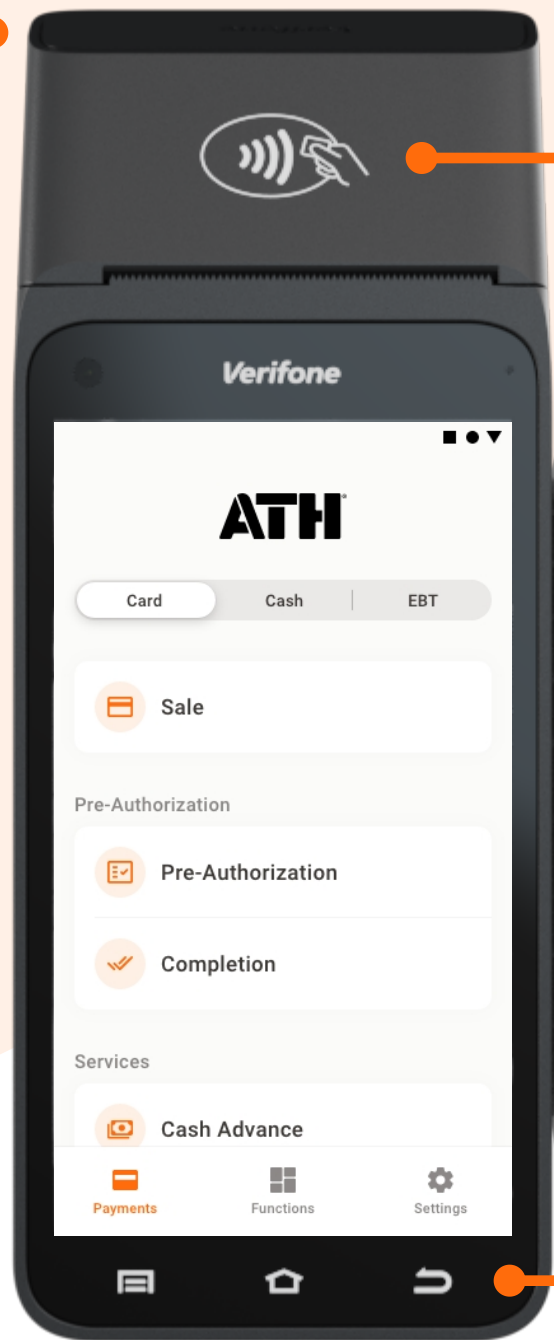


# Quick Reference Guide T650p

Paper Roll Cover



NFC Card Reader

Card Swipe Reader

Navigation Buttons

Card Insert Reader

## Sale Card Transactions

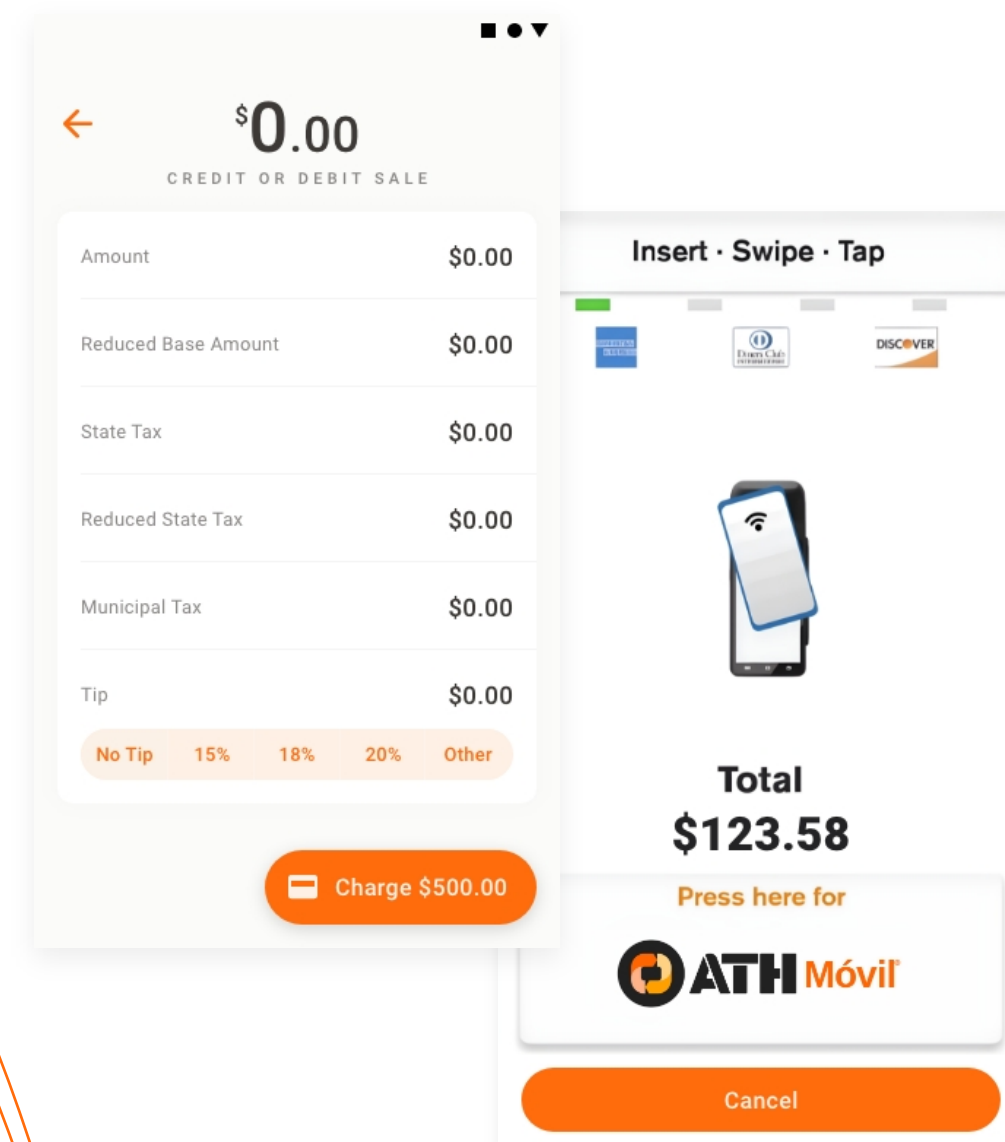
Go to the **Payments** section, then press **Sale**.

Enter the sale amount, including taxes, tips, and/or cashback, if applicable, and then press **Charge**.

Customers can **Insert**, **Tap**, or **Swipe** their cards to pay or press the ATH