

# PAX S80 Quick Reference Guide

## Credit Card Sale

INPUT AMOUNT
CREDIT
SALE

- F1
- F2
- F3
- F4

1. Key in sale amount, then press **ENTER**.

Enter TIP1	
AMOUNT	0.00

- F1
- F2
- F3
- F4

2. If prompted, key in tip amount, then press **ENTER**.

Total \$0.00
Insert/Tap/Swipe Your Card/Input Your Account

- F1
- F2
- F3
- F4

3. Tap, insert, swipe, or manually key in card #, then press **ENTER**.

*Note: If prompted, key in Server ID, then press **ENTER**.*

Tear Slip ---->
Press Any Key...

- F1
- F2
- F3
- F4

4. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

## Manual Entry Card Sale

INPUT AMOUNT
CREDIT
SALE

- F1
- F2
- F3
- F4

1. Key in sale amount, then press **ENTER**.

Enter TIP1	
AMOUNT	0.00

- F1
- F2
- F3
- F4

2. If prompted, key in tip amount, then press **ENTER**.

Total \$0.00
Insert/Tap/Swipe Your Card/Input Your Account

- F1
- F2
- F3
- F4

3. Manually key in card #, then press **ENTER**.

*Note: If prompted, key in Server ID, then press **ENTER**.*

ENTER CVV2:
█

- F1
- F2
- F3
- F4

4. Key in CVV2 code, then press **ENTER**. If you do not have access to or cannot read the CVV2, press **ENTER** to skip this step.

*Note: If you skipped ENTER CVV2 step, select the reason why.*

STREET ADDRESS:
█

- F1
- F2
- F3
- F4

5. Key in street address of the card's billing address, then press **ENTER**. Then key in the zip code of the card's billing address, then press **ENTER**.

Tear Slip ---->
Press Any Key...

- F1
- F2
- F3
- F4

6. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

# PAX S80 Quick Reference Guide

## Debit Card Sale

INPUT AMOUNT
DEBIT
SALE

- F1
- F2
- F3
- F4

1. Press **F3** to toggle the payments type to **DEBIT**.  
Key in sale amount, then press **ENTER**.

Enter TIP1	
AMOUNT	0.00

- F1
- F2
- F3
- F4

2. If prompted, key in tip amount, then press **ENTER**.

Total \$0.00
Swipe Your Card/ Input Your Account

- F1
- F2
- F3
- F4

3. Swipe the debit card.  
*Note: If prompted, key in Server ID, then press **ENTER**.*

Please Enter PIN on the PIN Pad.
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- F1
- F2
- F3
- F4

4. Enter the 4-digit PIN on the attached PIN Pad, then press **ENTER**.

Tear Slip ----> Press Any Key...
-------------------------------------

- F1
- F2
- F3
- F4

5. Transaction will process. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

## EBT Sale

INPUT AMOUNT
EBT
SALE

- F1
- F2
- F3
- F4

1. Press **F3** to toggle the payments type to **EBT**.  
Key in sale amount, then press **ENTER**.

SELECT EBT TYPE:
1. FoodStamp
2. CashBenefit
3. Voucher

- F1
- F2
- F3
- F4

2. Select the type of sale.

Total \$0.00
Swipe Your Card/ Input Your Account

- F1
- F2
- F3
- F4

3. Swipe the EBT card.  
*Note: If prompted, key in Server ID, then press **ENTER**.*

Please Enter PIN on the PIN Pad.
-------------------------------------

- F1
- F2
- F3
- F4

4. Enter the 4 digit PIN on the attached PIN Pad, then press **ENTER**.

Tear Slip ----> Press Any Key...
-------------------------------------

- F1
- F2
- F3
- F4

5. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

# PAX S80 Quick Reference Guide

## Forced Sale

INPUT AMOUNT
FORCED
SALE

- F1
- F2
- F3
- F4

1. Press **F3** to toggle the payment type to **FORCED**. Key in sale amount, then press **ENTER**.

Enter TIP1	
AMOUNT	0.00

- F1
- F2
- F3
- F4

2. If prompted, key in tip amount, then press **ENTER**.

Total \$0.00
Insert/Tap/Swipe Your Card/Input Your Account

- F1
- F2
- F3
- F4

3. Tap, insert, swipe, or manually key in card #, then press **ENTER**.

ENTER AUTH #:
█

- F1
- F2
- F3
- F4

4. Key in the 6-digit authorization number, then press **ENTER**.

**Note:** If prompted, key in Server ID, then press **ENTER**.

Tear Slip ---->
Press Any Key...

