

# Elavon DCC Hotel Processing Guide



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# Pre-Authorisation Guide



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## DCC Hotel Processing guide



### Pre-authorisation

- Starting from the 'Enter Amount' screen press the 'Main Menu' button

## DCC Hotel Processing guide



### Pre-authorisation

- Press '1' on the terminal keypad for 'New trans'
- Press '5' on the terminal keypad for 'Pre Auth'

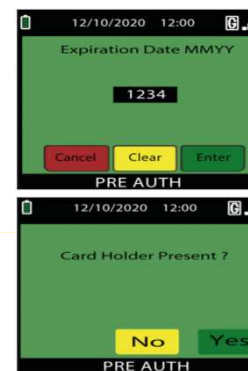
## DCC Hotel Processing guide



### Pre-authorisation

- Touch, insert or swipe card
- or
- Key in the long card number and press green 'Enter' button on the terminal keypad

## DCC Hotel Processing guide



### Pre-authorisation

- If prompted key in the card expiration date in 'MMYY' format and press the green 'Enter' button on the terminal keypad
- For 'Cardholder Not - Present' transactions, press the yellow 'Clear' button on the terminal keypad

## DCC Hotel Processing guide



### Pre-authorisation

- If prompted press '1' on the terminal keypad to enter the CVV2 code (last 3 digits on the back of the card)
- If prompted key in CVV2 code and press the green 'Enter' button on the terminal keypad

## DCC Hotel Processing guide



### Pre-authorisation

- Type in the 'Pre – Authorisation' amount and press the green 'Enter' button on the terminal keypad

## DCC Hotel Processing guide



### Pre-authorisation

- Local and International currency will be displayed
- The customer will be offered the choice to complete the transaction in a Local or International Currency by selecting:  
'1' for Local currency  
'2' for International currency  
'3' to print the exchange rate

The exchange rate will be clearly displayed on the terminal screen

## DCC Hotel Processing guide



### Pre-authorisation

#### Approval

- The host has approved the transaction request
- The terminal will now print the merchant copy of the receipt with 'Host Ref. Number'
- This number is to be used for 'Completion' process

# Completion Guide



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## DCC Hotel Processing guide



### Completion

- Starting from the 'Enter Amount' screen press the 'Main Menu' button



## DCC Hotel Processing guide



### Completion

- Press '1' on the terminal keypad for 'New trans'
- Press '6' on the terminal keypad for 'Completion'



## DCC Hotel Processing guide



### Completion

- Type in the 'Completion' amount and press the green 'Enter' button on the terminal keypad



## DCC Hotel Processing guide



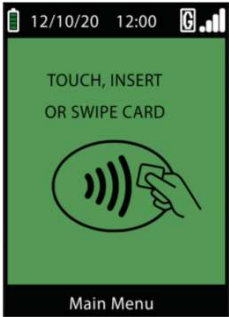
### Completion

- Type in the Host Ref No.\*
- Press the green 'Enter' button on the terminal keypad



\*this can be found on the merchant copy of a pre-authorisation receipt

### DCC Hotel Processing guide




12/10/20 12:00

TOUCH, INSERT  
OR SWIPE CARD

Main Menu


### Completion

- Insert, swipe or touch the card as prompted on the screen



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### DCC Hotel Processing guide



12/10/2020 12:00

Select Currency

1 GBP : £10.00

2 EUR : €12.29

3 Print Rate


1 GBP = 1.229765 EUR

4.70% MARK UP ABOVE FOR SALE

### Completion


- Local and International currency will be displayed
- The customer will be offered the choice to complete the transaction in a Local or International Currency by selecting:  
 '1' for Local currency  
 '2' for International currency  
 '3' to print the exchange rate\*

\*The exchange rate will be clearly displayed on the terminal screen



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### DCC Hotel Processing guide



12/10/2020 12:00

APPROVAL 009372

RESPONSE

Transaction completed

### Completion

- Transaction Successful
- The host has approved the transaction request
- The terminal will now print the merchant copy
- Press the green 'Enter' button on the terminal keypad to print the customer copy

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