Móvil Logo to use **ATH Móvil** as the payment method. For **Manual Card Entry** refer to the next page.

Once the payment is processed, the terminal will display if the transaction was *Approved* or *Declined*.

If the payment is approved, choose a receipt option for the customer (SMS, print, or no receipt).



## Refund Card Transactions

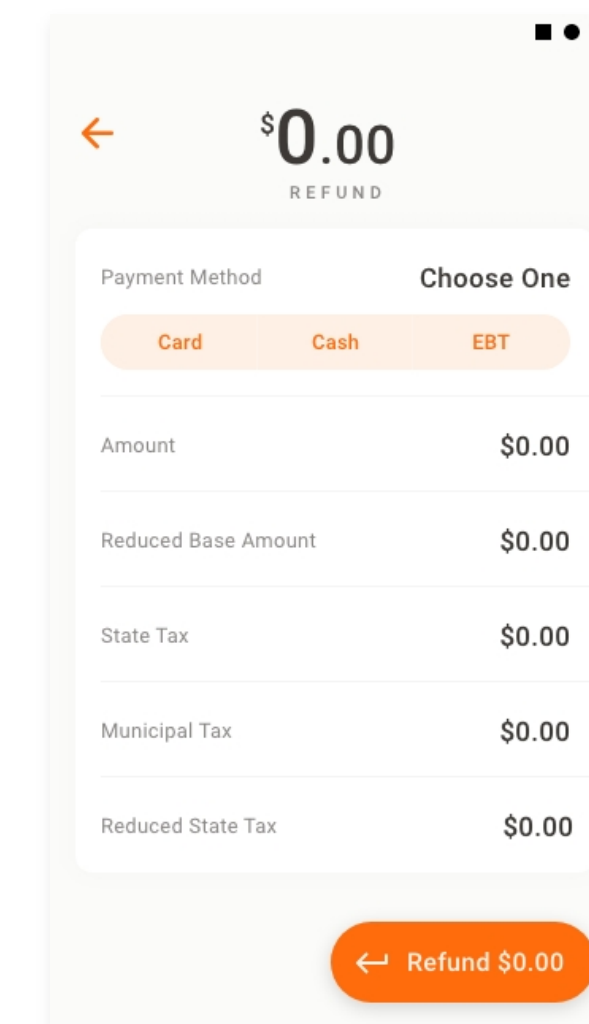
Go to the **Functions** section, then press **Refund**. Enter the *Admin* passcode to continue.

