HongLeong Bank | GHL

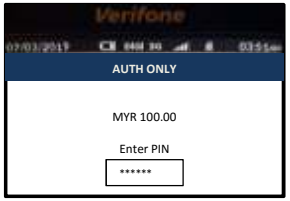
Visa/Mastercard, Amex

HOTEL Transaction Procedures

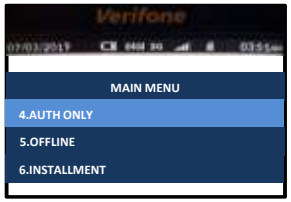
Quick Reference Guide
Model: Engage V200t

AUTH ONLY

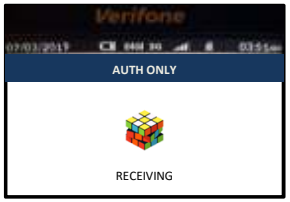
1. Press **<ENTER>** key to access main menu



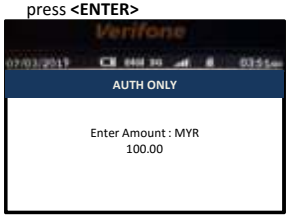
5. Key in 6 digit PIN and press **<ENTER>** key



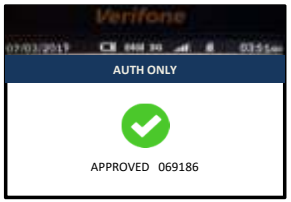
2. Press Nagivator down key and and search **<AUTH ONLY>**, press **<ENTER>**



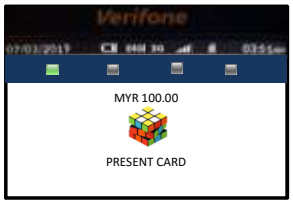
6. Sending to Host for processing



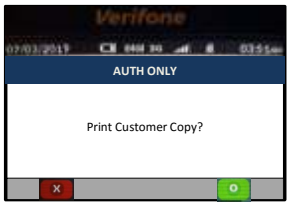
3. Key in amount and press **<ENTER>**



7. Transaction approved and merchant's receipt printed out



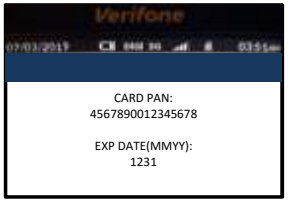
4. Insert Card



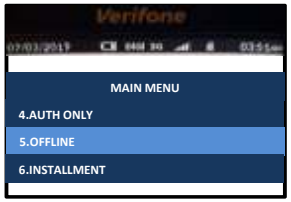
8. Press YES to print customer receipt

OFFLINE SALE

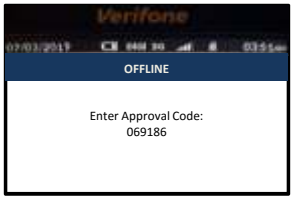
1. Press **<ENTER>** key to access main menu



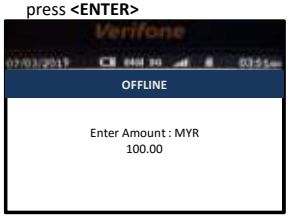
5.Key in card Expired Date and press **<ENTER>**



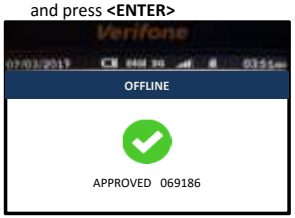
2. Press Nagivator down key and and search **<OFFLINE>**, press **<ENTER>**



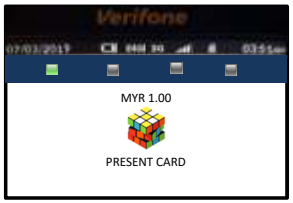
6. Key in the approval code. Refer from the Auth Only receipt and press **<ENTER>**



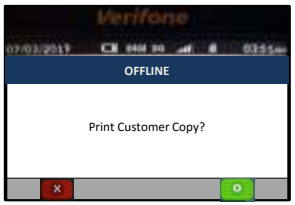
3. Key in amount and press **<ENTER>**



7. Transaction approved and merchant's receipt printed out

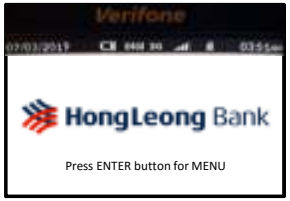


4. Insert Card/Key in card number

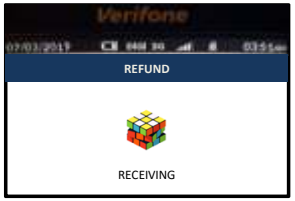


8. Press YES to print customer receipt

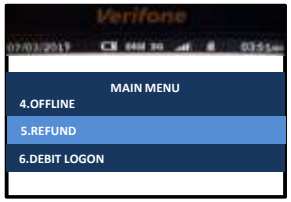
REFUND



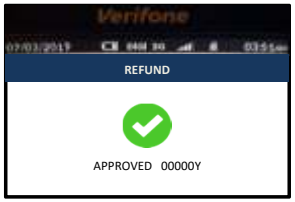
1. Press **<ENTER>** key to access main menu



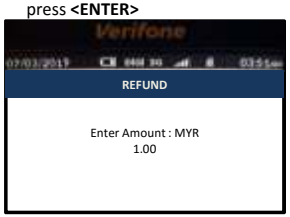
5. Sending to Host for processing



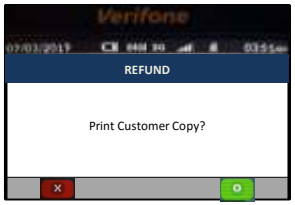
2. Press Nagivator down key and and search **<REFUND>**, press **<ENTER>**



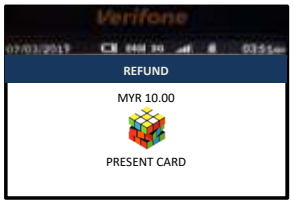
6. Transaction approved and merchant's receipt printed out



3. Key in amount and press **<ENTER>**



7. Press YES to print customer receipt



4. Insert Card