



PAX S80

Restaurant/Retail

Quick Reference Guide



Technical Support

(800) 966-5520 - Option 3

Customer Service

(800) 966-5520 - Option 4

www.electronicpayments.com

CREDIT CARD SALE

Display

Action

INPUT AMOUNT	F1
CREDIT SALE	F2
	F3
	F4

1. Enter sale amount, then press **ENTER**.

Enter TIP1 AMOUNT	0.00	F1
		F2
		F3
		F4

2. Enter tip amount, then press **ENTER**.

RESTAURANT ONLY.

SWIPE CARD/INPUT ACCOUNT	F1
	F2
	F3
	F4

3. Swipe the credit card.

ENTER SERVER ID:	F1
	F2
	F3
	F4

4. Enter server number if prompted, then press **ENTER**.

RESTAURANT ONLY.

Printing...	F1
	F2
	F3
	F4

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

Tear Slip----> Press Any Key...	F1
	F2
	F3
	F4

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

NFC SALE (CONT.)

Display

Action

ENTER SERVER ID:	F1
	F2
	F3
	F4

4. Enter server number if prompted, then press **ENTER**.

RESTAURANT ONLY.

Printing...	F1
	F2
	F3
	F4

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

Tear Slip----> Press Any Key...	F1
	F2
	F3
	F4

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

MANUALLY KEYED IN SALE

Display

Action

INPUT AMOUNT	F1
CREDIT SALE	F2
	F3
	F4

1. Enter sale amount, then press **ENTER**.

Enter TIP1 AMOUNT	0.00	F1
		F2
		F3
		F4

2. Enter tip amount, then press **ENTER**.

RESTAURANT ONLY.

SWIPE CARD/INPUT ACCOUNT	F1
	F2
	F3
	F4

3. Type in the card number, then press **ENTER**.

EXP. DATE:	F1
MMYY	F2
	F3
	F4

4. Enter the card's expiration date following the format of MMYY, then press **ENTER**.

IS CARD PRESENT?	F1
1. YES	F2
2. NO	F3
	F4

5. If customer card is present, choose **YES**. If customer card is not present, choose **NO** and go to next step.

ENTER SERVER ID:	F1
	F2
	F3
	F4

6. Enter server number if prompted, then press **ENTER**.

RESTAURANT ONLY.

NFC SALE

Display

Action

INPUT AMOUNT	F1
CREDIT SALE	F2
	F3
	F4

1. Enter sale amount, then press **ENTER**.

Enter TIP1 AMOUNT	0.00	F1
		F2
		F3
		F4

2. Enter tip amount, then press **ENTER**.

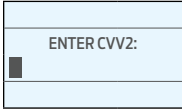
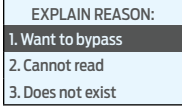
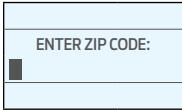
RESTAURANT ONLY.

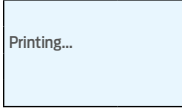
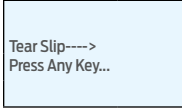
SWIPE CARD/INPUT ACCOUNT	F1
	F2
	F3
	F4

3. Tap the device just below the display. The terminal will beep to let you know the transaction has been picked up.

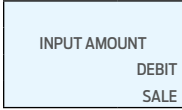
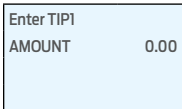
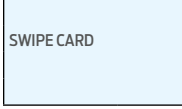
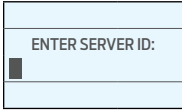
MANUALLY KEYED IN SALE (CONT.)

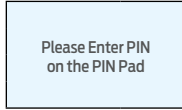
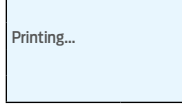
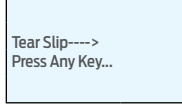
DEBIT SALE (CONT.)

