



# HAMILTON

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# HTK Visual Quickstart Guide

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# Initial Startup / Login

This document is intended to assist an HTK owner in setting up the basic parameters to enable the proper function of the machine. Please note as you read this quick start guide, many configuration settings have been pre-programmed by Hamilton in accordance with the instructions the customer filled out on the order/configuration form. Please check through this guide to confirm proper settings.

*Equipment required* – USB Mouse

**Step 1.** Insert key into lock cylinder and turn the key one-quarter turn.  
Perform this step for both lock cylinders.

This displays the log in screen for the HTK and allows for checking for updates and configuration.



## Login

**Step 2.** Enter in the User ID and Password from the keypad on the door of the HTK to gain access to the HTK Menu.

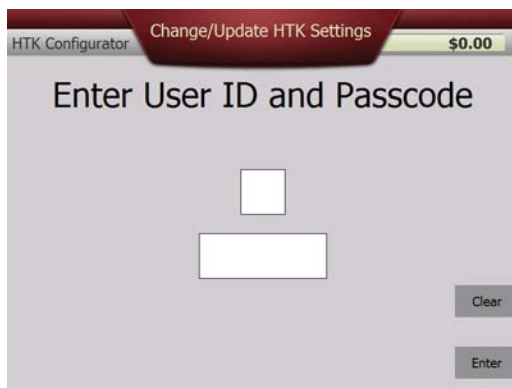
Enter “00” for the User ID and “12345” for the Password.

**Step 3.** Press the lighted button next to the word “enter” on the display.

**Note:** During the entering of the User ID and Password, if an incorrect number is entered, select the lighted button next to the “Clear” button. This will allow an individual to re-enter the correct User Id and Password.

**Step 4.** Use the T handle crank to open HTK door.

**Step 5.** Once door is open, locate the HTK Controller on the right side wall. One will notice that there are six USB ports on the side of the controller. One of them is in use. Select an unused port and connect the USB mouse.



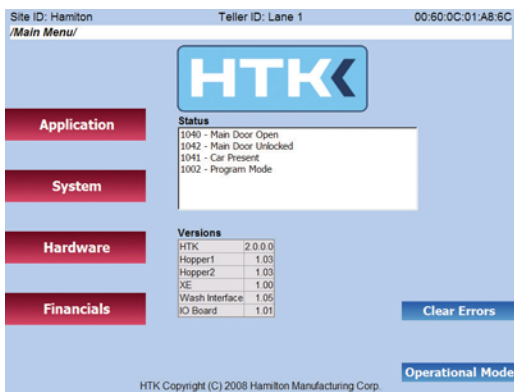


**Step 6** Partially close the HTK door with the mouse coming out the bottom of door.

**Step 7** The display on the HTK will display two menu choices: “Check For HTK Updates” and “Configuration”.

**Step 8** Press the lighted button next to the word “Configuration”.

**Step 9** The display will change and now display the Main Menu Options for the HTK.



# Application

## Programming Wash Prices

Starting on the Main Menu page, select the lighted button next to the word “Application”.

By pressing the Application button on the Main Menu page, the display will change, displaying the first four Application options.

The first option is “Item Packages”. Select the lighted button next to the words “Item Packages”.

By pressing the “Item Packages” button the display will change displaying the three options for “Item Packages”, Item Prices, Item Details and Item Buy Ups.

The first option is “Items Prices”. Select the lighted button next to the words “Item Prices”.

By pressing the “Item Prices” button the display will change displaying; Item Number, Wash Name and Price.

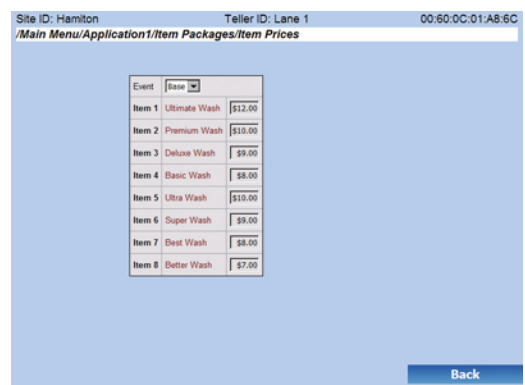
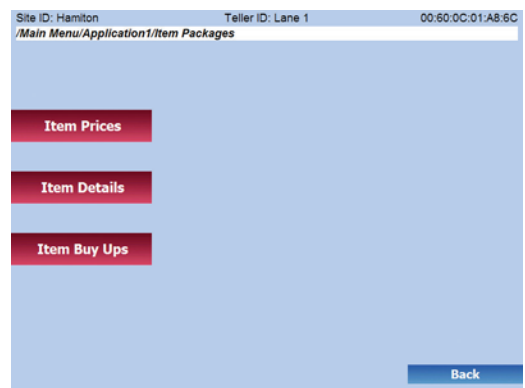
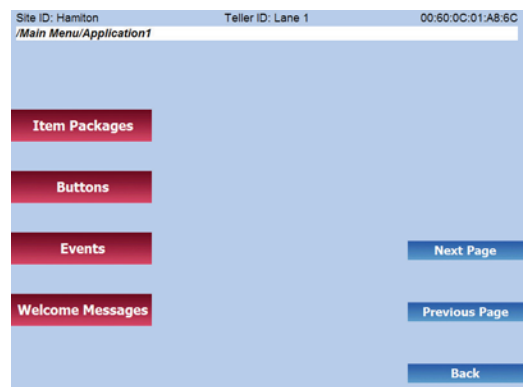
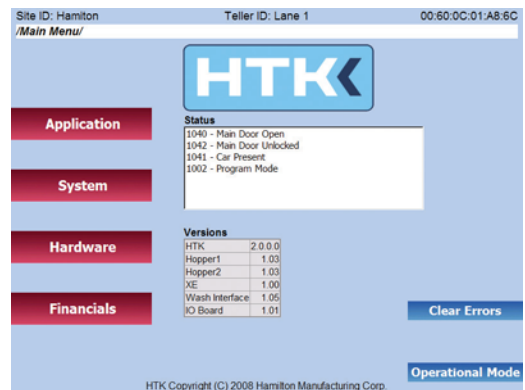
To change a price value, use your mouse to place the cursor inside the price box and left click once. With clicking once an onscreen keyboard will appear. Then use the mouse to navigate the correct price into the box.

Once the correct price is entered perform a left click on any area that is blue, this will hide the onscreen keyboard.

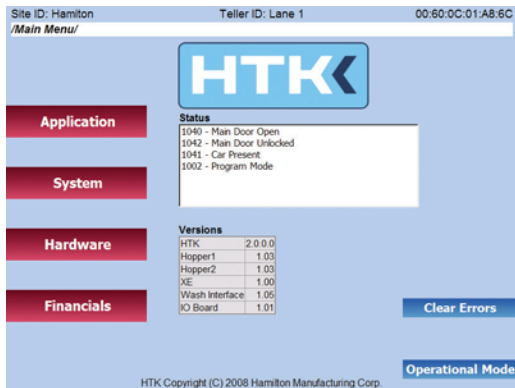
Then select the lighted button next to the word “Back”.

