



OPERATING INSTRUCTIONS FOR ENGAGE V400M MANUAL TAXES

SALE

- 1) Select (ATH Network)
- 1) Select (Red ATH)
- 2) Select (Sale)
- 3) Enter the amount, press (Enter)
- 1) Enter State Tax
- 2) Enter 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

MANUAL SALE (CREDIT ONLY)

- 1) Select (Red ATH)
- 2) Enter the amount, press (Enter)
- 1) Enter State Tax
- 2) Enter Municipal Tax
- 3) Type the card number and press (Enter)
- 4) Type the expiration date and press (Enter)
- 5) Type your password (xxxx) and press (Enter)

MANUAL REFUND (CREDIT ONLY)

- 1) Select (Red ATH)
- 2) Select (Refund)
- 3) Type your password (xxxx) and press (Enter)
- 4) Enter the amount, press (Enter)
- 1) Enter State Tax
- 2) Enter Municipal Tax
- 5) Type the card number and press (Enter)
- 6) Type the expiration date and press (Enter)

SALE - ATH MÓVIL

- 1) Select (Red ATH)
- 2) Select (Sale)
- 3) Enter the amount, press (Enter)
- 1) Enter State Tax
- 2) Enter Municipal Tax
- 4) Enter the amount, press (Enter)
- 5) Press number 1 for ATH Móvil.
- 6) Instruct the customer to scan the QR Code from their device.

REFUND

- 1) Select (Red ATH)
- 2) Select (Refund)
- 3) Enter your password (xxxx) and press (Enter)
- 4) Enter the amount (No taxes) and press (Enter)
- 1) Enter State Tax
- 2) Enter Municipal Tax
- 5) Swipe, insert, or present the card.

SALE - ATH MÓVIL (REFUND)

- 1) Select (Red ATH)
- 2) Select (Refund)
- 3) Enter the amount, press (Enter)
- 4) Press number 1 for ATH Móvil.
- 5) Enter the trans ID in the customer's Wallet.

CASH CHECK SALE TRANSACTIONS

- 1) Select (Cash Check)
- 2) Press (Cash Sale)
- 3) Enter the amount, press (Enter)
- 1) Enter State Tax
- 2) Enter Municipal Tax

CASH REFUND

- 1) Select (Cash Check)
- 2) Press (Cash Refunds)
- 3) Type your password (xxxx) and press (Enter)
- 4) Enter the amount and press (Enter)
- 1) Enter State Tax
- 2) Enter Municipal Tax

VOID (CREDIT ONLY)

- 1) Go to Administration
- 2) Enter your password (xxxx) and press (Enter)
- 3) Select (Void)
- 4) Enter the "INVOICE NUMBER" of the desired receipt
- 5) Press (Enter)
- 6) Select (Confirm)

TO PRINT THE DAILY REPORT

- 1) Select Administrator
- 2) Enter your password (xxxx) then press (Enter)
- 3) Select (Reports)
- 4) Select (Printer)
- 5) Select (Summary) or (Detailed Tran)
- 6) This will print the list of transactions

TO PROCESS THE DEPOSIT (SETTLEMENT)

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

REPRINT DEPOSIT

- 1) Select Administrator
- 2) Enter your password (xxxx) then press (Enter)
- 3) Select (Reports)
- 4) Select (Printer)
- 5) Select (Batch History)
- 6) This will print the totals of the last deposit

USERS / CLERKS ADD USERS / CLERK

- 1) Go to Utilities
- 2) Enter your password (xxxx) and press (Enter)
- 3) Select (User)

Profile Settings (Contains the permissions for users created within this profile)

- a) Add Profile
- b) Enter your password (xxxx) and press (Enter)
- c) Enter the profile name (Supervisors, Waiters)

Edit Menu Access (Where permissions for the created profile are assigned)

- a) Enter your password (xxxx) and press (Enter)
- b) Select the created profile
- c) Select the different permissions you want for that profile and press enter

User Setting (Where users are assigned to the created profile)

- a) Add User
- b) Enter your password (xxxx) and press (Enter)
- c) Enter the user name (Supervisors, Waiters)
- d) Select the Profile where the user will reside

