

PAX S80 Quick Reference Guide

Please call ETS if you encounter any problems while using your PAX S80 Countertop terminal. 1(800) 834-7790. For any selections you can also press the numeric key listed before the option to select it.

Credit Card Sale

1. **Swipe** the credit card.
 - a. *If the card is unreadable, key in the 15-16 digit card number, press enter.*
 - b. *Key in the expiration date on the card, press enter.*
 - c. *Key in the transaction amount, press enter.*
 - d. *Scroll to select if the card is present or not, press enter.*
 - e. *Key in the CVV code found on the back of most cards, press enter.*
 - f. *If the card is not present, key in the numeric portion of the cardholder's billing street address, press enter.*
 - g. *Key in the cardholder's billing zip code, press enter.*
2. Key in the transaction **Amount**, press **Enter**.

Debit Card Sale

Using the buttons on the right of the screen, press the F3 button till **DEBIT** appears.

1. **Swipe** the debit card.
 - a. *If the card is unreadable, please request another form of payment. Debit cards cannot be entered manually.*
2. Key in the transaction **Amount**, press **Enter**.
3. Allow the customer to enter their **PIN**.

Void a Transaction

Using the buttons on the right of the screen, press the F4 button till **V/SALE** appears.

1. **Swipe** the credit card.
2. Enter **Trans #** found on the receipt, press **Enter** twice.

Refund a Transaction

Using the buttons on the right of the screen, press the F4 button till **RETURN** appears.

1. **Swipe** the credit or debit card.
 - a. *If the card is unreadable, key in the 15-16 digit card number, press enter.*
 - b. *Key in the expiration date on the card, press enter.*
2. Key in the transaction **Amount**, press **Enter**.

Add Gratuity/Tip to a Transaction

1. Press the blue **FUNC** button
2. Use the arrow keys to highlight '**10.Tip Menu**', press **Enter**.
3. Use the arrow keys choose Scroll Untipped (or another method to search for your transaction), press **Enter**.
4. Use the arrow keys select the desired transaction, press **Enter**.
5. Key in the tip **Amount**, and press **Enter**.
6. Press **Enter**.

Gift Card Transactions

Gift Card Sale

Using the buttons on the right of the screen, press the third button till **GIFT** appears.

1. **Swipe** the gift card.
 - a. *If the card is unreadable, enter the number from the back of the card, press enter.*
 - b. *Enter in 1212 for the expiration date.*
2. Key in the gift card **expiration date**, press **Enter**.
3. Key in the transaction **Amount**, press **Enter**
 - a. *If this is an F&B account: enter tip amount, press enter.*