Now locate the lighted button next to the words “Activate Changes” and press. This will save the changes that were made.

The operation is complete.



# Programming Wash Names

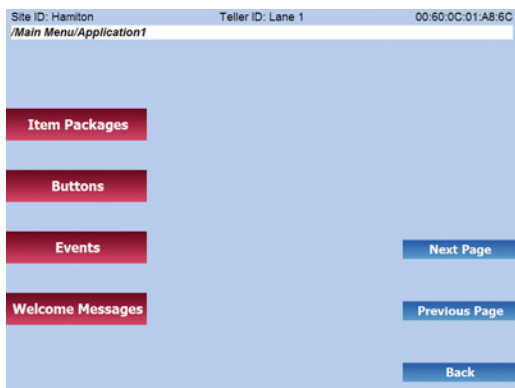


Starting on the Main Menu page, select the lighted button next to the word “Application”.

By pressing the “Application” button on the Main Menu page, the display will change, displaying the first four Application options.

The first option is “Item Packages”. Select the lighted button next to the words “Item Packages”.

By pressing the “Item Packages” button the display will change displaying the three options for “Item Packages”; Item Prices, Item Details and Item Buy Ups.

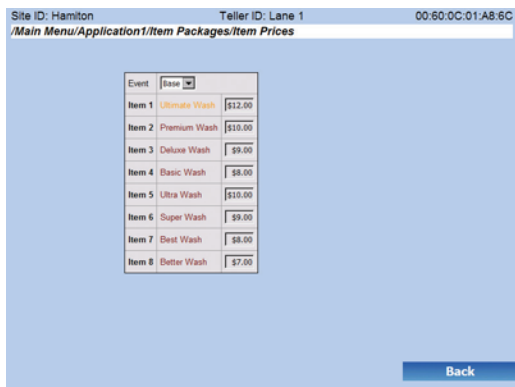


The first option is “Item Prices”. Select the lighted button next to the words “Item Prices”.

By pressing “Items Prices” button the display will change displaying; Item Number, Wash Name and Price.

To change a wash name, use your mouse to place the cursor on the name you would like to change and left click once.

The screen will display; Choose – Wash Name, Item 1, Item 1 Audio, Details, Enabled, SKU and Upgrade Mode: Disabled.



To change the wash name, place the cursor inside the “Item 1” text box.

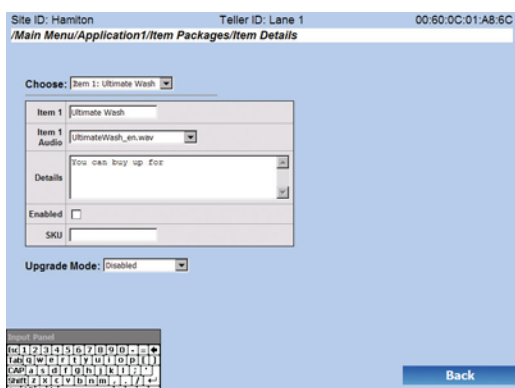
Left click once. With clicking once an onscreen keyboard will appear. Then use the mouse to navigate and enter the correct wash name in the box.

Once the correct name is entered, perform a left click on any area that is blue, this will hide the onscreen keyboard.

Then select the lighted button next to the word “Back”.

Now locate the lighted button next to the words “Activate Changes” and press. This will save the changes that were made.

The operation is complete.



# System

## Programming HTK (Site ID and Teller ID)

Starting on the Main Menu Page, select the lighted button next to the word “System”.

By pressing the “System” button on the Main Menu page, the display will change, displaying the first four System options.

The second option is “HTK”. Select the lighted button next to the letters “HTK”.

By pressing the “HTK” button the display will change displaying “Site ID” and “Teller ID” text boxes. An individual can enter a Site ID (example: Hamilton Car Wash) and then enter a Teller ID (example: Lane 1).

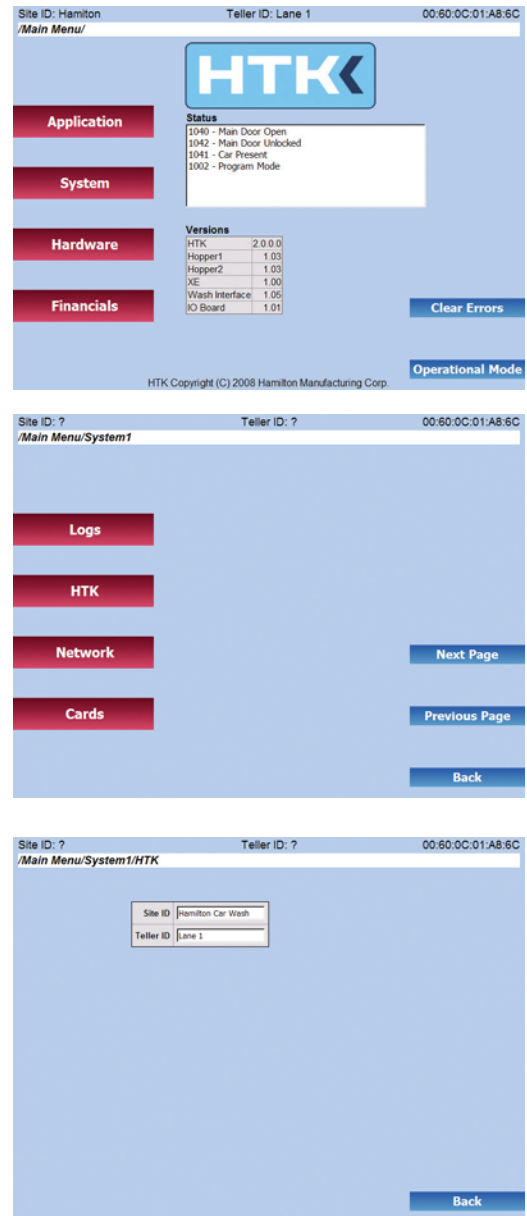
To enter a Site ID or Teller ID, use the mouse to left click once inside the text box. The onscreen keyboard will appear. Then use the mouse to navigate and enter in the correct text.

Once the correct information is entered, perform a left click on any area that is blue, this will hide the onscreen keyboard.

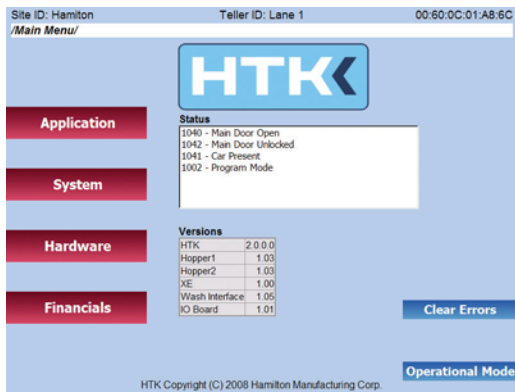
Then select the lighted button next to the word “Back”.

