



PAX S80 Training Guide



INCLUDED IN YOUR BOX

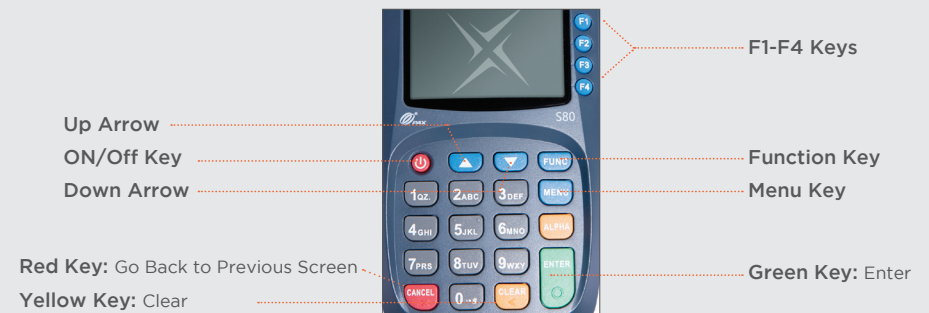


- Credit Card Terminal
- External Pin pad (Optional)
- Power Supply - 2 pieces
- IP Cabling - Phone Line | Ethernet Cable
- Training Guide
- Two Rolls of Paper
- Manufacturer User Guide

TERMINAL SET-UP

Your terminal will arrive programmed and all you need to do is plug it in. You will either have your terminal set-up: **Internet Connection** or **Dial Up**. Internet is the preferred method of communication.

HOT KEYS



PAX Support: 904.900.3741

After Hours Support:

- If your Merchant ID Number Begins with: 3899 - 888.830.0555
- If your Merchant ID Number Begins with: 7620 or 9317 - 877.243.6542
- If your Merchant ID Number Begins with: 5363 or 5544 - 800.228.0210

FOR ADDITIONAL INFORMATION AND VIDEOS, PLEASE VISIT:
<https://signapay.com/terminals/#PAX-S80>

MERCHANT CUSTOMER SERVICE

Monday - Friday 8:00am - 5:00pm CST

1.800.944.1399 | SignaPay.com

TRAINING GUIDE

TO RUN A CREDIT SALE

- From the idle screen input the sale amount and then press ENTER.
- Input the tip amount and then press ENTER.
- Insert, tap, swipe or manually enter the card account number and if prompted expiry date.
- If prompted enter the server ID number and press ENTER.
- The terminal contacts the Host for an approval and then prints the receipt. Press any key to print the second receipt or press CANCEL.

PROCESS A VOID

- From the idle screen select the F4 button until V/SALE displays and then press ENTER.
- Input the transaction # to be voided and then press ENTER.

The terminal searched the database for a sale transaction that matches the criteria. Once found the transaction will be displayed, confirm the transaction and then press ENTER.

If the terminal does not find the transaction, it displays "TRANS NOT FOUND!" and returns to idle screen. If the transaction has already been voided, it displays "ALREADY VOIDED" and return to the idle screen.

If the card is not the same one by which sale transaction is done, it displays "ACCOUNT MISMATCH" and return to the idle screen. View the transaction on the display to verify it is the correct transaction then press ENTER.

Tap, swipe or manually enter the card account number and expiry date. The terminal contacts the Host Processor for an approval and then prints a receipt.

Press any key to print the second receipt or press CANCEL.

ISSUE/ACTIVATE GIFT CARD

- From the idle screen select the F3 button until GIFT is displayed, then press F4 button until ISSUE is displayed.
- Input the issue/activation amount and then press ENTER.
- Swipe the gift card or manually enter the card account number and press ENTER and then if prompted enter the expiry date and press ENTER.
- If prompted enter the server ID number and press ENTER.
- The terminal contacts the Host Processor for an approval and then prints a receipt. Press any key to print the second receipt or press CANCEL.

CLOSE THE BATCH

- From the idle screen press FUNC to access the Function Menu.
- Press (2) for the batch close options.
- Press (1) to close the batch.

Note: The selections in the batch Menu will vary with the Host Processor. With some there are a number of different choices but others start the batch process immediately.

The terminal will contact the host processor and print a batch report.

PRINT REPORT

- From the idle screen press FUNC to access the Function Menu.
- Select Report and Press ENTER
- Report will print.

TRAINING GUIDE (CONT.)

TIP ADJUST

- From the idle screen press FUNC to access the Function Menu. Then scroll with the up/down arrow and select TIP MENU and press ENTER.
- Press (1) for untipped transactions. Use the up/down arrows to scroll untipped transactions.
- Press ENTER to select the desired transaction.
- Enter the new tip amount and press ENTER.
- Then confirm the new tip amount by pressing ENTER.
- After the tip amount has been confirmed the new total amount is displayed briefly.

PROCESS A REFUND

- From the idle screen press FUNC to access the Function Menu. Then scroll with the up/down arrow and select RETURN and press ENTER.
- Select CREDIT and press ENTER
- Enter the refund amount and press ENTER
- Swipe or key in the card number.
- Return Receipt will print.

PROCESS A REFUND

- From the idle screen press FUNC to access the Function Menu. Then scroll with the up/down arrow and select REPRINT and press ENTER.
- Select your option:
 - Last Transaction
 - Any Receipt
- Press ENTER
- Select CREDIT and press ENTER
- Enter transaction number and press ENTER
- Choose:
 - Customer Receipt
 - Merchant Receipt
- Press ENTER
- Receipt will print.