- F1
- F2
- F3
- F4

5. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

## Void

INPUT AMOUNT
CREDIT
SALE

- F1
- F2
- F3
- F4

1. Press **F** key located on the top right corner of the keypad.

FUNCTION MENU:
1. Report
2. Batch
3. Review
4. Find

- F1
- F2
- F3
- F4

2. Use the **UP/DOWN ARROW KEYS** to navigate to **Void**, then press **ENTER**.

**Note:** If prompted, key in the Manager's password. If prompted, key in Server ID, then press **ENTER**.

ENTER TRANS #:
█

- F1
- F2
- F3
- F4

3. Key in the transaction number of the sale you would like to void, then press **ENTER**.

#0000	SALE
AMOUNT	0.00
*****1234	

- F1
- F2
- F3
- F4

4. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

Void #0000?
ENTR=YES,CANC=NO

- F1
- F2
- F3
- F4

5. Confirm voiding the transaction by pressing **ENTER**, or press **CANCEL** to return to the home screen.

Printing...
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- F1
- F2
- F3
- F4

6. Terminal will begin printing the receipt while processing the transaction.

# PAX S80 Quick Reference Guide

## Reprint

INPUT AMOUNT
CREDIT
SALE

- F1
- F2
- F3
- F4

1. Press **F** key located on the top right corner of the keypad.

FUNCTION MENU:
1. Report
2. Batch
3. Review
4. Find

- F1
- F2
- F3
- F4

2. Use the **UP/DOWN ARROW KEYS** to navigate to **Reprint**, then press **ENTER**.

*Note: If prompted, key in the Manager's password.*

RECEIPT COPY:
1. Last Cust. Rcpt
2. Any Receipt

- F1
- F2
- F3
- F4

3. Press **1** to print the last transaction's receipt. Press **2** to find a previous transaction's receipt.

SELECT PMT TYPE:
1. CREDIT
2. DEBIT
3. EBT

- F1
- F2
- F3
- F4

4. Select your payment type.

ENTER TRANS #:
█

- F1
- F2
- F3
- F4

5. Key in the transaction number of the receipt you would like to reprint, then press **ENTER**.

CHOOSE COPY TYPE
1. Customer
2. Merchant

- F1
- F2
- F3
- F4

6. Press **1** to print customer copy. Press **2** to print the merchant copy.

## Refund

INPUT AMOUNT
CREDIT
SALE

- F1
- F2
- F3
- F4

1. Press **F** key located on the top right corner of the keypad.

FUNCTION MENU:
1. Report
2. Batch
3. Review
4. Find

- F1
- F2
- F3
- F4

2. Use the **UP/DOWN ARROW KEYS** to navigate to **Return**, then press **ENTER**.

*Note: If prompted, key in the Manager's password.*

SELECT PMT TYPE:
1. CREDIT
2. DEBIT
3. EBT

- F1
- F2
- F3
- F4

3. Select your payment type.

CREDIT	RETURN
AMOUNT	0.00

- F1
- F2
- F3
- F4

4. Key in the sale amount, then press **ENTER**.

*Note: If prompted, key in Server ID, then press **ENTER**.*

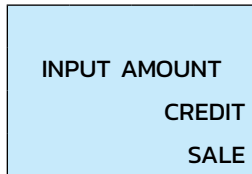
Tear Slip ---->
Press Any Key...

- F1
- F2
- F3
- F4

5. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

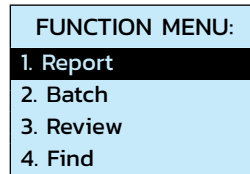
# PAX S80 Quick Reference Guide

## Void



- F1
- F2
- F3
- F4

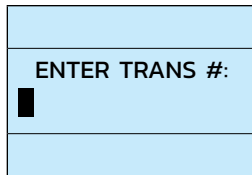
1. Press **F** key located on the top right corner of the keypad.



- F1
- F2
- F3
- F4

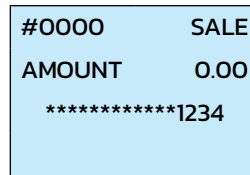
2. Use the **UP/DOWN ARROW KEYS** to navigate to **Void**, then press **ENTER**.

*Note: If prompted, key in the Manager's password. If prompted, key in Server ID, then press **ENTER**.*



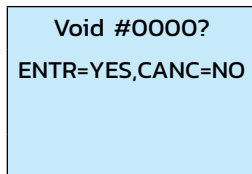
- F1
- F2
- F3
- F4

3. Key in the transaction number of the sale you would like to void, then press **ENTER**.



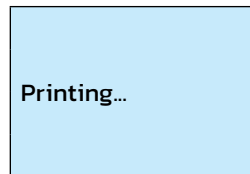
- F1
- F2
- F3
- F4

4. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.



