

# FD150 Lodging - Quick Reference Guide

## 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.

1. Press (Sale)
2. Key amount and press the green [Enter] key
3. Insert, Tap, Swipe, or manually key card number and press the green [Enter] key
4. *Key folio number and press the green [Enter] key*
5. Key room number and press the green [Enter] key
6. Key number of nights and press the green [Enter] key
7. Press Enter key to accept the displayed time or key time of check-in and press Enter key
8. Press Enter key to accept the displayed date or key date of check-in and press Enter key
9. Press Enter key to accept the displayed time or key time of check-out and press Enter key
10. Press Enter key to accept the displayed date or key date of check-out and press Enter key
11. Press either [Yes] or [No]
12. Terminal will return to the Idle Prompt
13. Terminal will return to the Idle Prompt

\* Items in italics do not apply to every situation.

## Debit Sale

Use this function to obtain a pre-authorization for a check-in.

1. Press [Check-In]
2. Key amount and press the green [Enter] key
3. Insert, Tap, Swipe, or manually key card number and press the green [Enter] key
4. *Key folio number and press the green [Enter] key*
5. Key room number and press the green [Enter] key
6. Key number of nights and press the green [Enter] key
7. Press Enter key to accept the displayed time or key time of check-in and press Enter key
8. Press Enter key to accept the displayed date or key date of check-in and press Enter key
9. Press either [Yes] or [No]
10. Press [Clear] to return to idle prompt

\* Items in italics do not apply to every situation.

## Refund

1. Press [More]
2. Press [Refund]
3. Key amount and press the green [Enter] key
4. Insert, Tap, Swipe, or manually key card number and press the green [Enter] key
5. Press either [Yes] or [No]
6. Press [Clear] to return to Idle Prompt
7. Terminal will return to the Idle Prompt

## Check-In Report

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

1. Press [More]
2. Press [Check-In Report]. 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

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## 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 the green [Enter] key
5. Key daily room rate and press [Enter]
6. Key tax rate and press the green [Enter] key
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. Press either [Yes] or [No]

## Void Transactions

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

1. Press [More]
2. Press [Void Trans]
3. Key invoice number and press [Enter]
4. Press [Void]
5. Press [Yes]

## Void Check-In

Use this function to delete a Check-In transaction.

1. Press [More]
2. Press [Void Check-In]
3. Key invoice number and press [Enter]
4. Press [Void]
5. Press [Yes]

## Reports

Various types of detail and totals reports can be generated for transactions in the current batch (transactions that have not yet been settled).

1. Press [More] 2X
2. Press [Print Reports]
3. 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.

1. Press [More]
2. Press [Close]
3. Press [Yes]
4. Press [Clear] to return to Idle Prompt

Customer Service: 888-588-5484, M-F 9:00 am - 6:00 pm (EST)

Tech Support: 800-966-5520, Option 3 and then option 2, 24x7

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## 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

\*\*Some prompts may vary based on the terminal setup. For Unity Application

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