Choose the payment method for the refund, enter the amount to be refunded, and then press **Refund**.

Customers can **Insert**, **Tap**, or **Swipe** their card to receive their refund.

Once the refund is processed, the terminal will display if the transaction was *Approved* or *Declined*.

If the payment is approved, choose a receipt option for the customer (SMS, print, or no receipt).



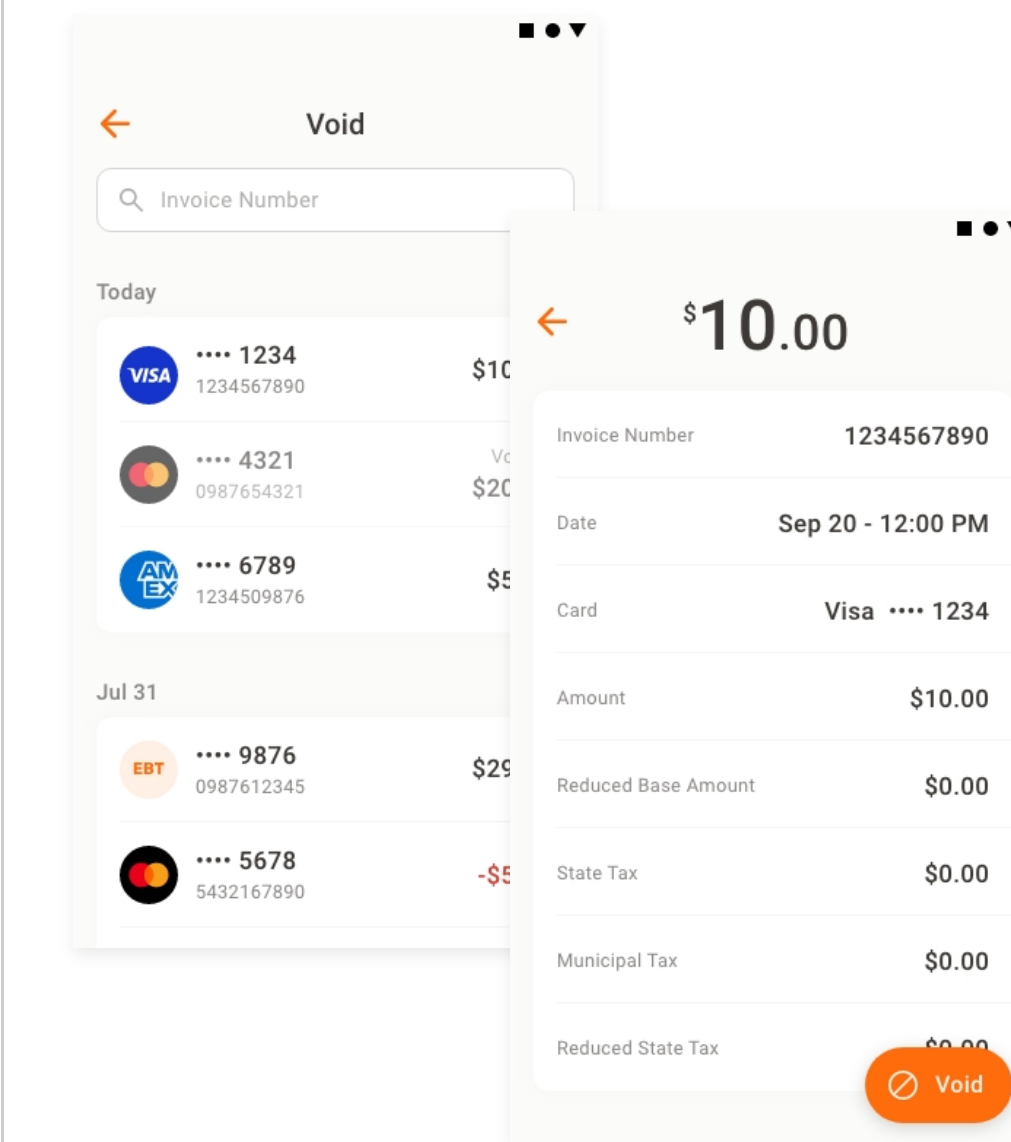
## Void Card Transactions

Go to the **Functions** section, then press **Void**. Enter the *Admin* passcode to continue.

