



# OPERATING INSTRUCTIONS FOR TRINITY T650P WITH TIP

## SALE

- 1) Select ATH Network
- 2) Select Sale
- 3) Enter the amount and press **Enter**
- 4) Enter the tip and press **Enter**
- 5) 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

## TIP ADJUSTMENT

- 1) Select Administrator
- 2) Enter the password (xxxx) and press **Enter**
- 3) Select Adjust
- 4) Enter the Invoice Number of the desired receipt
- 5) Enter the tip and press **Enter**
- 6) No receipt will be printed

## REFUND

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

## VOID (CREDIT ONLY)

- 1) Select Administrator
- 2) Enter 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 amount and press **Enter**
- 4) Enter the tip and press **Enter**
- 5) Enter the card number and press **Enter**
- 6) 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
  - 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 shown on the receipt