

Hotel

Quick Reference Guide



Hypercom® Optimum



Elavon

Quick Reference Guide

Hypercom® Optimum Hotel

Pre-Authorisation/Check In

1. Select PRE-AUTH.
2. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
3. Enter the PRE -AUTH AMOUNT and press ENTER.
4. If a chip card, the cardholder is prompted to enter their PIN (*into PIN Pad where present, otherwise insert in terminal chip reader*).
5. Remove MERCHANT COPY receipt by tearing.
6. If non-chip card, OBTAIN AND VERIFY the cardholder's SIGNATURE on the merchant copy.

If the cardholder is not present at check in, no space for a signature will be provided.

Completion/Check Out

Note: The host reference number from the original Pre-Auth Receipt is required.

1. Select COMPLETION.
2. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
3. Enter the COMPLETION AMOUNT and press ENTER.
4. Enter HOST REFERENCE NUMBER and press ENTER.
5. If a chip card, the cardholder is prompted to enter their PIN (*into PIN Pad where present, otherwise insert in terminal chip reader*).
6. Remove MERCHANT COPY receipt by tearing.

7. If non-chip card, OBTAIN AND VERIFY the cardholder's SIGNATURE on the merchant copy.
8. Finally, a CARDHOLDER COPY receipt is printed.

Batch/End Of Day

1. Select BATCH.
2. Select END OF DAY.
3. Enter your PASSWORD.
4. Totals are displayed. Press YES to confirm sale and refund totals.
5. The terminal prints a GBOK report on successful End of Day.

Reconcile incorrect totals using review in the batch menu.

If end of day fails please call customer service.

Referrals

If your terminal displays the referral screen below during your sales transaction contact the AUTHORISATION CENTRE.

SALE (CARD) x
CALL Auth Centre
MID:123456789 REFERRAL B

You must telephone the authorisation centre to obtain an authorisation approval code.

The transaction will automatically cancel and the terminal will revert to the MAIN screen. Once you have received a voice authorisation and have the authorisation code, repeat the transaction using the FORCED SALE method, which is detailed below.

Forced Sale/Offline Mode

1. Select MAIN.
2. Select NEW TRANS.
3. Select FORCE.
4. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
5. Enter the SALE AMOUNT and press ENTER.
6. The terminal will prompt you to key in the APPROVAL CODE, received over the phone. (*Note: press SELECT to change from numeric to alpha*).
7. If a chip card, hand the terminal to the cardholder to enter their PIN.
8. Remove MERCHANT COPY receipt by tearing.
9. If a non-chip card, OBTAIN AND VERIFY the cardholder's SIGNATURE on the merchant copy.
10. Press ENTER.
11. Finally, a CARDHOLDER COPY receipt is printed.

Refund

1. Select MAIN.
2. Select NEW TRANS.
3. Select REFUND.
4. Enter REFUND PASSWORD (*if applicable*).
5. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
6. Enter the REFUND AMOUNT and press ENTER.
7. Remove MERCHANT COPY receipt by tearing.
8. If a non-chip card, OBTAIN AND VERIFY the cardholder's SIGNATURE on the merchant copy.
9. Press ENTER.

10. Finally, a CARDHOLDER COPY receipt is printed.

DCC Hotel Sale

11. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
12. Enter the SALE AMOUNT and press ENTER.

Cardholder must be given a choice of accepting DCC or paying in the local currency.

13. Does the cardholder wish to pay in own currency? (YES/NO)/PRINT RATE.
14. For DCC, the cardholder must select ENTER.
15. If a chip card, hand the terminal to the cardholder to enter their PIN.
16. Remove MERCHANT COPY receipt by tearing.
17. If a non-chip card, OBTAIN and VERIFY the cardholder's SIGNATURE on the merchant copy.
18. Press ENTER.
19. Finally, a CARDHOLDER COPY receipt is printed.

For referrals go to the referral section.



Pre-Authorisation/Check In

1. Select PRE-AUTH.
2. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
3. Enter the PRE -AUTH AMOUNT and press ENTER.

Cardholder must be given a choice of accepting DCC or paying in the local currency.

13. Does the cardholder wish to pay in own currency? (YES NO)/PRINT RATE.
14. For DCC, the cardholder must select ENTER.
15. If a chip card, hand the terminal to the cardholder to enter their PIN.
16. Remove MERCHANT COPY receipt by tearing.
17. If a non-chip card, OBTAIN AND VERIFY the cardholder's SIGNATURE on the merchant copy.
18. Finally, a CARDHOLDER COPY receipt is printed.

If the cardholder is not present at check in, no space for a signature will be provided.

Completion/Check Out

Note: The host reference number from the original Pre-Auth Receipt is required.

1. Select COMPLETION.
2. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
3. Enter the COMPLETION AMOUNT and press ENTER.

Cardholder must be given a choice of accepting DCC or paying in the local currency.

4. Does the cardholder wish to pay in own currency? (YES/NO)/PRINT RATE.
5. For DCC, the cardholder must select ENTER.
6. Enter HOST REFERENCE NUMBER and press ENTER.
7. If a chip card, hand the terminal to the cardholder to enter their PIN.
8. Remove MERCHANT COPY receipt by tearing.
9. If a non-chip card, OBTAIN AND VERIFY the cardholder's SIGNATURE on the merchant copy.
10. Finally, a CARDHOLDER COPY receipt is printed.



DCC Refund

1. Select MAIN.
2. Select NEW TRANS.
3. Select REFUND.
4. Enter REFUND PASSWORD (*if applicable*).
5. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
6. Confirm if refund is a 'DCC Refund?' (YES/NO).

Note: the refund must be completed in the same currency as the original sale transaction.

7. Enter the REFUND AMOUNT and press ENTER.
8. Does the cardholder wish to be refunded in own currency? (YES/NO)/PRINT RATE.
9. Confirm if TOTAL CORRECT? (YES/NO).
10. Remove MERCHANT COPY receipt by tearing.
11. Press ENTER.
12. Finally, a CARDHOLDER COPY receipt is printed.

DCC Foreign Currency Reversal

In the event that the cardholder was not given the CHOICE and does not wish to proceed with the transaction in their own currency, the DCC transaction should be reversed in the following way:

13. Select BATCH.
14. Select VOID.
15. Enter INVOICE NUMBER from the original sale receipt and confirm the amount to be voided.
16. Remove MERCHANT COPY receipt by tearing.
17. Press ENTER or the SELECT button.
18. The CARDHOLDER COPY receipt

is printed and the transaction is complete.

19. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
20. Enter the SALE AMOUNT and Select 'NO' option to DCC.
21. Complete the transaction.

DCC Forced Sale/Offline Mode

1. Select MAIN.
2. Select NEW TRANS.
3. Select FORCE.
4. Insert CHIP CARD (*into PIN Pad where present, otherwise insert in terminal chip reader*) or SWIPE/KEY number into the terminal.
5. Enter the SALE AMOUNT and press ENTER.

Cardholder must be given a choice of accepting DCC or paying in the local currency.

6. Does the cardholder wish to pay in own currency? (YES/NO)/PRINT RATE.
7. For DCC, the cardholder must select ENTER.
8. The terminal will prompt you to key in the APPROVAL CODE, received over the phone. (*Note: press SELECT to change from numeric to alpha*).
9. If a chip card, hand the terminal to the cardholder to enter their PIN.
10. Remove MERCHANT COPY receipt by tearing.
11. If a non-chip card, OBTAIN AND VERIFY the cardholder's SIGNATURE on the merchant copy.
12. Press ENTER or the SELECT button.
13. Finally, a CARDHOLDER COPY receipt is printed.



