



OPERATING INSTRUCTIONS FOR ENGAGE V400M WITHOUT TAX

SALE

- 1) Select (ATH Network)
- 2) Select (Sale)
- 3) Enter the amount, Press (Enter)
- 4) Swipe, insert, or present the card.

DEBIT

- a) Enter the PIN

VISA AND MASTERCARD

- a) Enter the PIN if requested

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 (ATH Network)
- 2) Enter the amount, Press (Enter)
- 3) Enter card number and press (Enter)
- 4) Enter expiration date and press (Enter)
- 5) Enter your password (xxxx) and press (Enter)

MANUAL REFUND (CREDIT ONLY)

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

SALE - ATH MÓVIL

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

REFUND

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

SALE - ATH MÓVIL (REFUND)

- 1) Select (ATH Network)
- 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 and press (Enter)

CASH REFUND

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

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)

ADJUST TIPS (CREDIT ONLY ONCE)

- 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 and then press (Enter)

TO PRINT THE DAILY REPORT

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

TO PROCESS THE DEPOSIT (SETTLEMENT)

- 1) Select Administrator
- 2) Enter your password (xxxx) and 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) and then press (Enter)
- 3) Select (Reports)
- 4) Select (Printer)
- 5) Select (Batch History)
- 6) It 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 permissions for users created under 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's name (Supervisors, Waiters)
- d) Select the Profile where the user will reside
- e) Press enter again
- f) 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, press (Enter)
- 4) Swipe, insert, or present the card.

EBT

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

FLEET TRANSACTION FOR GASOLINE

- 1) Go to Other
- 2) Select (Fleet)
- 3) Select (Sale)
- 4) Swipe the Card
- 5) Enter license number, 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 the amount of liters and press (Enter)
- 9) Enter the price per liter and press (Enter)
- 10) Enter the total price of gasoline and press (Enter)
- 11) Add additional services (Service) (optional)

Enter authorization number

 1. No required services
 2. Lubricant
 3. Car Wash
 4. Greasing
 5. Oil and Filter Change
 6. Coolant
 7. Brake Fluid
- 12) If you select any service:
 - a) Enter the quantity of units
 - b) Enter price per unit
- 13) After this, you can add another service or press Enter to process

SMS RECEIPT

- 1) After the transaction has processed, it will present the following menu:
 - 2) -->Printed
 - a) Print a receipt for the customer
 - 3) -->NO Receipt
 - a) No copy printed for the customer
 - 4) -->Text SMS
 - a) Send receipt to the customer via text message
 - b) Enter the customer's mobile number and (Next)
 - c) Enter Voucher Number (Enter)

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 screen and press Enter
 - c) Enter Additional Amount
 - d) Enter State Tax
 - e) Enter Municipal Tax
 - f) Confirm the information on screen and press Enter