Now locate the lighted button next to the words “Activate Changes” and press. This will save the changes that were made.

The operation is complete.



## Programming LAN (Local Area Network)

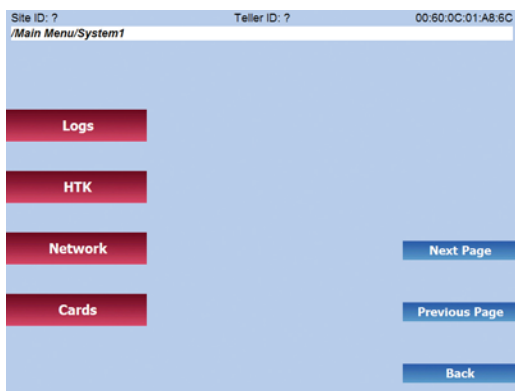


Starting on the Main Menu Page, select the lighted button next to the word “System”.

By pressing the “System” button on the Main Menu Page, the display will change, displaying the first four System options.

The third option is “Network”. Select the lighted button next to the word “Network”.

The first option is “LAN” (Local Area Network). Select the lighted button next to the letters “LAN”.



By pressing the “LAN” button, the display will change displaying the “LAN” information box. One will have a choice of setting the machine to DHCP (Dynamic Host Configuration Protocol) which if selected, the HTK requests an internal IP address automatically from the network (Router). If DHCP is not selected, then the following information must be provided to statically assign an internal IP address to the HTK. The following must be completed when statically assigning an IP address; IP address, Subnet Mask, Gateway address and DNS Server address.

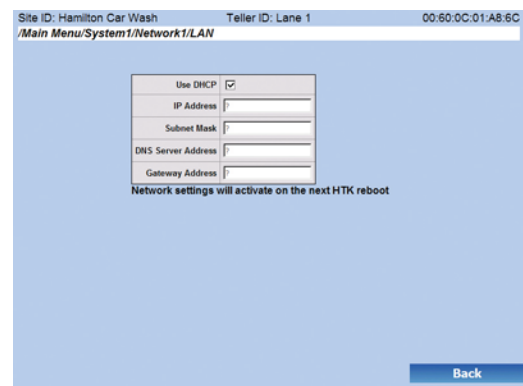
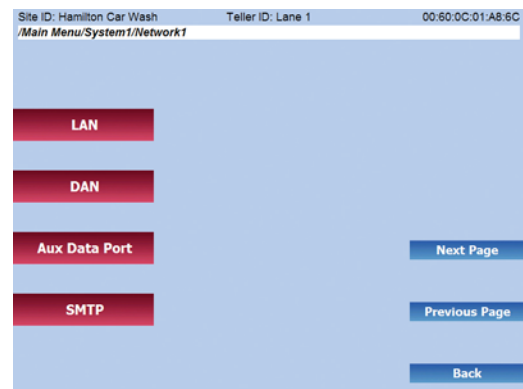
To enter a static IP address and corresponding addresses, use the mouse to left click once inside the text box. The onscreen keyboard will appear.

Then use the mouse to navigate and enter the correct information.

Once the correct information is entered, perform a left click on any area that is blue, this will hide the onscreen keyboard.

Once the keyboard is hidden the “Activate Changes” button appears. Select the lighted button next to the words “Activate Changes”. This will save the changes that were made.

The operation is complete.





# Programming DAN (Data Access Network)

Starting on the Main Menu Page, select the lighted button next to the word “System”.

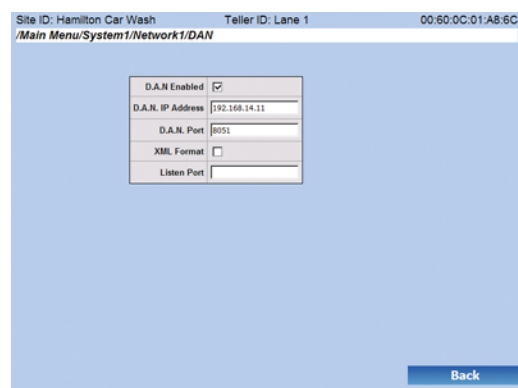
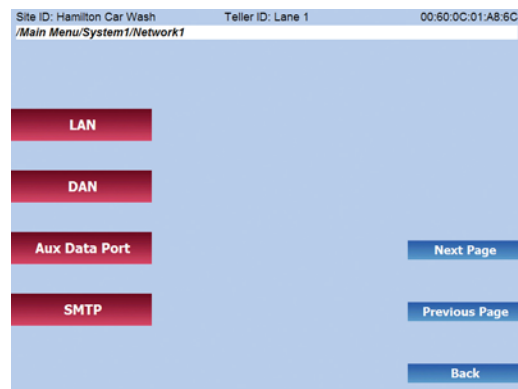
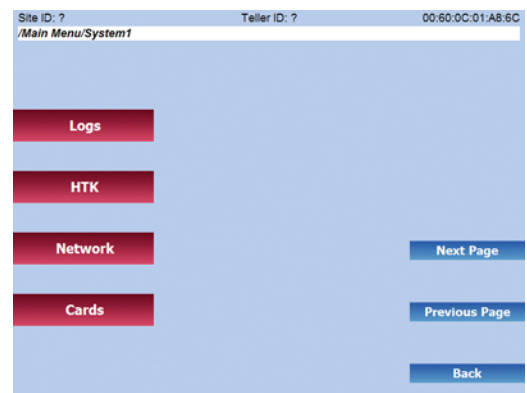
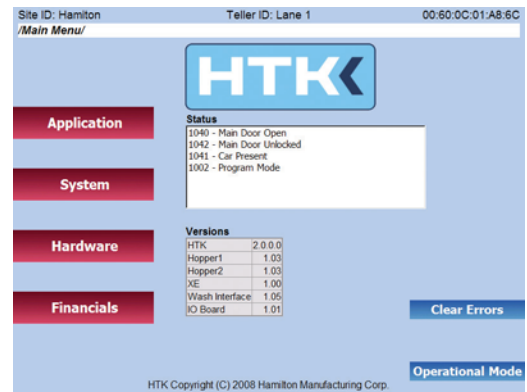
By pressing the “System” button on the Main Menu Page, the display will change, displaying the first four System options.

The third option is “Network” Select the lighted button next to the word “Network”.

The second option is “DAN”. Select the lighted button next to the word “DAN”.

By pressing the “DAN” button the display will change displaying the “DAN” information box. If the HTK is using the DAN for Detailed financial information one will want to select the D.A.N. Enabled box. The next step will be to enter the Internal D.A.N. IP address. The D.A.N. port will already be populated with the correct port.

