



OPERATING INSTRUCTIONS FOR TRINITY T650P WITH MANUAL REDUCED IVU

SALE

- 1) Select ATH Network
- 2) Select Sale
- 3) Enter the amounts
 - 1) Enter the State Tax
 - 2) Enter the Reduced Tax (if applicable)
 - 3) Enter the Municipal Tax
- 4) Swipe, insert, or present the card

DEBIT

- a) Enter the PIN

VISA AND MASTERCARD

- a) Enter the PIN if prompted

VISA AND MC AS ATH (DEBIT)

- a) Select your preferred payment method
- b) Enter the PIN or the last 4 digits of the card

AMEX

- a) Enter the PIN or the last 4 digits of the card

DISCOVER

- a) Select your preferred payment method
- b) Enter the PIN or the last 4 digits of the card

ATH MÓVIL

- a) Press the ATH Móvil icon on the screen
- b) Tell the customer to scan the QR code from their device

REFUND

- 1) Select ATH Network
- 2) Select Refund
- 3) Enter the password (xxxx) and press **Enter**
- 4) Enter the amount (Amount without Tax) and press **Enter**
 - 1) Enter the State Tax
 - 2) Enter the Reduced Tax
 - 3) Enter the Municipal Tax
- 5) Swipe, insert, or present the card

ATH MÓVIL SALE (REFUND)

- 1) Select ATH Network
- 2) Select Refund
- 3) Enter the amount and press **Enter**
- 4) Select number 1 for ATH Móvil
- 5) Enter the Trans ID from the customer's payment confirmation

VOID (CREDIT ONLY)

- 1) Select Administrator
- 2) Type the password (xxxx) and press **Enter**
- 3) Select Void
- 4) Enter the Invoice Number of the desired receipt
- 5) Press **Enter**
- 6) Select Confirm

MANUAL SALE (CREDIT ONLY)

- 1) Select ATH Network
- 2) Select Sale
- 3) Enter the amounts
 - 1) Enter the State Tax
 - 2) Enter the Reduced Tax (if applicable)
 - 3) Enter the Municipal Tax
- 4) Enter the card number and press **Enter**
- 5) Enter the password (xxxx) and press **Enter**

MANUAL REFUND (CREDIT ONLY)

- 1) Select ATH Network
- 2) Select Refund
- 3) Enter the password (xxxx) and press **Enter**
- 4) Enter the amount (Amount without Tax) and press **Enter**
 - 1) Enter the State Tax
 - 2) Enter the Reduced Tax (if applicable)
 - 3) Enter the Municipal Tax
- 5) Enter the card number and press **Enter**
- 6) Enter the expiration date and press **Enter**

TO PRINT THE DAILY REPORT

- 1) Select Administrator
- 2) Enter the password (xxxx) and press **Enter**
- 3) Select Reports
- 4) Select Printer
- 5) Select Summary or Detailed Tran
- 6) The list of transactions will be printed

TO PROCESS THE DEPOSIT (SETTLEMENT)

- 1) Select Administrator
- 2) Enter the password (xxxx) and press **Enter**
- 3) Select Settlement
- 4) Select Confirm
- 5) Wait for the transaction receipt

REPRINT DEPOSIT

- 1) Select Administrator
- 2) Enter the password (xxxx) and press **Enter**
- 3) Select Reports
- 4) Select Printer
- 5) Select Batch History
- 6) The totals of the last deposit will be printed

VERIFY TID IN TERMINAL

In the POS Evertec financial application

- 1) Select Utilities
- 2) Select Communication Test
- 3) Wait for the receipt to print
- 4) The TID will be displayed on the receipt