Choose the transaction to void from the list or search for it by entering the invoice number.

After choosing an invoice, a summary of the transaction will be displayed. Press **Void**.

Once the transaction is voided, the terminal will print a confirmation receipt automatically. You may also choose to print an optional customer copy.



## Manual Transactions

Card Transactions

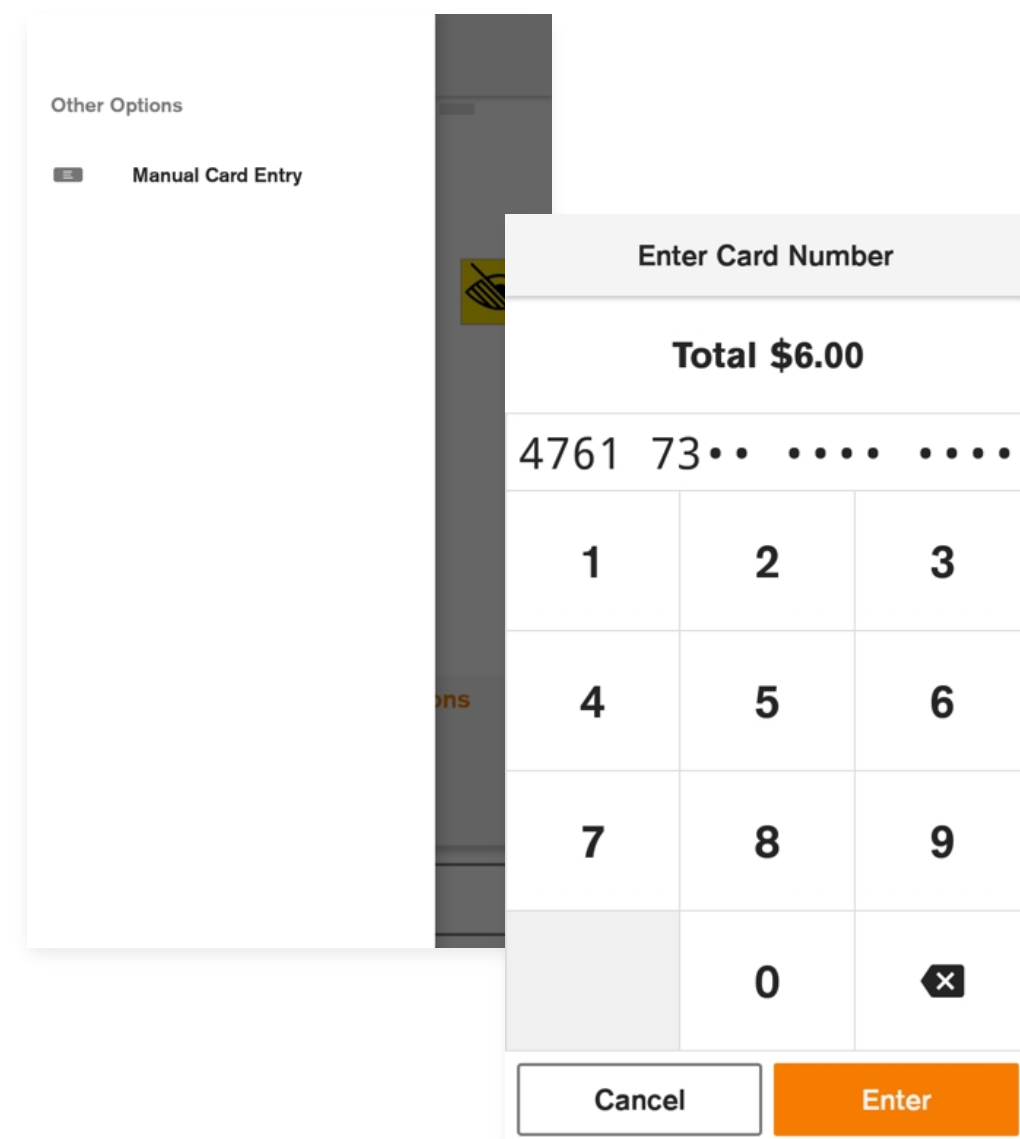
After following the steps for a Sale, for a **Manual Card Entry** press the menu button at the top left of the *Insert, Tap, or Swipe* screen, then press **Manual Card Entry**.

