



## Pax S80 Manual

- Use the power button to turn on, turn off, or restart the terminal or unplug power cable to turn off terminal.

Plug in Ethernet cable to connect to the Internet.

### Process a Sale:

1. Enter the amount using pin pad.
2. Click green button.
3. Insert/Tap/Swipe card.

(Hit red button to abort the transaction, if needed).

### Void a Transaction:

- Void is used to prevent sale from settling, use in place of refund if terminal has not batched out.
1. Click 'F' button to open Function menu.
  2. Select '7. Void'.
  3. Enter password, today's date in MM/DD/YYYY format.
  4. Select '1. CREDIT'.
  5. Enter transaction number, then click green button to proceed.

6. Transaction will be displayed, then click green button to proceed.

### Process a Refund:

- Only refund transactions that were not run the same day, otherwise use Void.
1. Click 'F' button to open Function menu.
  2. Select '8. Return'.
  3. Enter password, today's date in MM/DD/YYYY format.
  4. Select '1. CREDIT'.
  5. Enter the amount using pin pad.
  6. Click green button.
  7. Insert/Tap/Swipe card.  
  
(Hit red button to abort the transaction, if needed).

### Batch out terminal:

1. Click 'F' button to open Function menu.
2. Select '2. Batch'.
3. Select '1. Batch Close'.

### Reprint receipt:

1. Click 'F' button to open Function menu.
2. Select '6. Reprint'.

### Print out today's batch report:

1. Click 'F' button to open Function menu.

2. Select '1. Report'.
3. Enter password, today's date in MM/DD/YYYY format.

#### View batch:

1. Click 'F' button to open Function menu.
2. Select '3. Review'.
3. Enter password, today's date in MM/DD/YYYY format.