To disable or enable the D.A.N check box or enter the D.A.N IP address, use the mouse to left click once to select or deselect the “D.A.N. enabled” checkbox, or left click once inside the D.A.N. IP address to change address. The onscreen keyboard will appear. Use the mouse to navigate and enter the correct D.A.N IP address.



Once the correct information is entered, perform a left click on any area that is blue, this will hide the onscreen keyboard. Note if “D.A.N. Enabled” was deselected, the “Activate Changes” button will appear. To save changes select the “Activate Changes”.

Once the keyboard is hidden, select the lighted button next to the word “back”.

The operation is complete.

# Programming SMTP (Simple Mail Transfer Protocol)

Starting on the Main Menu Page, select the lighted button next to the word “System”.

By pressing the “System” button on the Main Menu Page, the display will change, displaying the first four System options.

The third option is “Network” Select the lighted button next to the word “Network”.

The fourth option is “SMTP”. Select the lighted button next to the letters “SMTP”.

By pressing the “SMTP” button the display will change displaying the “SMTP” information box. Note: This information is required if critical and warning messages are to be delivered to the appropriate personnel. **This information must be obtained from your ISP (Internet Service Provider).** The following information will be required; SMTP Server. If Authentication is required then the following information must also be provided; Username and Password. The “Use Authentication” check box must be selected as well.

To enter in the SMTP Server, use the mouse to left click once inside the SMTP Server box. The onscreen keyboard will appear. Then use the mouse to navigate and enter the correct SMTP Server.

If Authentication is required then use the mouse to navigate to the check box next to “Use Authentication”. Left click once to enable or left click once more to disable.

To enter Username, use the mouse to left click once inside the Username box. The onscreen keyboard will appear. Then use the mouse to navigate and enter the correct Username.

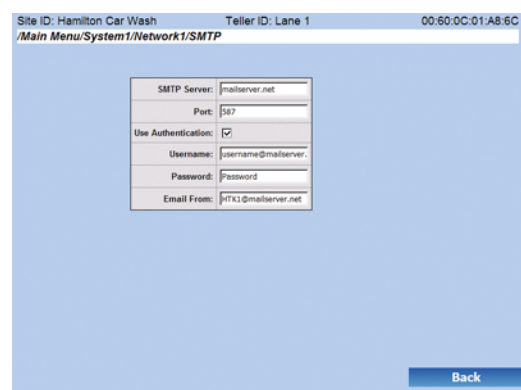
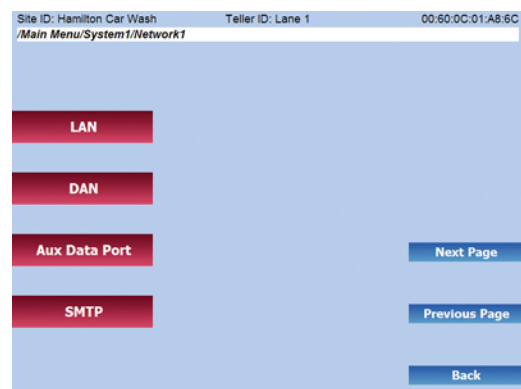
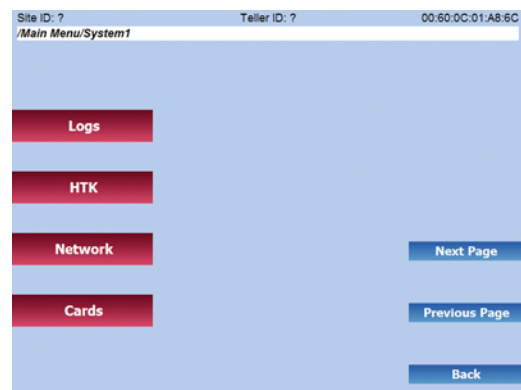
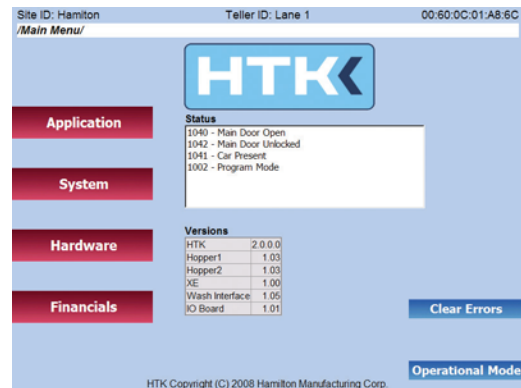
To enter the Password, use the mouse to left click once inside the Password box. The onscreen keyboard will appear. Then use the mouse to navigate and enter the correct Password.

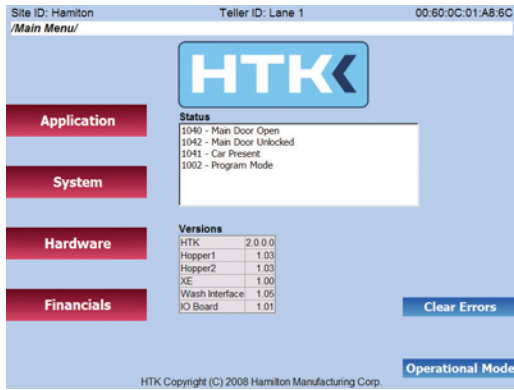
“Email From” is an address that is assigned to the outgoing mail to reference the location of the incoming critical or warning message. To enter the Email from use the mouse to left click once inside the Email From box. The onscreen board will appear. Then use the mouse to navigate and enter the correct Email From.

Once the correct information is entered, perform a left click on any area that is blue, this will hide the onscreen keyboard.

Once the keyboard is hidden, the “Active Changes” button appears. Select the lighted button next to the words “Active Changes” This will save the changes that were made.

The operation is complete.





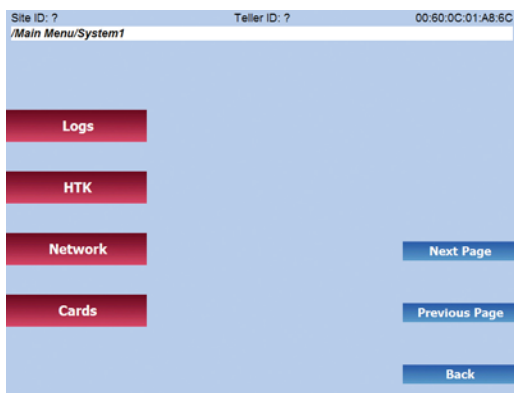
## Card Settings

Starting on the Main Menu Page, select the lighted button next to the word “System”.

