



Pax S920L Manual

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

Connect to Wifi:

1. Hold the green button bottom-right of the pin pad 5 seconds then click button '1' to bring up the Menu.
2. Select '6. Communication'.
3. Input the device password (today's date in MM/DD/YYYY format).
4. (Down arrow once) Select 'Wi-Fi Parameters'.
5. After a quick scan, select your Wi-Fi network (Scroll down to next page if you don't see your Wi-Fi).
6. Select '3. Password'.
7. Enter your Wi-Fi password. To enter alphabet character, click the button and click 'ALPHA' until see your wanted character. For example, to get letter 'a' lowercase: click button '2' then 'ALPHA' key 4 times.
8. Click green button to save password.
9. Click the red button 3 times to back to main screen.

Process a Sale:

1. Select card type: CREDIT or DEBIT.
2. Select '1. SALE'.
3. Enter the amount using pin pad.
4. Click green button.
5. 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. Select card type: CREDIT or DEBIT.
 2. (Down arrow once) Select '1. V/SALE'.
 3. Enter transaction number, then click green button to proceed.
 4. 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. Select card type: CREDIT.
 2. Select '3. RETURN'.
 3. Enter the amount using pin pad.
 4. Click green button.
 5. Insert/Tap/Swipe card.

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

Batch out terminal:

1. Press 'FUNC' bottom-left of the pin pad.
2. Select '2. Batch'.
3. Select '1. Batch Close'.

Reprint receipt:

1. Press 'FUNC' bottom-left of the pin pad.
2. (Down arrow once) Select '2. Reprint'.

Print out today's batch report:

1. Press 'FUNC' bottom-left of the pin pad.
2. Select '1. Report'.

View batch:

1. Press 'FUNC' bottom-left of the pin pad.
2. Select '3. Review'.