Display	Action
	<p>7. Enter the CVV2 code, then press ENTER. If you do not have access to, or cannot read the CVV2 code, press ENTER to skip this step.</p>
	<p>8. If you skipped step 7, select the reason why.</p>
	<p>9. Enter the zip code of the card's billing address, then press ENTER.</p>

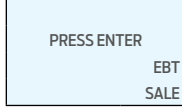
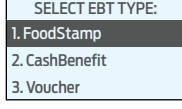
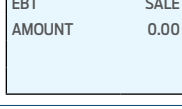
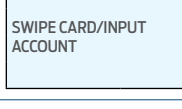
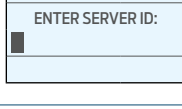
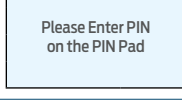
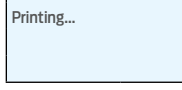
	<p>10. Terminal will begin printing receipt while processing the transaction.</p>
	<p>11. Press ENTER for a customer copy, or press CANCEL to return to the home screen.</p>

DEBIT SALE

Display	Action
	<p>1. Press F3 to toggle the payment type to DEBIT, enter sale amount, then press ENTER.</p>
	<p>2. Enter tip amount, then press ENTER. <i>RESTAURANT ONLY</i></p>
	<p>3. Swipe the debit card.</p>
	<p>4. Enter server number if prompted, then press ENTER. <i>RESTAURANT ONLY</i></p>

Display	Action
	<p>5. Enter the 4 digit PIN on the attached PIN Pad, then press ENTER.</p>
	<p>6. Terminal will begin printing receipt while processing the transaction.</p>
	<p>7. Press ENTER for a customer copy, or press CANCEL to return to the home screen.</p>

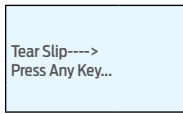
EBT SALE

Display	Action
	<p>1. Press F3 twice to toggle the payment type to EBT, then press ENTER.</p>
	<p>2. Select the type of sale.</p>
	<p>3. Enter the sale amount, then press ENTER.</p>
	<p>4. Swipe the card or key in the card number, then press ENTER.</p>
	<p>5. Enter server number if prompted, then press ENTER. <i>RESTAURANT ONLY</i></p>
	<p>6. Enter the 4 digit PIN on the attached PIN Pad, then press ENTER.</p>
	<p>7. Terminal will begin printing receipt while processing the transaction.</p>

EBT SALE (CONT.)

Display

Action



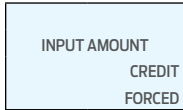
- F1
- F2
- F3
- F4

8. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

FORCED SALE

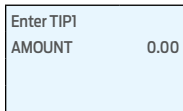
Display

Action



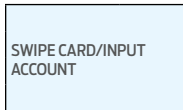
- F1
- F2
- F3
- F4

1. Press **F4** three times to toggle the sale type to **FORCED**, enter sale amount, then press **ENTER**.



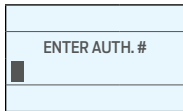
- F1
- F2
- F3
- F4

2. Enter tip amount, then press **ENTER**.
RESTAURANT ONLY.



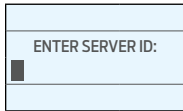
- F1
- F2
- F3
- F4

3. Swipe the card or key in the card number, then press **ENTER**.



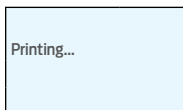
- F1
- F2
- F3
- F4

4. Enter the 6 digit authorization number, then press **ENTER**.



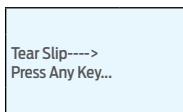
- F1
- F2
- F3
- F4

5. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.



- F1
- F2
- F3
- F4

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



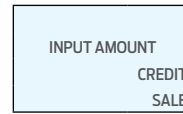
- F1
- F2
- F3
- F4

7. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

VOID

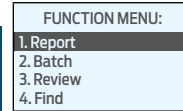
Display

Action



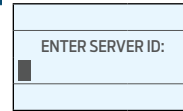
- F1
- F2
- F3
- F4

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



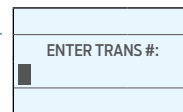
- F1
- F2
- F3
- F4

2. Press 7 to select the **Void** function.



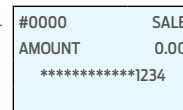
- F1
- F2
- F3
- F4

3. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.