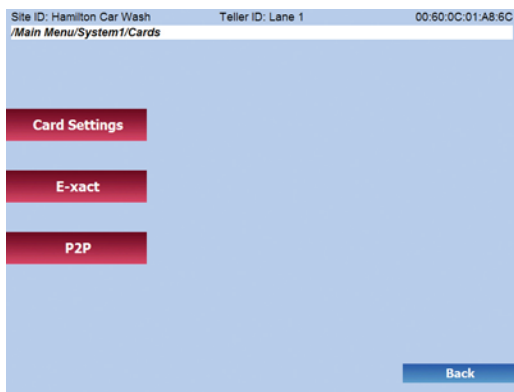
By pressing the “System” button on the Main Menu Page, the display will change, displaying the first four System options.

The fourth option is “Cards” Select the lighted button next to the word “Cards”.

The first option is “Card Settings”. Select the lighted button next to the words “Card Settings”.



By pressing “Card Settings” button the display will change displaying the “Accepted Card Types”, “Accepted Tracks”, and “Blocking List”. This page will allow you to select the Credit Cards that will be accepted at the HTK. The page will also allow you to select or deselect the acceptance of CV Cards (Customer Value Cards). Next this page will allow you to select the accepted tracks (This should already be set by the factory). Finally the Blocking List allows you to block a credit card from being accepted at the HTK.

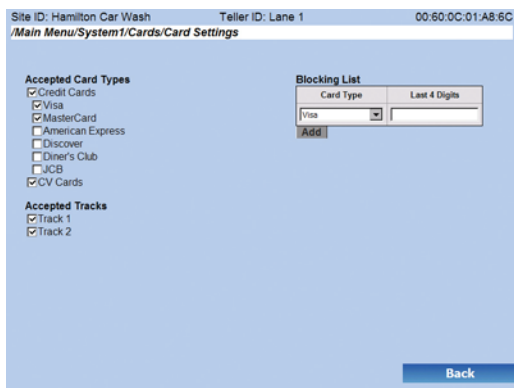


To define the cards that are accepted by the HTK, use the mouse to navigate to the check box that is associated with the credit card. Then left click once to select or deselect a credit card.

To accept “CV Cards” at the HTK the check box next to “CV Cards” must be selected.

Note: The “Accepted Tracks” are preset by the factory and should only be changed under the direction of the factory.

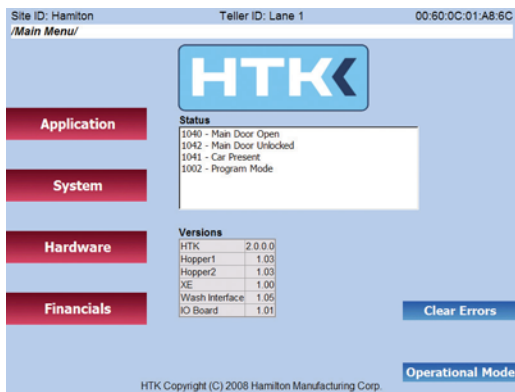
To block a Credit Card, select the “Add Blocked Card”. Then the screen will change and will allow you to select a credit card type and enter the last four digits of the credit card.



Once the correct cards are selected, the “Activate Changes” button will appear. Select the lighted button to the words “Activate Changes”. This will save the changes that were made.

The operation is complete.

# E-xact



Starting on the Main Menu Page, select the lighted button next to the word “System”.

By pressing the “System” button on the Main Menu Page, the display will change, displaying the first four System options.

The fourth option is “Cards”. Select the lighted button next to the word “Cards”.

The second option is “E-xact”. Select the lighted button next to the word “E-xact”.

By pressing the “E-xact” button the display will change displaying the “E-xact” User ID and Password screen. This information is provided by E-xact and is required to accept Credit Cards at the HTK.

To accept Credit Cards, move the mouse to the “User ID” text box and left click once. The onscreen keyboard will appear. Then use the mouse to navigate and enter the correct “User ID”.

Next, move the mouse to the “Password” text box and left click once. The onscreen keyboard will appear. Then use the mouse to navigate and enter the correct

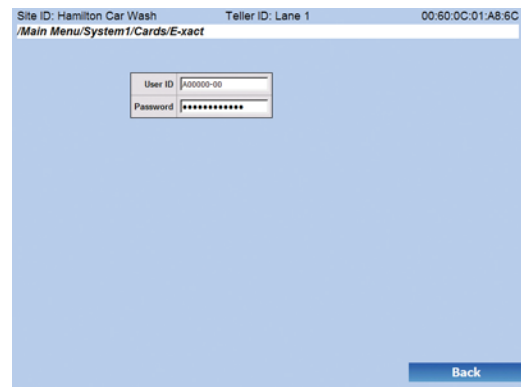
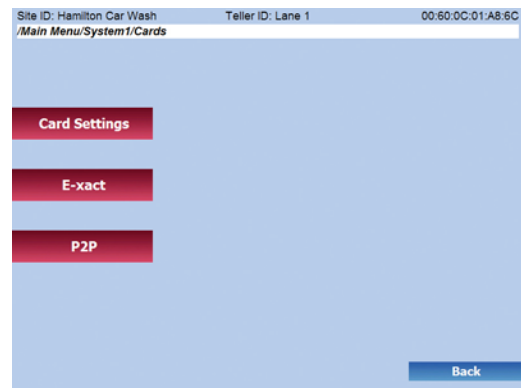
“Password”.

Once the correct information is entered, perform a left click on any area that is blue. This will hide the onscreen keyboard.

Then the “Activate Changes” button will appear. Select the lighted button to the words “Activate Changes”. This will save the changes that were made

Then select the “Back” button. Select the lighted button next to the word “Back”

The operation is complete.



## P2P (Points to Partners)

Starting on the Main Menu Page, select the lighted button next to the word “System”.

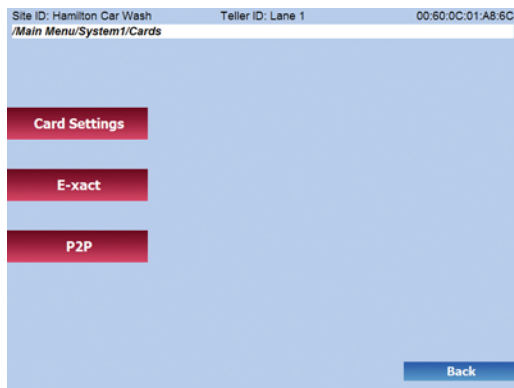
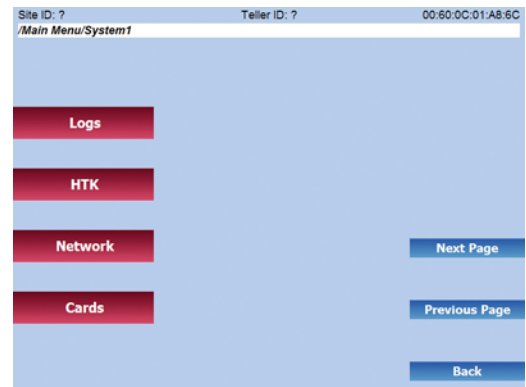
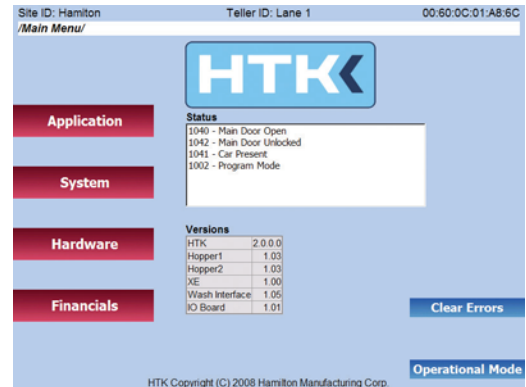
By pressing the “System” button on the Main Menu Page, the display will change, displaying the first four System options.