Enter the card number and press **Enter**. Then, confirm the card number and press **Enter** again.

To process the payment, enter the expiration date and press **Enter**.

Once the payment is processed, the terminal will display if the transaction was *Approved* or *Declined*.

If the payment is approved, choose a receipt option for the customer (SMS, print, or no receipt).



## Reprint Receipt

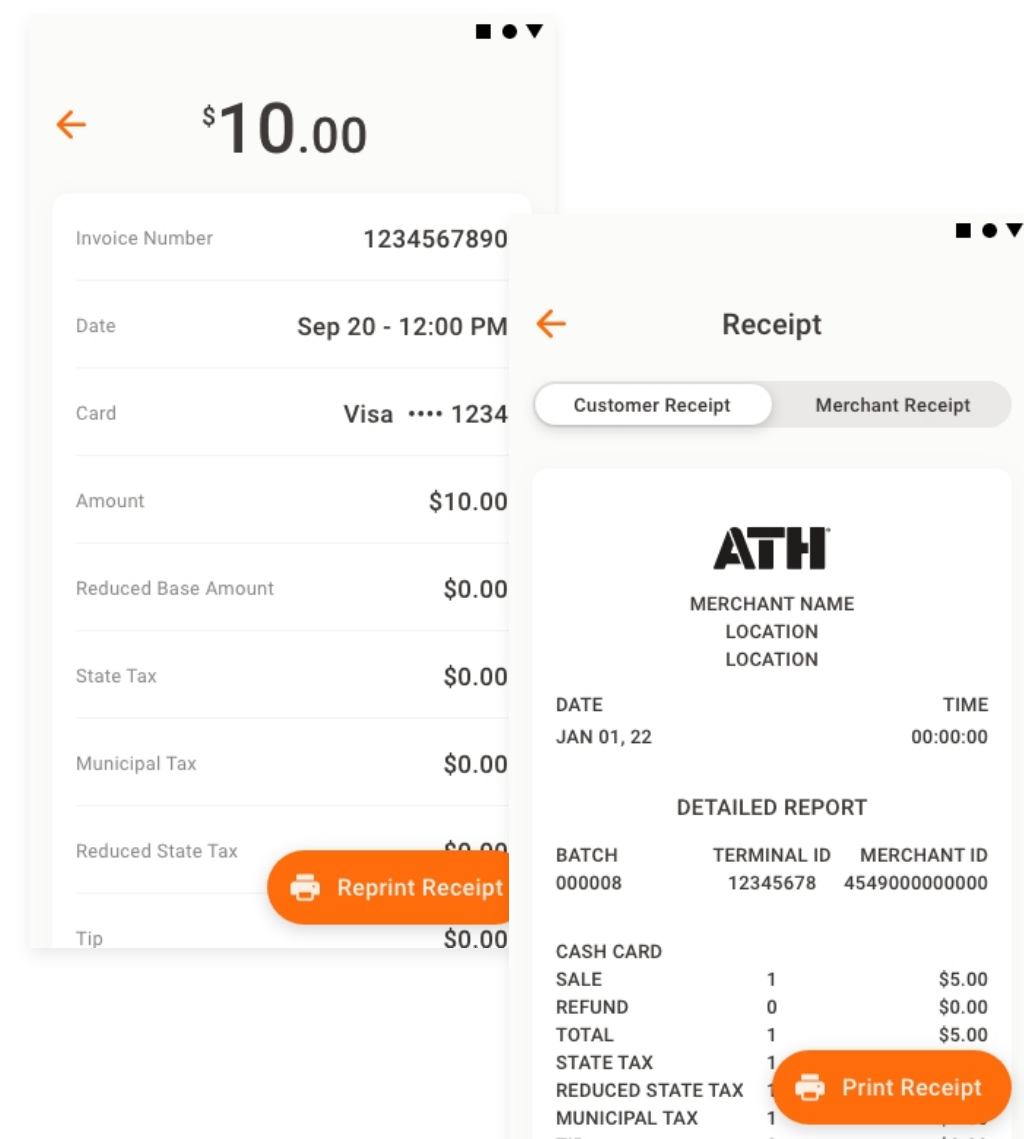
All Transactions

