

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



ProcessPoint
PREMIER BUSINESS CONSULTANTS

	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
	Approval Response	XXXXXX Terminal prints Merchant Receipt
	Print Customer Receipt?	Press YES to print Customer Receipt
UPDATE	Terminal Display	Action
	@ Idle Menu Screen	Press UPDATE
CHECK OUT	1 Review 2 Invoice# 3 Folio# 4 Room#	Select appropriate option to update transaction
	@ Idle Menu Screen	Press CHECK OUT
	1 Review 2 Invoice# 3 Folio# 4 Room#	Select REVIEW
	Check Out, <, Menu, Next	Press MENU
	CHECK OUT, 1 Check Out, Back	Select CHECK OUT
	Check Out \$XXXX.XX	Select CLEAR or ENTER. Select ENTER
	Check Out Date (YYMMDD)	
	Check Out \$XXXX.XX	Select CLEAR or ENTER. Enter Check Out Amount, then press ENTER
	Enter Check Out Amount	
	1 Same Card 2 NEW Card 3 Other	Select appropriate choice for transaction
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	
Approval Response	XXXXXX Terminal prints Merchant receipt	
Print Customer Receipt?	Press YES to print Customer Receipt	
REFUND	Terminal Display	Action
	@ 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	Swipe, Tap, Insert or Manually Enter
	Please Wait	COMMS Terminal communicates with host
	Approval Response	TRANSACTION ACCEPTED Terminal prints Merchant Receipt
Print Customer Receipt?	Press YES to print Customer Receipt	
VOID	Terminal Display	Action
	@ Idle Menu Screen	Press REVIEW
	1 Only Unadjusted 2 Only Uncompleted 3 By Invoice 4 Start at First 5 Start at Last 6 Only Lodging 7 Only Check Ins 8 Only Check Outs	Select a specific function to access additional setting features, then follow terminal prompts. In this instance, select 3 BY INVOICE
	Enter Invoice or press Enter for Last Trans	Enter Invoice Number to Void
	Invoice Information Details Displayed	Tap MENU
	1 Adjust 2 Reprint 3 Void	Select VOID
	Inv xxxxxx \$xxx.xx	Select YES
	Correct? No Yes	
	Please Wait	COMMS Terminal communicates with host
	Transaction Accepted	Terminal prints Merchant receipt
Print Customer Receipt?	Press YES to print Customer Receipt	
SETTLE	Terminal Display	Action
	@ Idle Menu Screen	Press SETTLE
	Sales Total Correct? \$XXX.XX	If sales total amount is correct, then press YES/ENTER. If incorrect, press NO/CANCEL.
	Refund Total Correct? \$XXX.XX	If refund total amount is correct, then press YES/ENTER. If incorrect, press NO/CANCEL.
	Please Wait	COMMS Terminal communicates with host
Response Batch Closed	Terminal communicates with host, settles batch, then prints Settlement report	