The fourth option is “Cards”. Select the lighted button next to the word “Cards”.

The third option is “P2P”. Select the lighted button next to the phrase “P2P”.

By pressing the “P2P” button the display will change displaying the “P2P” Terminal ID. This information is provided by P2P and is required to accept Customer Value Cards at the HTK.

To accept Customer Value Cards move the mouse to the “Terminal ID” text box and left click once. The onscreen keyboard will appear. Then use the mouse to navigate and enter the correct “Terminal ID”



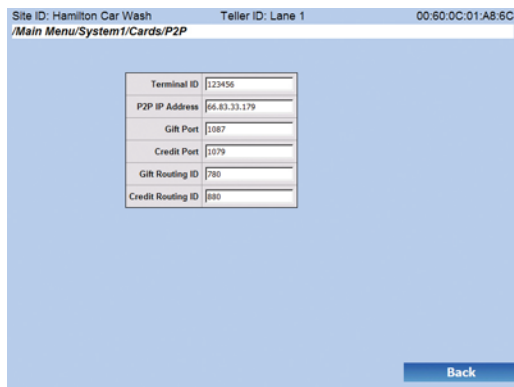
NOTE: All other categories on this page are **preset by the factory and should not be changed**. If any are changed, it will inhibit the acceptance of Customer Value Cards at the HTK.

Once the correct information is entered, perform a left click on any area that is blue. This will hide the onscreen keyboard.

Then the “Activate Changes” button will appear. Select the lighted button to the words “Activate Changes”. This will save the changes that were made.

Then select the “Back” button. Select the lighted button next to the word “Back”.

The operation is complete.



# Hardware

## Hopper

Starting on the Main Menu Page, select the lighted button next to the word “Hardware”.

By pressing the “Hardware” button on the Main Menu Page, the display will change, displaying the first four Hardware options.

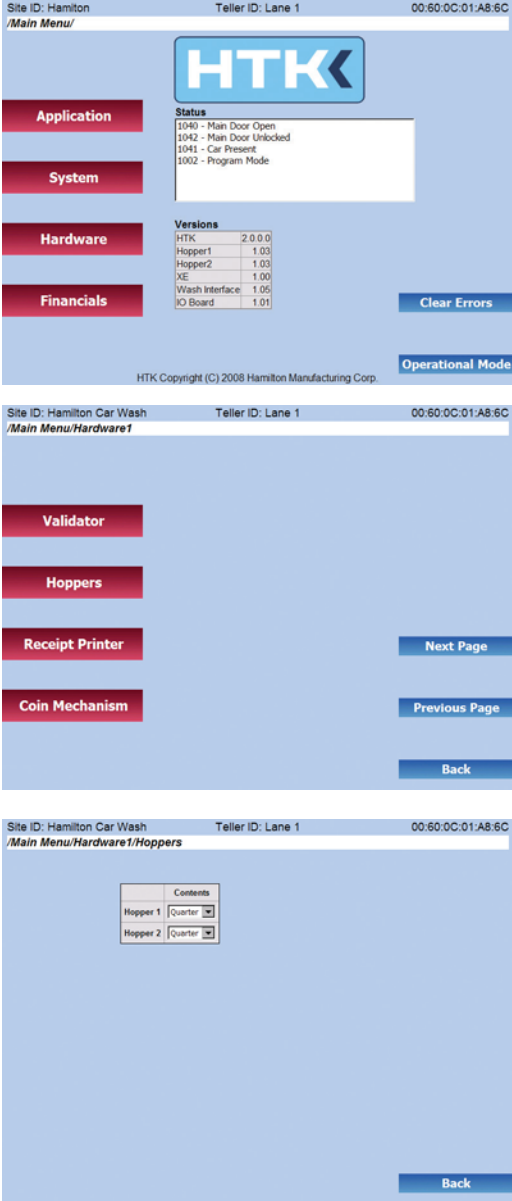
The second option is “Hoppers”. Select the lighted button next to the word “Hoppers”.

By pressing the “Hoppers” button the display will change displaying the Hopper Content Pull Down boxes. This will allow you to select the contents for dispensing from the Hopper. Note: The hopper contents have been preset by the factory and should not need to be changed.

In the event the content is incorrect and needs to be changed, use the mouse to left click once on the down arrow next to the content box. Then navigate to the correct content and left click once. In a few seconds the page will refresh and the “Activate Changes” button will appear.

Select the lighted button next to the words “Activate Changes” This will save the changes that were made.

The operation is complete.

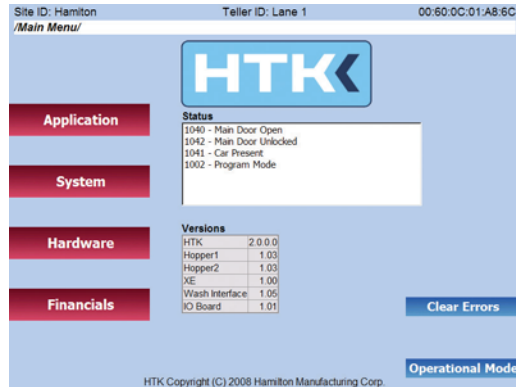




# Receipt Printer

Starting with the Main Menu Page, select the lighted button next to the word “Hardware”.

By pressing the “Hardware” button on the Main Menu Page, the display will change, displaying the first four Hardware options.

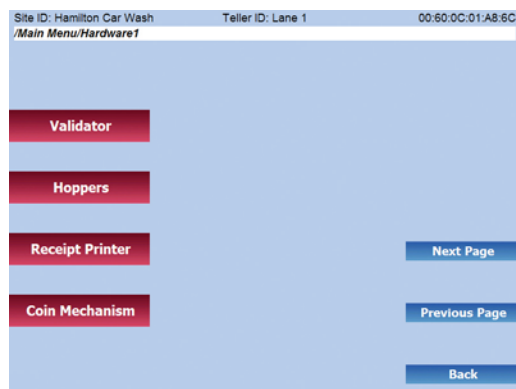


The third option is “Receipt Printer”. Select the lighted button next to the words “Receipt Printer”.