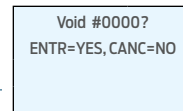
- F1
- F2
- F3
- F4

4. Enter the transaction number of the sale you would like to void, then press **ENTER**.



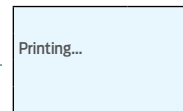
- F1
- F2
- F3
- F4

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.



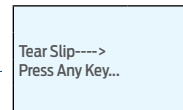
- F1
- F2
- F3
- F4

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



- F1
- F2
- F3
- F4

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



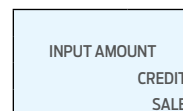
- F1
- F2
- F3
- F4

8. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

REFUND

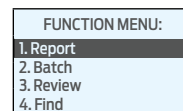
Display

Action



- F1
- F2
- F3
- F4

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



- F1
- F2
- F3
- F4

2. Press 8 to select the **Return** function.

REFUND (CONT.)

Display

Action

ENTER PASSWORD:	F1
█	F2
	F3
	F4

3. Enter the Manager's Password located at the end of this document.

SELECT PMT TYPE:	F1
1. CREDIT	F2
2. DEBIT	F3
3. EBT	F4

4. Select your payment type.

CREDIT AMOUNT	RETURN	F1
	0.00	F2
		F3
		F4

5. Enter the sale amount, then press **ENTER**.

SWIPE CARD/INPUT ACCOUNT	F1
	F2
	F3
	F4

6. Swipe the card or key in the card number, then press **ENTER**.

ENTER SERVER ID:	F1
█	F2
	F3
	F4

7. Enter server number if prompted, then press **ENTER**.

RESTAURANT ONLY

Printing...	F1
	F2
	F3
	F4

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

Tear Slip---->	F1
Press Any Key...	F2
	F3
	F4

9. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

REPORTS

Display

Action

INPUT AMOUNT	F1
CREDIT	F2
SALE	F3
	F4

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

FUNCTION MENU:	F1
1. Report	F2
2. Batch	F3
3. Review	F4
4. Find	

2. Press 1 to select the **Report** function.

ENTER PASSWORD:	F1
█	F2
	F3
	F4

3. Enter the Manager's Password located at the end of this document.

REPORTS (CONT.)

Display

Action

Printing...	F1
	F2
	F3
	F4

4. Terminal will print a report of the current batch.

REPRINT

Display

Action

INPUT AMOUNT	F1
CREDIT	F2
SALE	F3
	F4

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

FUNCTION MENU:	F1
1. Report	F2
2. Batch	F3
3. Review	F4
4. Find	

2. Press 6 to select the **Reprint** function.

RECEIPT COPY:	F1
1. Last Cust. Rcpt	F2
2. Any Receipt	F3
	F4

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

SELECT PMT TYPE:	F1
1. CREDIT	F2
2. DEBIT	F3
3. EBT	F4

4. Select the payment type.

ENTER TRANS #:	F1
█	F2
	F3
	F4

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

CHOOSE COPY TYPE	F1
1. Customer	F2
2. Merchant	F3
	F4

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

SETTLEMENT

Display

Action

INPUT AMOUNT	F1
CREDIT	F2
SALE	F3
	F4

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

FUNCTION MENU:	F1
1. Report	F2
2. Batch	F3
3. Review	F4
4. Find	

2. Press 2 to select the **Batch** function.

BATCH MENU	F1
1. Batch Close	F2
	F3
	F4

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

CLOSE W/UNTIPPED	F1
ENTER=Continue	F2
	F3
	F4

4. If all tips have been added, press **ENTER** to proceed. Otherwise press **CANCEL** to go back and add all tips.

RESTAURANT ONLY.