Go to the **Functions** section, then press **Reprint Receipt**. Enter the *Admin* passcode to continue.

Choose a transaction from the list or search for it by entering the invoice number.

After choosing a transaction, a summary will be displayed. Press **Reprint Receipt**.

Choose which receipt you would like to reprint (Merchant or Customer). Then, press **Print Receipt**.



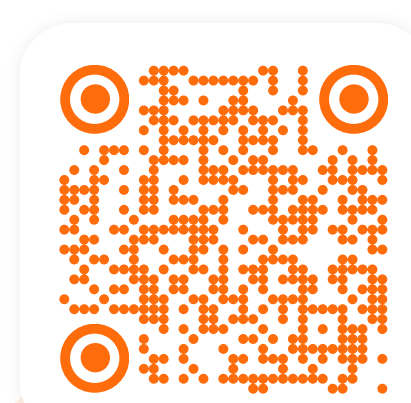
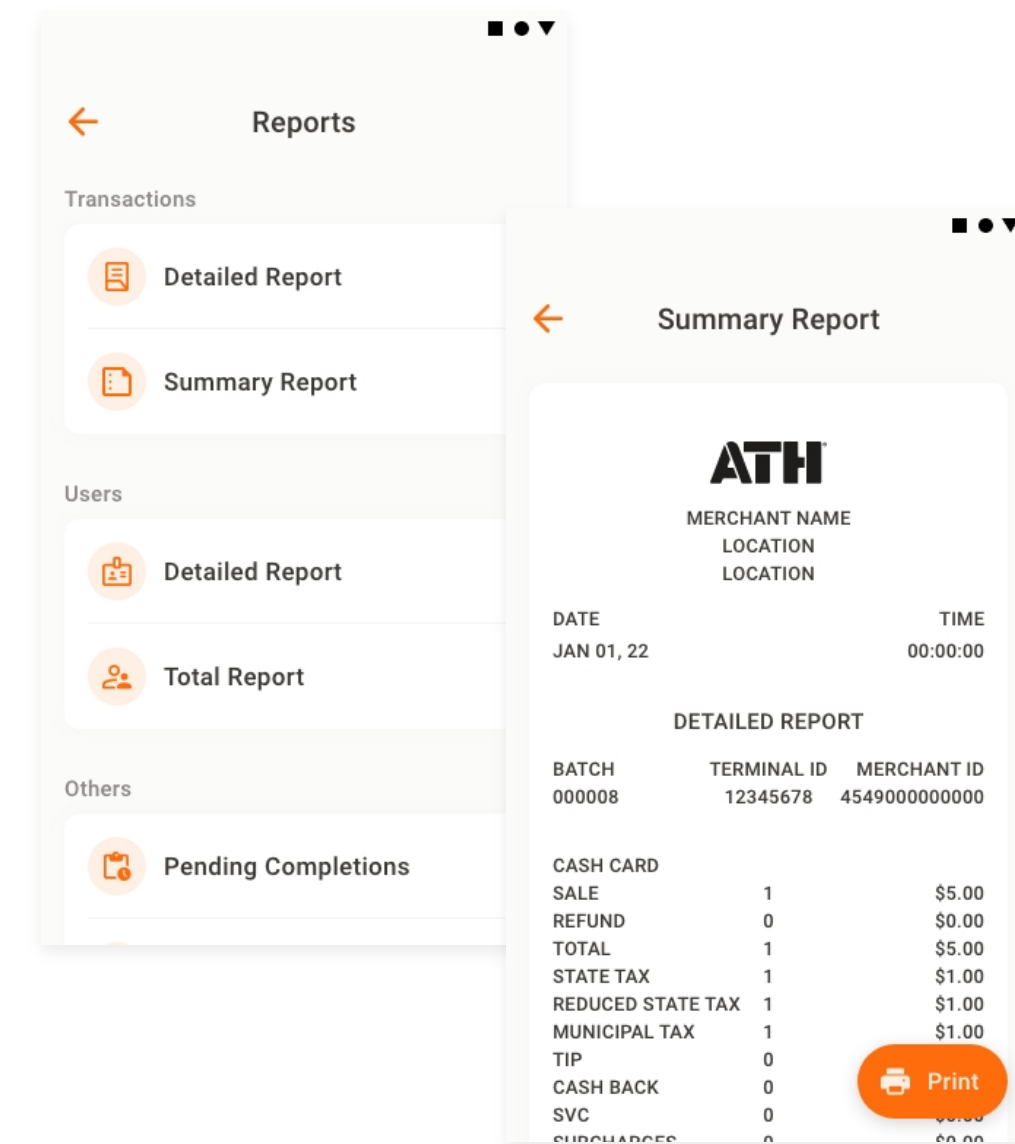
## Reports