By pressing the “Receipt Printer” button the display will change displaying the following configurable options; Printer Model, Cash Receipts, Card Receipts, Receipt Headers and Receipt Footer.

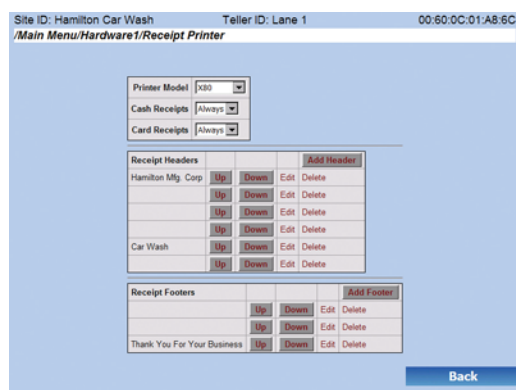
The “Printer Model” will be preset by the factory and should not be changed.

The “Cash Receipt” allows an operator to decide if they “Always”, “Never” or Prompt the Customer for a receipt by Asking (“Ask”) them if they would like a receipt for a cash transaction. To change the Cash Receipt use the mouse and left click on the down arrow next to the “Cash Receipts”. Then use the mouse to navigate to the correct choice and left click once. Allow a few seconds for the screen to refresh. Then the “Activate Changes” will appear. Select the lighted button next to the words “Activate Changes” This will save the changes that were made.



For “Card Receipts” (Note: This sets the receipt procedure for card transactions) follow the same steps as “Cash Receipts”.

When entering a “Receipt Header” an operator can “edit”, “delete” or add a line of text for the receipt header.



Option one; an operator can take existing text preset by the factory and edit it. Use the mouse to left click once on the “Edit” button on the desired line that requires editing. A text box now appears. Use the mouse to left click once inside the text box. The onscreen keyboard will appear. Use the mouse to navigate and enter the correct information. Then left click on any area that is blue, this will hide the onscreen keyboard. Now a “Save” button will appear. Left click once on the “Save” button. This will save the changes that were made.

Option two; an operator can take a “blank” header box and edit it. Use the mouse to left click the “Edit” button on the desired blank line that requires editing. A text box now appears. Use the mouse to left click once inside the text box. The onscreen keyboard will appear. Use the mouse to navigate and enter the correct information. Then left click on any area that is blue. This will hide the onscreen keyboard. Now a “Save” button will appear. Left click once on the “Save” button. This will save the changes that were made.

Option three; an operator can add an additional line by selecting “Add Header” this will add another line. Follow option two to enter an additional line of text.

For “Receipt Footer” follow the above options to enter the correct text.

Note: Once the lines of text have been entered they can be re-arranged using the “Up” and “Down” buttons to move the message to the correct position.

Once all the information is complete and the “Activate Changes” button is on the screen, select the lighted button next to the words “Activate Changes” This will save the changes that were made.

The operation is complete.

## Bill Dispenser

Starting with the Main Menu Page, select the lighted button next to the word “Hardware”.

By pressing the “Hardware” button on the Main Menu Page, the display will change, displaying the first four Hardware options.

Next press the lighted button next to the words “Next Page”, the screen will change displaying three more Hardware options.

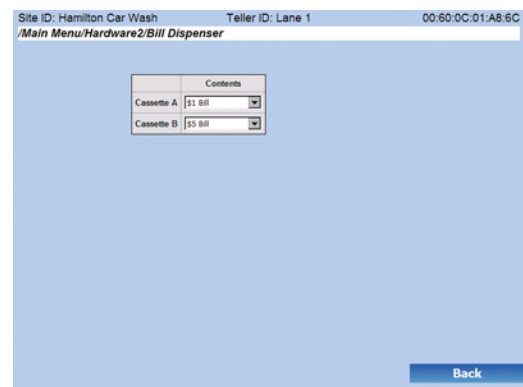
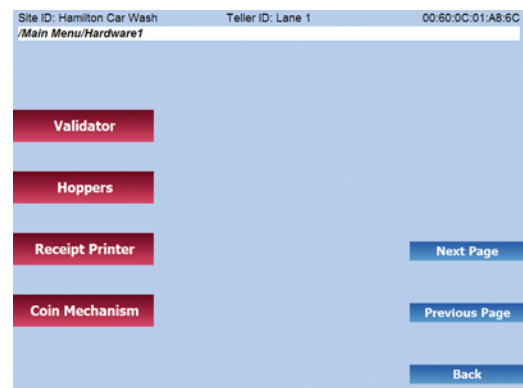
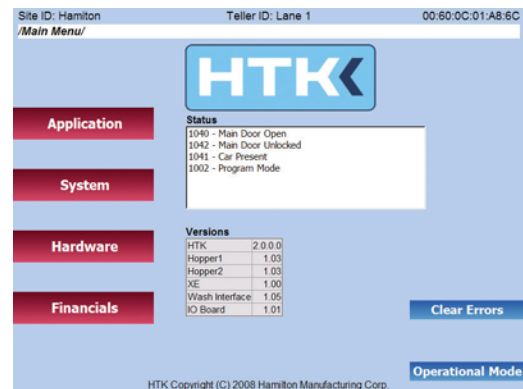
The first option is “Bill Dispenser” Select the lighted button next to the words “Bill Dispenser”.

By pressing the “Bill Dispenser” button the display will change displaying the contents for Cassette A and Cassette B. This will allow you to select the contents for dispensing from the Bill Dispenser. Note: The “Bill Dispenser” contents have been preset by the factory and should not need to be changed.

In the event the content is incorrect and needs to be changed, use the mouse to left click once on the down arrow next to content box. Then navigate to the correct content and left click once. In a few seconds the page will refresh and the “Activate Changes” button will appear.

Select the lighted button next to the words “Activate Changes”. This will save the changes that were made.

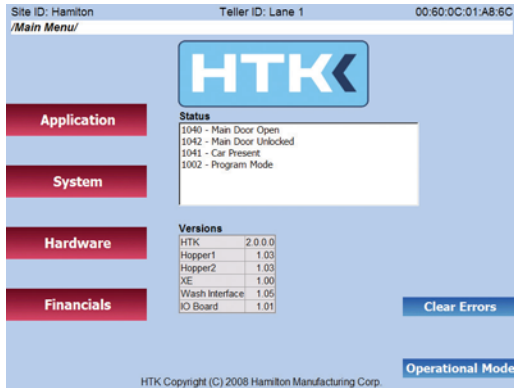
The operation is complete.





# Financials / Audits

## Audits



Starting with the Main Menu Page, select the lighted button next to the word “Financials”.

By pressing the “Financial” button on the Main Menu Page, the display will change, displaying the one Financial option.

Next press the lighted button next to the word “Audit”. The screen will change displaying three Audit options, View Audits, Print Audits, and Reset Counts.

By pressing the lighted button next to the words “View Audits”, the screen will change displaying the audit report for the HTK.

