

PAX S90 Quick Reference Guide

Please call ETS if you encounter any problems while using your PAX S90. 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 third 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 last 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 last 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**.

Loading Paper

Pull up on the paper-cover tab to open the paper compartment, insert the paper roll as shown, and then close the paper cover.



Charging

Plug the power supply adaptor to the unit power port located on the left side of the unit. The red LED located by the smart card reader will lit as shown. When charging is done the LED will be green.



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.*