund total amount is correct, then press YES/ENTER . If incorrect, press No/CANCEL .
Correct?		Terminal communicates with host, settles batch, then prints Settlement report
Response		
Batch Closed		

Terminal Display		Action
@ Idle Menu Screen		
Enter Purchase Amount		Press SALE
\$0.00		Enter sale amount, then press ENTER
Select Payment Type		Press PAYMENT TYPE icon (Credit, Debit, Gift, EBT, etc.)
Swipe	Tap	Swipe card thru magnetic stripe reader (or Tap or Insert)
Program ID (Lodging, Retail, or Restaurant)		Select LODGING option
Program ID		Select NO SHOW or CARD DEPOSIT
1 No Show	2 Card Deposit	
3 Other	3 Other	
Enter Room # / Folio #		Enter Room # / Folio #, then press ENTER
Please Wait		Terminal communicates with host
Response		Terminal prints receipt
123456		
Program ID (Lodging, Retail, or Restaurant)		Select RETAIL option
Enter Room # / Folio #		Enter Room # / Folio #, then press ENTER
Please Wait		Terminal communicates with host
Response		Terminal prints receipt
123456		
Program ID (Lodging, Retail, or Restaurant)		Select RESTAURANT option
Enter Tip Amount \$0.00		Enter Tip Amount, then press ENTER
Confirm Total		Select NO or YES to confirm. Select YES
Purchase	USD \$XXX.XX	
Tip(s)	USD \$XXX.XX	
Total:	USD \$XXX.XX	
Enter Room # / Folio #		Enter Room # / Folio #, then press ENTER
Please Wait		Terminal communicates with host
Response		Terminal prints receipt
123456		

Terminal Display		Action
@ Idle Menu Screen		
1 Audit		Press REPORTS
2 Summary		Select appropriate report, then follow terminal prompts
3 Uncompleted List		
4 Reprint		
5 Settle Status		
6 Schedule Update		
Enter Password		Enter password, press ENTER to print report

Terminal Display		Action
@ Idle Menu Screen		
1 Sale		Press TRANSACTIONS
2 Check In		Select appropriate transaction, then follow terminal prompts
3 Refund		
4 Force		
5 Auth Only		
6 Card Verification		
7 Balance Inquiry		
8 GL Options		

REVIEW	Terminal Display	Action
	@ Idle Menu Screen	Press REVIEW
1 By Invoice 2 Start at First Trans 3 Start at Last Trans 4 Only Lodging 5 Only Check Ins 6 Only Check Outs	Select appropriate review option, then follow terminal prompts	

FUNCTION	Terminal Display	Action
	@ Idle Menu Screen	Press FUNCTION
Enter Number	Enter the Merchant Function number, then follow terminal prompts 00 – Diagnostics 01 - Applications 02 – Training Mode 04 – Keyboard Lock 10 – Maintenance Functions 12 – Last Response 13 – Host Utilities 14 – Cashier Sign On/Off 90 – Config Update 99 – Terminal Home	

MAIN MENU	Terminal Display	Action
	@ Idle Menu Screen	Press ENTER
1 Transactions 2 Batch 3 Reports 4 Diagnostics 5 Settings	Select a specific function to access additional options, then follow terminal prompts	

REFUND	Terminal Display	Action
	@ Idle Menu Screen	Press TRANSACTIONS > REFUND
	Enter Refund Amount \$0.00	Enter refund amount, then press ENTER
	Select Payment Type	Press Payment Type icon
	Swipe Tap Insert	Swipe card thru magnetic stripe reader (or Tap or Insert)
	Program ID (Lodging, Retail, or Restaurant)	Select correct option
	Enter Room/Folio #, then press ENTER	Enter Room # / Folio #
	Please Wait COMMS	Terminal communicates with host
Approval Response 123456	Terminal prints receipt	

CARD VERIFY	Terminal Display	Action
	@ Idle Menu Screen	Press TRANSACTIONS > CARD VERIFICATION
	Swipe Tap Insert	Swipe card thru magnetic stripe reader (or Tap)
	Card Ver	Verify card number on terminal screen, then press ENTER
	Please Wait COMMS	Terminal communicates with host
Approval Response 123456	Transaction approved	

GIFT & LOYALTY	Terminal Display	Action
	@ Idle Menu Screen	Press TRANSACTIONS > G/L OPTIONS
	1 Reload 2 Close Card 3 Transfer 4 Unload 5 Host Totals 6 Redeem	Select a specific function to access additional setting features, then follow terminal prompts

FORCE	Terminal Display	Action
	@ Idle Menu Screen	Press TRANSACTIONS > FORCE
	1 Force Check In 2 Force Check Out 3 Force 4 Voucher Clr 5 FS Voucher Clr Ref	Select a appropriate force option to access different offline options, then follow terminal prompts

CASH BACK ONLY	Terminal Display	Action
	@ Idle Menu Screen	Press TRANSACTIONS > CASH BACK ONLY
	Select Payment Type	Press PAYMENT TYPE icon
	Enter Cash Back Amount	Enter the cash back amount, then press ENTER
	Swipe Tap Insert	Swipe card thru magnetic stripe reader (or Tap)
	Enter PIN	Enter personal identification number (PIN), press ENTER
Please Wait COMMS	Terminal communicates with host,	
Approval Response 123456	Terminal prints receipt. Merchant provides cash back to the customer	

BATCH	Terminal Display	Action
	@ Idle Menu Screen	Press ENTER > BATCH
	1 Settlement 2 Review 3 Batch Info 4 Purge Check In 5 Display Totals 6 Maintenance	Select a specific function to access additional batch features, then follow terminal prompts

DIAGNOSTICS	Terminal Display	Action
	@ Idle Menu Screen	Press ENTER > DIAGNOSTICS
	1 Host Comm Test 2 IP Diagnostics 3 Detect Devices 4 Display 5 Keyboard 6 Printer 7 Card Reader 8 Software Versions	Select a specific function to access additional diagnostic features, then follow terminal prompts

SETTINGS	Terminal Display	Action
	@ Idle Menu Screen	Press ENTER > SETTINGS
	1 Header/Footer 2 Password Change 3 Restore Config 4 Download RKI Keys 5 Printer 6 Auto-Settle Time 7 Training Mode	Select a specific function to access additional setting features, then follow terminal prompts