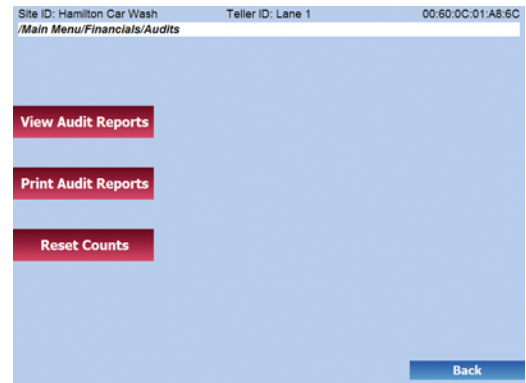
By pressing the lighted button next to the words “Print Audit Reports” it will automatically print the HTK audit report. The screen will go blue and the “Back” Button will appear. Press the lighted button next to the word “Back”.

By pressing the lighted button next to the words “Reset Counts”, you can clear the inventory counts. Note: This category clears the “resettable” inventory only. The screen will prompt you to select “Yes” or “No thanks”.

By pressing “No thanks” you decline resetting counts. Then press the lighted button next to the “Back” button to return to previous page.

By pressing “Yes” the counts will be cleared and a “successfully cleared counts” message will appear. Then press the lighted button next to the “Back” button to return to previous page.

The operation is complete.



# LIMITED WARRANTY AGREEMENT OF HAMILTON MANUFACTURING CORP.

Hamilton Manufacturing Corp., an Ohio Corporation, (“Seller”) warrants to Purchaser that all new equipment shall be free from defects in material and factory workmanship for a period of one (1) year from the original shipping date. Hamilton Manufacturing Corp. further warrants if any part of said new equipment in Seller’s sole opinion, requires replacement or repair due to a defect in material or factory workmanship during said period, Seller will repair or replace said new equipment. Purchaser’s remedies and the liabilities and obligations of Seller herein shall be limited to repair or replacement of the equipment as Seller may choose, and Seller’s obligation to remedy such defects shall not exceed the Purchaser’s original cost for the equipment. Purchaser EXPRESSLY AGREES this is the EXCLUSIVE REMEDY under this warranty. There are no other express or implied warranties which extend beyond the face hereof. All warranty repair service must be performed by either a Factory Trained Service Representative or **HAMILTON MANUFACTURING CORP., 1026 Hamilton Drive, Holland, Ohio 43528 PHONE (419) 867-4858 or (800) 837-5561, FAX (419) 867-4867.**

The limited warranty for new equipment is conditioned upon the following:

1. The subject equipment has not, in the Seller’s sole opinion, been subjected to: accident, abuse, misuse, vandalism, civil disobedience, riots, acts of God, natural disaster, acts of war or terrorism.
2. The Seller shall not be liable for any expense incurred by Purchaser incidental to the repair or replacement of equipment and Purchaser shall assume full responsibility for any freight or shipping charges.
3. The coverage of this warranty shall not extend to expendable parts.
4. Purchaser shall have a warranty registration card on file with Seller prior to any claim in order for warranty protection to apply.
5. No warranty coverage is applicable to any equipment used for currency other than that specified at the time of the purchase.
6. Seller expressly disclaims any warranty that counterfeit currency will not activate said equipment.
7. Seller expressly disclaims any warranty for any losses due to bill manipulation or theft or loss of cash under any circumstances.
8. Use of the equipment for anything other than its intended and designed use will void the Limited Warranty Agreement. Use of equipment for anything other than its intended and designed use includes, but is not limited to, downloading software/applications not certified by Seller such as e-mail, spyware, screen savers, viruses, worms, third party software, web search engines, cookies, spam, desktop applications, games, web surfing, etc.

Seller further warrants all repair or service work performed by a factory trained representative or Hamilton Manufacturing Corp. for a period of ninety (90) days from the date the repair or service work was performed. Purchaser’s remedies and the liabilities and obligations of Seller herein shall be limited to repair or replacement of equipment as Seller may choose, and Seller’s obligation to remedy such defects shall not exceed the Purchaser’s depreciated value of the equipment. Purchaser EXPRESSLY AGREES this is an EXCLUSIVE REMEDY under this warranty. There are no other express or implied warranties on repair or service work performed by a factory trained representative or Hamilton Manufacturing Corp. which extend beyond the face hereof.

The limited warranty for repair and service work is conditioned upon the following:

1. The subject equipment has not, in the Seller's sole opinion, been subjected to: accident, abuse, misuse, vandalism, civil disobedience, riots, acts of God, natural disaster, acts of war or terrorism.
2. The Seller shall not be liable for any expense incurred by Purchaser incidental to the repair or replacement of equipment and Purchaser shall assume full responsibility for any freight or shipping charges.
3. The coverage of this warranty shall not extend to expendable parts.
4. Purchaser shall have a warranty registration card on file with Seller prior to any claim in order for warranty protection to apply.
5. No warranty coverage is applicable to any equipment used for currency other than that specified at the time of the purchase.
6. Seller expressly disclaims any warranty that counterfeit currency will not activate said equipment.
7. Seller expressly disclaims any warranty for any losses due to bill manipulation or theft or loss of cash under any circumstances.
8. No person or entity other than a factory trained representative or Hamilton Manufacturing Corp. has performed or attempted to perform the subject repair or service.
9. Using equipment which has been serviced or repaired for anything other than its intended or designed use such as downloading software applications not certified by Seller will void the Limited Warranty Agreement. This includes software/applications such as e-mail, spyware, screen savers, viruses, worms, third party software, web search engines, cookies, spam, desktop applications, games, web surfing, etc.

THIS AGREEMENT IS MADE WITH THE EXPRESS UNDERSTANDING THAT THERE ARE NO IMPLIED WARRANTIES THAT THE EQUIPMENT SHALL BE MERCHANTABLE, OR THAT THE GOODS SHALL BE FIT FOR ANY PARTICULAR PURPOSE. PURCHASER HEREBY ACKNOWLEDGES THAT IT IS NOT RELYING ON THE SELLER'S SKILL OR JUDGMENT TO SELECT OR FURNISH EQUIPMENT SUITABLE FOR ANY PARTICULAR PURPOSE AND THAT THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THAT WHICH IS DESCRIBED HEREIN.

The Purchaser agrees that in no event will the Seller be liable for direct, indirect, or consequential damages or for injury resulting from any defective or non-conforming new, repaired or serviced equipment, or for any loss, damage or expense of any kind, including loss of profits, business interruption, loss of business information or other pecuniary loss arising in connection with this Limited Warranty Agreement, or with the use of, or inability to use the subject equipment regardless of Sellers knowledge of the possibility of the same.

# **Hamilton Manufacturing Corp.**

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**Customer Service Phone:** (800) 837-5561    **Customer Service Fax:** (419) 867-4857

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