- F1
- F2
- F3
- F4

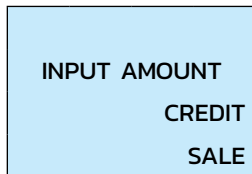
5. Confirm voiding the transaction by pressing **ENTER**, or press **CANCEL** to return to the home screen.



- F1
- F2
- F3
- F4

6. Terminal will begin printing the receipt while processing the transaction.

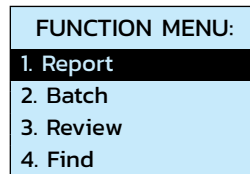
## Settle an Open Batch



- F1
- F2
- F3
- F4

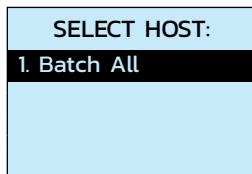
1. Press **F** key located on the top right corner of the keypad.

*Note: If prompted, key in the Manager's password.*



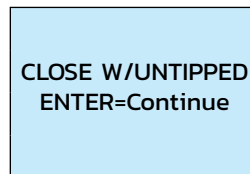
- F1
- F2
- F3
- F4

2. Use the **UP/DOWN ARROW KEYS** to navigate to **Batch**, then press **ENTER**.



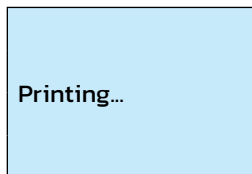
- F1
- F2
- F3
- F4

3. Press **ENTER** to close the current batch.



- F1
- F2
- F3
- F4

4. Confirm totals before settlement by pressing **ENTER**, or press **CANCEL** to return to the previous screen.



- F1
- F2
- F3
- F4

5. Terminal will close the batch and print a final report.

# PAX S80 Quick Reference Guide

## Print Reports

INPUT AMOUNT  
CREDIT  
SALE

F1  
F2  
F3  
F4

1. Press **F** key located on the top right corner of the keypad.

FUNCTION MENU:  
1. Report  
2. Batch  
3. Review  
4. Find

F1  
F2  
F3  
F4

2. Press **ENTER** to select **Report**. Terminal will print a report of the current batch.

*Note: If prompted, key in the Manager's password.*

## Tip Adjust

INPUT AMOUNT  
CREDIT  
SALE

F1  
F2  
F3  
F4

1. Press **F** key located on the top right corner of the keypad.

FUNCTION MENU:  
1. Report  
2. Batch  
3. Review  
4. Find

F1  
F2  
F3  
F4

2. Use the **UP/DOWN ARROW KEYS** to navigate to **Tip Menu**, then press **ENTER**.

*Note: If prompted, key in the Manager's password.*

TIP MENU:  
1. Scroll Untipped  
2. By Invoice  
3. By Srvr/Clerk#  
4. By Trans.#

F1  
F2  
F3  
F4

3. Use the **UP/DOWN ARROW KEYS** to navigate to **By Trans. #**.

ENTER TRANS #:  
█

F1  
F2  
F3  
F4

4. Key in the transaction number of the sale you would like to adjust, then press **ENTER**.

#0000 SALE  
AMOUNT 0.00  
\*\*\*\*\*1234

F1  
F2  
F3  
F4

5. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

TIP1:  
0.00  
New Rate:  
0.00

F1  
F2  
F3  
F4

6. Key in the tip amount, then press **ENTER**.

TIP1: 0.00  
ENTR=YES,CANC=NO

F1  
F2  
F3  
F4

7. Confirm voiding the transaction by pressing **ENTER**, or press **CANCEL** to return to the home screen.

Total: 0.00

F1  
F2  
F3  
F4

8. Display will show the new transaction total, then return to the **ENTER TRANS #** screen.

# PAX S80 Quick Reference Guide

## Gift Card Redeem

INPUT AMOUNT  
GIFT  
REDEEM

- F1
- F2
- F3
- F4

1. Press **F3** to toggle the payments type to **GIFT**.  
Key in sale amount, then press **ENTER**.

Enter TIP1  
AMOUNT 0.00

- F1
- F2
- F3
- F4

2. If prompted, key in tip amount, then press **ENTER**.

SWIPE CARD/INPUT  
ACCOUNT

- F1
- F2
- F3
- F4

3. Swipe or manually key in card #, then press **ENTER**.

Tear Slip ---->  
Press Any Key...