ADJUST TIPS (CREDIT ONLY, ONE TIME ONLY)

- 1) Go to Administration
- 2) Enter your password (xxxx) and press (Enter)
- 3) Select (Adjust)
- 4) Tip Adjust Sale
- 5) Enter the "INVOICE NUMBER" of the receipt then press (Enter)
- 6) Press enter again
- 7) Enter the TIP amount, then press (Enter)

REPRINT RECEIPT

- 1) Go to Administration
- 2) Enter your password (xxxx) and press (Enter)
- 3) Select (Reprint)
- 4) Select (Any Receipt)
- 5) Enter the (INVOICE NUMBER) of the desired receipt
- 6) Press (Enter)
- 7) Wait for the authorization receipt

OFFLINE SALE

- 1) Select (Red ATH)
- 2) Select (Offline Sale)
- 3) Enter the amount (Without Taxes) and press (Enter)
- 4) Enter the amount (Tax-free amount) and press (Enter)
- 1) Enter State Tax
- 2) Enter Municipal Tax
- 5) Swipe, insert, or present the card.
- 6) Enter authorization number

EBT

- 1) Select (EBT)
- 2) ----> **Foodstamp Sale**
 - a) Enter the amount, press (Enter)
 - b) Swipe card.
 - c) Enter the PIN
- 3) ----> **Cash Withdrawal**
 - a) Enter the amount, press (Enter)
 - b) Swipe card.
 - c) Enter the PIN
- 4) ----> **Balance Inquiry (Balance Verification)**
 - a) Swipe card.
 - b) Enter the PIN
 - 5) ----> **Cash Sale with Cash Back**
 - a) Enter the amount, press (Enter)
 - b) Swipe card.
 - c) Enter the cash back amount, press (Enter)
 - d) Enter the PIN
 - 6) ----> **Foodstamp / Cash Voucher**
 - a) Enter your password (xxxx)
 - b) Enter the amount, press (Enter)
 - c) Enter card number on the Voucher
 - d) Enter your password (xxxx)
 - e) Enter Approval Number and press (Enter)
 - f) Enter Voucher Number and press (Enter)

FLEET TRANSACTION FOR GASOLINE

- 1) Go to Other
- 2) Select (Fleet)
- 3) Select (Sale)
- 4) Swipe the Card
- 5) Enter license number, license plate, or vehicle number
- 6) Enter the mileage and press (Enter)
- 7) Select fuel grade (FuelType)
 1. Premium
 2. Regular
 3. Diesel
 4. Other
 5. Premium Full
 6. Regular Full
- 8) Enter amount of liters and press (Enter)
- 9) Enter price per liter and press (Enter)
- 10) Enter total price of gasoline and press (Enter)
- 11) Add additional services (optional)
 1. No required services
 2. Lubricant
 3. Car Wash
 4. Grease
 5. Oil and Filter Change
 6. Coolant
 7. Brake Fluid
- 12) If selecting a service:
 - a) Enter number of units
 - b) Enter price per unit
- 13) After this, you can add another service or press Enter to process

SMS RECEIPT

- 1) Once the transaction has been processed, the following menu will appear:
 - 2) -> **Printed**
 - a) Print Client Copy
 - 3) -> **NO Receipt**
 - a) Does not print a client copy
 - 4) -> **Text SMS**
 - a) Send client receipt via text message
 - b) Enter the client's mobile number and (Next)

EBT (REFUND)

- 1) Select (EBT)
- 2) Select (Foodstamp Refund/Void)
- 3) Enter password (xxxx) and press (Enter)
- 4) Enter the amount and press (Enter)
- 5) Swipe, insert, or present the card.

HOTEL / CAR RENTAL

- 1) Select (Hotel / Car Rental)
- 2) -> **Check In / Car Rental**
 - a) Enter Amount, press (Enter)
 - b) Swipe, insert, or present the card.
 - c) Enter the PIN
- 3) -> **Check Out / Car Return**
 - a) Enter the Invoice Number
 - b) Confirm the transaction information on the screen and press Enter
 - c) Enter Additional Amount
 - d) Enter State Tax
 - e) Enter Municipal Tax
 - f) Confirm information on the screen and press Enter

