

## FD130 /Lodging Quick Reference Guide



**MERCHANT MANAGEMENT GROUP**

### SALE

**1** Touch **SALE** on display  
Key in transaction amount (\$.\$\$)

**2** **INSERT/ TAP/ SWIPE CARD**

*If card needs to be manually entered:*

*Answer card not present when keying*

Key in card number and press **Grn** key. Key in expiration date and press **Grn** key. (Example: December 2025, enter 1225) Key **CVV2** (3 digit on back of card) **Address** (Street number of card billing Addr) **Zip** (Zip code of card billing address)

- **CLERK ID**, then press **Grn** key
- **FOLIO #**, then press **Grn** key
- **ROOM #**, then press **Grn** key
- **Number of Nights**, then press **Grn** key
- **Check In Time**, then press **Grn** key
- **Check In Date**, then press **Grn** key
- **Check Out Time**, then press **Grn** key
- **Check Out Date**, then press **Grn** key

**3** Once approved receipt will print.  
Terminal will Display:  
**SIGNATURE ON RECEIPT OK?**

**NO=VOID      YES=2ND Copy**

### Reprint

**1** Touch **MORE, MORE**  
Touch **REPRINT** on display  
**Invoice #**, then press **Grn** key  
Transaction is displayed:

**2** Print Customer Receipt? YES or NO

### Check In

**1** Touch **CHECK IN** on display  
Key in transaction amount (\$.\$\$)

**2** **INSERT/ TAP/ SWIPE CARD**

*If card needs to be manually entered:*

Key in card number and press **Grn** key. Key in expiration date and press **Grn** key. (Example: December 2025, enter 1225) Key **CVV2** (3 digit on back of card) **Address** (Street number of card billing Addr) **Zip** (Zip code of card billing address)

**CLERK ID**, then press **Grn** key  
**FOLIO #**, then press **Grn** key  
**ROOM #**, then press **Grn** key  
**Number of Nights**, then press **Grn** key

**3** Once approved receipt will print.  
Terminal will Display:  
**SIGNATURE ON RECEIPT OK?**

**NO=VOID      YES=2ND COPY**

### Void Check In

**1** Touch **MORE**  
Touch **VOID CHECK IN** on display  
**Invoice #**, then press **Grn** key

Transaction is displayed:

**2** Touch **VOID**  
Touch **Prev** or **Next** for other item

**3** **VOID TRANSACTION?**

**NO      YES=Performing Reversal**

### Reprint Check In

**1** Touch **MORE, MORE**  
Touch **REPRINT CHECK IN**  
**Invoice #**, then press **Grn** key

**2** Print Customer Receipt? YES or NO

### Check Out

**1** Touch **CHECK OUT** on display

**Invoice #**, then press **Grn** key

Transaction will be displayed:

**2** Touch **Checkout**  
Touch **Prev** or **Next** for other item

**3** Final Amount Displayed:  
Enter **Total Amount**, press **Grn** key  
**Clerk ID**, press **Grn** key

Choose:

**Standard    No Show    Other Charges**



- Express
- ADV Deposit
- Late Charge
- Assured

- **Check Out Time**, then press **Grn** key
- **Check Out Date**, then press **Grn** key
- **Length of Stay or Extra Nights**,  
press **Grn** key
- **FOLIO #**, then press **Grn** key
- **ROOM #**, then press **Grn** key
- **Number of Nights**, then press **Grn** key

**Print Customer Receipt? YES or NO**



Possible Error Messages:

**VXN ERROR 53**=Internet not detected or disconnected. (Quick fix, unplug power from terminal then reconnect power. Terminal will acquire new IP address)

**VXN ERROR 13**=Authentication failed. Terminal needs to be reset on Datawire for access to internet. Contact MMG for support.

**VXN ERROR 1001**=Terminal not setup for internet. Contact MMG for support

## Check In Report

- 1 Touch **MORE**,  
Touch **CHECK IN REPORT**

Reports will print.

## Reports

- 1 Touch **MORE, MORE**,  
Touch **PRINT REPORTS**  
Touch report type desired  
**DETAILS/ TOTALS/ NET TOTALS**

Reports will print.

## CLOSE

- 1 Touch **MORE**, Touch **CLOSE**

Terminal Displays:

- 2 **TOTALS CORRECT?**

**NO**      **YES=Close end of day**

Place label here

Visa/ MasterCard Voice approval # 800.228.1122

Discover Voice approval # 800.347.1111

American Express Voice approval # 800.528.2121

Local Terminal Help 850.747.0664

877.664.1122

24/7 Customer Support 800.228.0210

## Force Sale

- 1 Touch **MORE**  
Touch **FORCE SALE**  
Key in transaction amount (\$.\$\$)

## 2 INSERT/ TAP/ SWIPE CARD

If card needs to be manually entered:

Key in card number and press **Green** key. Key in expiration date and press **Green** key. (Example: December 2025, enter 1225) Key **CVV2** (3 digit on back of card) **Address** (Street number of card billing Addr) **Zip** (Zip code of card billing address)

- **CLERK ID**, then press **Grn** key
- **FOLIO #**, then press **Grn** key
- **ROOM #**, then press **Grn** key
- **Number of Nights**, then press **Grn** key
- **Check In Time**, then press **Grn** key
- **Check In Date**, then press **Grn** key
- **Check Out Time**, then press **Grn** key
- **Check Out Date**, then press **Grn** key
- **Enter Auth Code**, then press **Grn** key

- 3 Receipt will print.  
Terminal will Display:  
**Print Customer Receipt? YES or NO**

## Void Trans

- 1 Touch **MORE**  
Touch **VOID TRANS** on display  
**Invoice #**, then press **Grn** key

Transaction is displayed:

- 2 Touch **VOID**  
Touch **Prev or Next** for other item

- 3 **VOID TRANSACTION?**  
**NO**      **YES=Performing Reversal**

## Force Check In

- 1 Touch **MORE**  
Touch **FORCE CHECK IN**  
Key in transaction amount (\$.\$\$)

## 2 INSERT/ TAP/ SWIPE CARD

If card needs to be manually entered:

Key in card number and press **Green** key. Key in expiration date and press **Green** key. (Example: December 2025, enter 1225) Key **CVV2** (3 digit on back of card) **Address** (Street number of card billing Addr) **Zip** (Zip code of card billing address)

- **CLERK ID**, then press **Grn** key
- **FOLIO #**, then press **Grn** key
- **ROOM #**, then press **Grn** key
- **Number of Nights**, then press **Grn** key
- **Check In Time**, then press **Grn** key
- **Check In Date**, then press **Grn** key
- **Check Out Time**, then press **Grn** key
- **Check Out Date**, then press **Grn** key
- **Enter Auth Code**, then press **Grn** key

- 3 Receipt will print.  
Terminal will Display:  
**Print Customer Receipt? YES or NO**

## Refund

- 1 Touch **MORE**  
Touch **REFUND** on display  
Key in transaction amount (\$.\$\$)

## INSERT/ TAP/ SWIPE CARD

If card needs to be manually entered:

Key in card number and press **Green** key. Key in expiration date and press **Green** key. (Example: December 2025, enter 1225) Key **CVV2** (3 digit on back of card) **Address** (Street number of card billing Addr) **Zip** (Zip code of card billing address)

- 2 **CLERK ID**, then press **Grn** key  
Receipt will print.  
Terminal will Display:
- 3 **Print Customer Receipt? YES or NO**