## **LUXE 6200m**

## Quick Reference Guide



## **Quick Troubleshooting Tips**

- Make sure your internet or phone line is working
- Try a "hard reset" by unplugging the power and the phone line/ ethernet cord for 10 seconds

## Please contact our support staff for training:

support@getprocesspoint.com 877-365-5040 x 1



	Terminal Display	Action
CHECK IN	@ Idle Menu Screen	Press CHECK IN
	Check In Amount	Enter in Amount
	Quick Stay Transaction?	Press YES or NO. If NO, enter Check In Date (YYMMDD)
	Check Out Date (YYMMDD)	Enter date for Check Out, then press ENTER
	Enter Room #	Enter Room #, then press ENTER
	Enter Folio #	Enter Folio #, then press ENTER
	Present Payment	Swipe, Tap, Insert or Manually Enter
	Please Wait COMMS	Terminal communicates with host
	Response	Terminal prints Merchant Receipt
	Approval XXXXXX	
	Print Customer Receipt?	Press YES to print Customer Receipt
ш	Terminal Display	Action
Ž	@ Idle Menu Screen	Press UPDATE
3	1 Review 2 Invoice# 3 Folio#	Select appropriate option to update transaction
	4 Room#	
	Terminal Display	Action
	@ Idle Menu Screen	Press CHECK OUT
	1 Review 2 Invoice# 3 Folio#	Select REVIEW
	4 Room#	Press MENU
	Check Out, <, Menu, Next CHECK OUT, 1 Check Out, Back	Select CHECK OUT
СНЕСК ООТ	Check Out \$XXXX.XX	Select CLEAR or ENTER. Select ENTER
	Check Out Date (YYMMDD)	Select CLEAR OF EINTER. Select EINTER
	Check Out SXXXX.XX	Select CLEAR or ENTER. Enter Check Out Amount, then
	Enter Check Out Amount	press ENTER
	Check Out	Select appropriate choice for transaction
	1 Same Card 2 NEW Card 3 Other	
	Extra Charges?	Select NO or YES. If YES, select from list of extra charges then press ALL DONE.
	Please Wait COMMS	Terminal communicates with host
	Response	Terminal communicates with host
	Approval XXXXXX	·
	Print Customer Receipt?	Press YES to print Customer Receipt
	Terminal Display	Action
REFUND	@ Idle Menu Screen	Press TRANSACTIONS > REFUND
	Enter Refund Amount \$0.00	Enter Refund Amount, then press ENTER
	Lodging, Retail, or Restaurant	Select Lodging, Retail, or Restaurant
	Enter Room #	Enter Room #, then press ENTER
	Enter Folio #	Enter Folio #, then press ENTER
	Select Payment Type	Tap on Payment Type icon
	Present Payment Please Wait COMMS	Swipe, Tap, Insert or Manually Enter Terminal communicates with host
	Response COMMS	Terminal communicates with nost Terminal prints Merchant Receipt
	TRANSACTION ACCEPTED	reminar prines merchant necespt
	Print Customer Receipt?	Press YES to print Customer Receipt
	Terminal Display	Action
	@ Idle Menu Screen	Press REVIEW
	1 Only Unadjusted 2 Only Uncompleted	Select a specific function to access additional setting
	1 Only Onadjusted 2 Only Oncompleted	
	3 By Invoice 4 Start at First	features, then follow terminal prompts. In this instance,
	3 By Invoice 4 Start at First 5 Start at Last 6 Only Lodging	
	5 Start at Last 6 Only Lodging	features, then follow terminal prompts. In this instance,
	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs	features, then follow terminal prompts. In this instance, select 3 BY INVOICE
OID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void
VOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs	features, then follow terminal prompts. In this instance, select 3 BY INVOICE
VOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void
VOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU
VOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv x00000X \$x00000	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID
VOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv x00000X \$x00000 Correct? No Yes	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES
VOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed  1 Adjust 2 Reprint 3 Void Inv xxxxxxxx Correct? No Yes Please Wait COMMS	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host
VOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv XXXXXX Correct? No Yes Please Wait COMMS Transaction Accepted	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host  Terminal prints Merchant receipt
VOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed  1 Adjust 2 Reprint 3 Void Inv xxxxxxxx Correct? No Yes Please Wait COMMS	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host
DION	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv xxxxxxxxxxx Correct? No Yes Please Wait COMMS Transaction Accepted Print Customer Receipt?	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host  Terminal prints Merchant receipt  Press YES to print Customer Receipt
NOID	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv x000000 \$x000000 Correct? No Yes Please Wait COMMS Transaction Accepted Print Customer Receipt?	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host  Terminal prints Merchant receipt  Press YES to print Customer Receipt
diov	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv xxxxxxxxxxx Correct? No Yes Please Wait COMMS Transaction Accepted Print Customer Receipt?	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host  Terminal prints Merchant receipt  Press YES to print Customer Receipt
diov	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU Select VOID Select YES  Terminal communicates with host Terminal prints Merchant receipt Press YES to print Customer Receipt  Action Press SETTLE
UE	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv x00000X \$x0000X Correct? No Yes Please Wait COMMS Transaction Accepted Print Customer Receipt?  Terminal Display @ Idle Menu Screen Sales Total Correct? \$XXX.XX	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU Select VOID Select YES  Terminal communicates with host Terminal prints Merchant receipt Press YES to print Customer Receipt  Action Press SETTLE If sales total amount is correct, then press YES/ENTER. If incorrect, press NO/CANCEL.
ити	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv x00000X \$x0000X Correct? No Yes Please Wait COMMS Transaction Accepted Print Customer Receipt?  Terminal Display @ Idle Menu Screen Sales Total Correct? \$XXX.XX	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host  Terminal prints Merchant receipt  Press YES to print Customer Receipt  Action  Press SETTLE  If sales total amount is correct, then press YES/ENTER.
SETTLE	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv XXXXXX Correct? No Yes Please Wait COMMS Transaction Accepted Print Customer Receipt?  Terminal Display @ Idle Menu Screen Sales Total Correct? Refund Total \$XXX.XX	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host  Terminal prints Merchant receipt  Press YES to print Customer Receipt  Action  Press SETTLE  If sales total amount is correct, then press YES/ENTER.  If incorrect, press NO/CANCEL.  If refund total amount is correct, then press YES/ENTER.
SETTLE	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv xxxxxx Correct? No Yes Please Wait COMMS Transaction Accepted Print Customer Receipt?  Terminal Display @ Idle Menu Screen Sales Total Correct? Refund Total Correct? Please Wait COMMS	features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host  Terminal prints Merchant receipt  Press YES to print Customer Receipt  Press SETTLE  If sales total amount is correct, then press YES/ENTER. If incorrect, press NO/CANCEL.  If refund total amount is correct, then press YES/ENTER. If incorrect, press NO/CANCEL.  Terminal communicates with host
SETTLE	5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs Enter Invoice or press Enter for Last Trans Invoice Information Details Displayed 1 Adjust 2 Reprint 3 Void Inv XXXXXX Correct? No Yes Please Wait COMMS Transaction Accepted Print Customer Receipt?  Terminal Display @ Idle Menu Screen Sales Total Correct? Refund Total Correct?	Features, then follow terminal prompts. In this instance, select 3 BY INVOICE  Enter Invoice Number to Void  Tap MENU  Select VOID  Select YES  Terminal communicates with host  Terminal prints Merchant receipt  Press YES to print Customer Receipt  Action  Press SETTLE  If sales total amount is correct, then press YES/ENTER. If incorrect, press NO/CANCEL.  If refund total amount is correct, then press YES/ENTER. If incorrect, press NO/CANCEL.