- F1
- F2
- F3
- F4

4. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

## Gift Card Activate

INPUT AMOUNT  
GIFT  
ACTIVATE

- F1
- F2
- F3
- F4

1. Press **F3** to toggle the payments type to **GIFT**, then press **F4** until **ACTIVATE** is displayed.  
Key in amount to be placed on the card, then press **ENTER**.

SWIPE CARD/INPUT  
ACCOUNT

- F1
- F2
- F3
- F4

2. Swipe or manually key in card #, then press **ENTER**.

Tear Slip ---->  
Press Any Key...

- F1
- F2
- F3
- F4

3. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

# PAX S80 Quick Reference Guide

## Add Value to Gift Card

INPUT AMOUNT  
GIFT  
ADD VALUE

F1  
F2  
F3  
F4

1. Press **F3** to toggle the payments type to **GIFT**, then press **F4** until **ADD VALUE** is displayed.  
Key in amount to be added on the card, then press **ENTER**.

SWIPE CARD/INPUT  
ACCOUNT

F1  
F2  
F3  
F4

2. Swipe or manually key in card #, then press **ENTER**.

Tear Slip ---->  
Press Any Key...

F1  
F2  
F3  
F4

3. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

## Void a Gift Card Transaction

INPUT AMOUNT  
GIFT  
VOID

F1  
F2  
F3  
F4

1. Press **F3** to toggle the payments type to **GIFT**, then press **F4** until **VOID** is displayed, then press **ENTER**.

ENTER TRANS #:  
█

F1  
F2  
F3  
F4

2. Key in the transaction number of the sale you would like to void, then press **ENTER**.

#0000 SALE  
AMOUNT 0.00  
\*\*\*\*\*1234

F1  
F2  
F3  
F4

3. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

Tear Slip ---->  
Press Any Key...

F1  
F2  
F3  
F4

4. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.



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## Gift Card Balance Inquiry

INPUT AMOUNT  
GIFT  
BALANCE INQ

F1  
F2  
F3  
F4

1. Press **F3** to toggle the payments type to **GIFT**, then press **F4** until **BALANCE INQ** is displayed, then press **ENTER**.

SWIPE CARD/INPUT  
ACCOUNT

F1  
F2  
F3  
F4

2. Swipe or manually key in card #, then press **ENTER**.

Tear Slip ---->  
Press Any Key...

F1  
F2  
F3  
F4

3. Terminal will begin printing receipt while processing the transaction.

## Gift Card Balance Transfer

INPUT AMOUNT  
GIFT  
BALANCE TRANS

F1  
F2  
F3  
F4

1. Press **F3** to toggle the payments type to **GIFT**, then press **F4** until **BALANCE TRANS** is displayed.

Key in amount to be transferred to the new card, then press **ENTER**.

BALANCE TRANS  
AMOUNT 0.00

F1  
F2  
F3  
F4

2. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

SWIPE CARD/INPUT  
ACCOUNT

F1  
F2  
F3  
F4

3. Swipe or manually key in card # of the old card, then press **ENTER**.

SWIPE NEW CARD/  
INPUT NEW  
ACCOUNT

F1  
F2  
F3  
F4

4. Swipe or manually key in card # of the new card, then press **ENTER**.

Tear Slip ---->  
Press Any Key...

F1  
F2  
F3  
F4

5. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

# PAX S80 Quick Reference Guide

## Gift Card Tip Adjust

PRESS ENTER  
GIFT  
ADD TIP

F1  
F2  
F3  
F4

1. Press **F3** to toggle the payments type to **GIFT**, then press **F4** until **ADD TIP** is displayed, then press **ENTER**.

ENTER TRANS #:  
█

F1  
F2  
F3  
F4

2. Key in the transaction number of the sale you would like to add a tip to, then press **ENTER**.

#0000 ADD TIP  
AMOUNT 0.00  
\*\*\*\*\*1234

F1  
F2  
F3  
F4

3. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

GIFT ADD TIP  
AMOUNT 0.00

F1  
F2  
F3  
F4

4. Key in the tip amount, then press **ENTER**.

Tear Slip ---->  
Press Any Key...

F1  
F2  
F3  
F4

5. Receipt prompt will appear on screen. Press **ENTER** for a customer copy. Press **CANCEL** to return to the home screen.

## Important Notes

**Manager's password is the current date in the format of MMDDYYYY.**

For example, if today's date is January 1st, 2020, the Manager's password would be 01012020.

### Merchant Notes/Merchant Number