All Transactions

Go to the **Functions** section, then press **Reports**. Enter the *Admin* passcode to continue.

Choose the type of report you would like to view.

Optionally you can press the **Print** button to print a physical copy of the report.



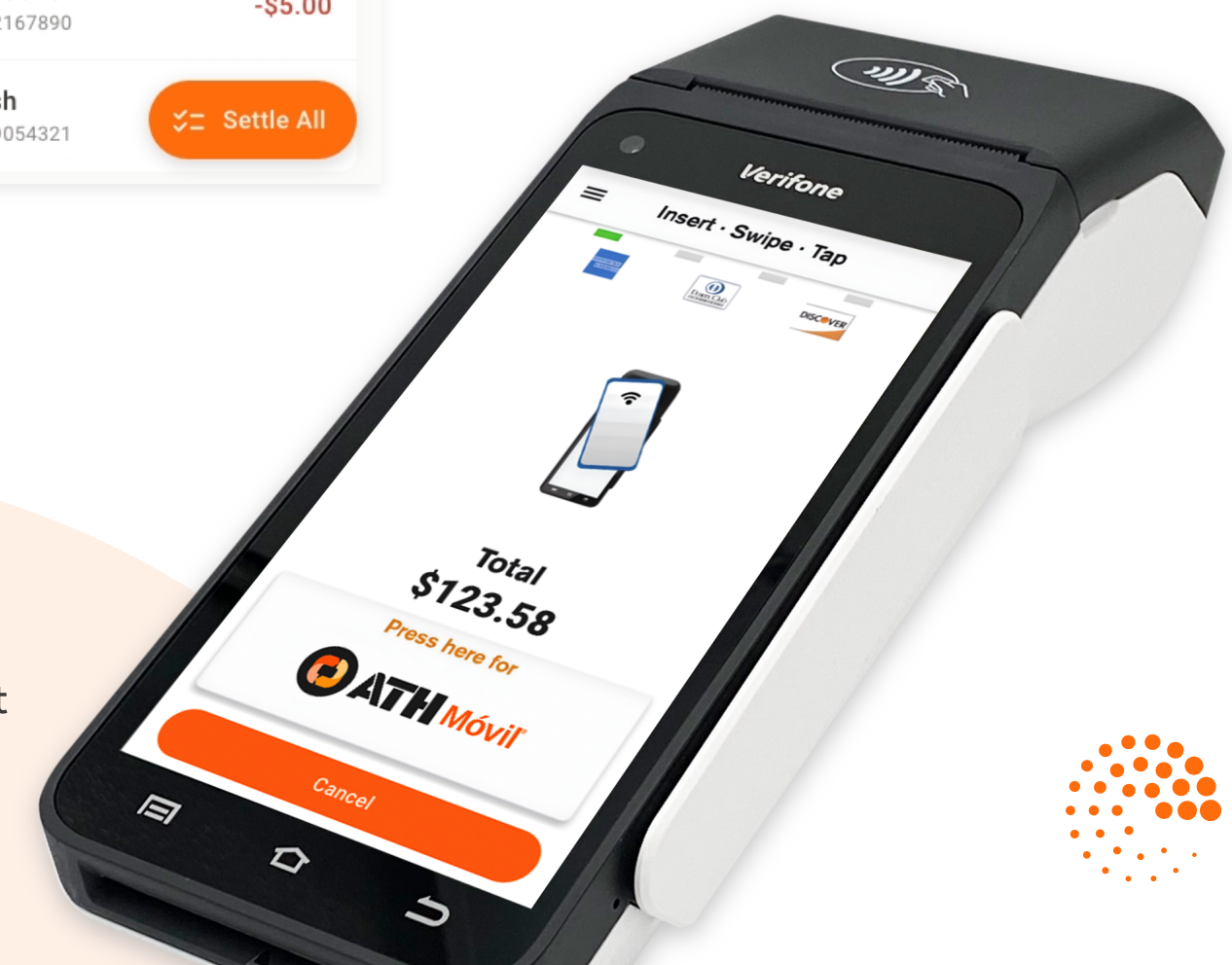
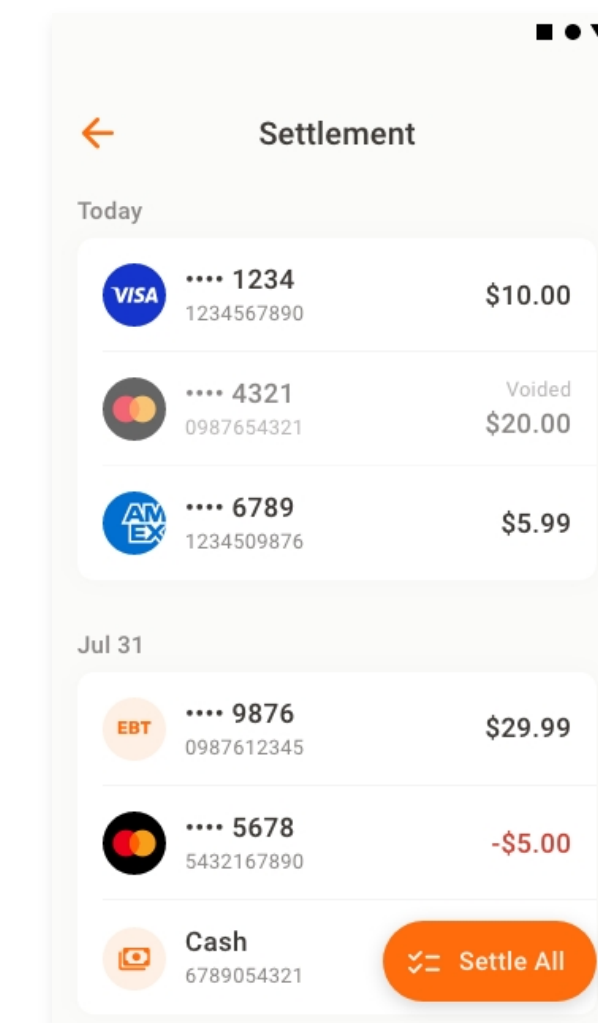
## Settlement

All Transactions

Go to the **Functions** section, then press **Settlement**. Enter the *Admin* passcode to continue.

The terminal will display a list of transactions that have not been settled. Press **Settle All** to complete the settlement.

Finally, the terminal will confirm if the settlement was completed successfully.



### Questions?

Please refer to the Complete User Guide at [docs.evertecmerchantsolutions.com](https://docs.evertecmerchantsolutions.com)