Printing...	F1
	F2
	F3
	F4

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

ADDING A TIP

Display

Action

INPUT AMOUNT	F1
CREDIT	F2
SALE	F3
	F4

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

FUNCTION MENU:	F1
1. Report	F2
2. Batch	F3
3. Review	F4
4. Find	

2. Press the up arrow key to highlight **Tip Menu**, then press **ENTER**.

TIP MENU:	F1
1. Scroll Untipped	F2
2. By Invoice	F3
3. By Srvr/Clerk#	F4
4. By Trans.#	

3. Press 4 to find the sale by the transaction number.

ENTER TRANS #:	F1
	F2
	F3
	F4

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

#0000	SALE	F1
AMOUNT	0.00	F2
*****1234		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.

TIP:	0.00	F1
New Rate:	0.00	F2
		F3
		F4

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

TIP: 0.00	F1
ENTR=YES, CANC=NO	F2
	F3
	F4

7. Confirm the tip amount by pressing **ENTER**, or press **CANCEL** to return to the previous screen.

Total: 0.00	F1
	F2
	F3
	F4

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



REDEEM

Display Action

INPUT AMOUNT	F1	1. Press F3 until the sale type reads GIFT .
GIFT	F2	
REDEEM	F3	
	F4	

GIFT AMOUNT	REDEEM 0.00	F1	2. Enter the amount being redeemed and press ENTER .
		F2	
		F3	
		F4	

Enter TIP1 AMOUNT	0.00	F1	3. Enter tip amount, then press ENTER . <i>RESTAURANT ONLY.</i>
		F2	
		F3	
		F4	

SWIPE CARD/INPUT ACCOUNT	F1	4. Swipe the card or key in the card number, then press ENTER .
	F2	
	F3	
	F4	

Printing...	F1	5. Terminal will begin printing receipt while processing the transaction.
	F2	
	F3	
	F4	

Tear Slip----> Press Any Key...	F1	6. Press ENTER for a customer copy, or press CANCEL to return to the home screen.
	F2	
	F3	
	F4	

ACTIVATE

Display Action

INPUT AMOUNT	F1	1. Press F3 until the sale type reads GIFT , then press F4 until ACTIVATE is displayed.
GIFT	F2	
ACTIVATE	F3	
	F4	

GIFT AMOUNT	ACTIVATE 0.00	F1	2. Enter dollar amount to be placed on the card, then press ENTER .
		F2	
		F3	
		F4	

ACTIVATE (CONT.)

Display Action

SWIPE CARD/INPUT ACCOUNT	F1	3. Swipe the card or key in the card number, then press ENTER .
	F2	
	F3	
	F4	

Printing...	F1	4. Terminal will begin printing receipt while processing the transaction.
	F2	
	F3	
	F4	

Tear Slip----> Press Any Key...	F1	5. Press ENTER for a customer copy, or press CANCEL to return to the home screen.
	F2	
	F3	
	F4	

ADD VALUE

Display Action

INPUT AMOUNT	GIFT	F1	1. Press F3 until the sale type reads GIFT , then press F4 until ADD VALUE is displayed.
	ADD VALUE	F2	
		F3	
		F4	

GIFT AMOUNT	ADD VALUE 0.00	F1	2. Enter the amount being added and press ENTER .
		F2	
		F3	
		F4	

SWIPE CARD/INPUT ACCOUNT	F1	3. Swipe the card or key in the card number, then press ENTER .
	F2	
	F3	
	F4	

Printing...	F1	4. Terminal will begin printing receipt while processing the transaction.
	F2	
	F3	
	F4	

Tear Slip----> Press Any Key...	F1	5. Press ENTER for a customer copy, or press CANCEL to return to the home screen.
	F2	
	F3	
	F4	

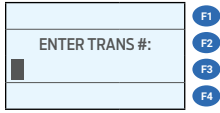
VOID

Display

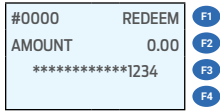


Action

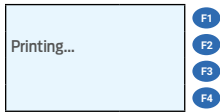
1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **VOID** is displayed, then press **ENTER**.



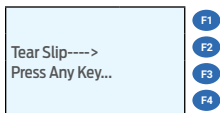
2. Enter the transaction number of the sale you would like to void, then press **ENTER**.



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.



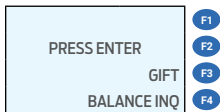
4. Terminal will begin printing receipt while processing the transaction.



5. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

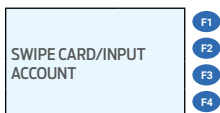
BALANCE INQUIRY

Display

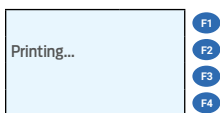


Action

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **BALANCE INQ** is displayed, then press **ENTER**.



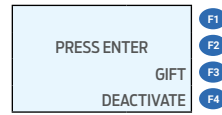
2. Swipe the card or key in the card number, then press **ENTER**.



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

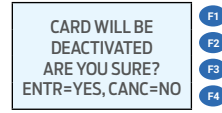
DEACTIVATE

Display

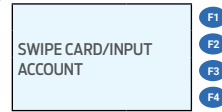


Action

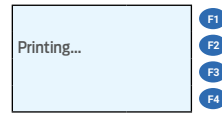
1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **DEACTIVATE** is displayed, then press **ENTER**.



2. Press **ENTER** to continue.



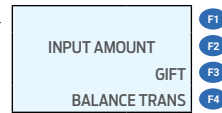
3. Swipe the card or key in the card number, then press **ENTER**.



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

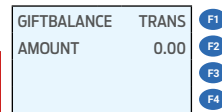
BALANCE TRANSFER

Display

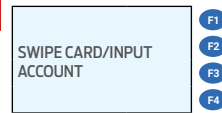


Action

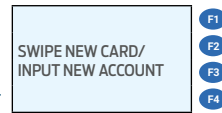
1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **BALANCE TRANS** is displayed.



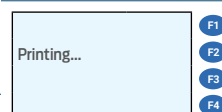
2. Enter the amount being transferred and press **ENTER**.



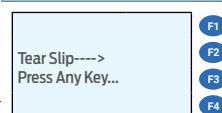
3. Swipe the card or key in the card number of the old card, then press **ENTER**.



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



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



6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

RE-ISSUE

Display

INPUT AMOUNT	F1
GIFT	F2
RE-ISSUE	F3
	F4

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **RE-ISSUE** is displayed.

GIFT	RE-ISSUE	F1
AMOUNT	0.00	F2
		F3
		F4

2. Enter the amount to be re-issued and press **ENTER**.

SWIPE CARD/INPUT ACCOUNT	F1
	F2
	F3
	F4

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

SWIPE NEW CARD/INPUT NEW ACCOUNT	F1
	F2
	F3
	F4

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

Printing...	F1
	F2
	F3
	F4

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

Tear Slip---->	F1
Press Any Key...	F2
	F3
	F4

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

ADDING A TIP

Display

PRESS ENTER	F1
GIFT	F2
ADD TIP	F3
	F4

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **ADD TIP** is displayed, then press **ENTER**.

ENTER TRANS #:	F1
	F2
	F3
	F4

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

#0000	REDEEM	F1
AMOUNT	0.00	F2
*****1234		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	F1
AMOUNT	0.00	F2
		F3
		F4

4. Enter the tip amount to be added and press **ENTER**.

Printing...	F1
	F2
	F3
	F4

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

Tear Slip---->	F1
Press Any Key...	F2
	F3
	F4

6. Press **ENTER** for a customer copy, or 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 is January 1st, 2015, the manager's password is 01012015.

For additional help or questions, contact:

Technical Support
(800) 966-5520 - Option 3

Customer Service
(800) 966-5520 - Option 4

www.electronicpayments.com

MERCHANT NOTES/MERCHANT NUMBER