

View Reports (View)

From Main Menu, press [FUNC] button
Press 3 for Review
Enter Password and press Enter
Scroll to view payment types and total

Turn Beeper Off

Press [MENU] button
Select 3 for Operational Settings
Select 2 for Buzzer Setup
Select 1 for Buzzer Setup
Select Off

Settle a Batch

Press the [FUNC] button
Select 2 for Batch
Select 1 for Batch Close

Edit Date and Time

From Main Menu, press [Menu] button
Select 5 for System Settings
Select 1 for Date/Time Setup
Type in the Date (MM/DD/YYYY)
Press Enter
Type in the Time (HH:MM:SS)
Press Enter.

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Simple Pricing. Simple Decisions.

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Pax S80



Sale- Swiped/ Chip

Select Payment type (F3)
Key Amount of transaction
Press Enter
Insert Chip card or Swipe card
*Terminal will connect to host
If approved- Merchant receipt will print
Customer receipt will follow*

Sale- Keyed

Select Payment type (F3)

Key Amount of transaction

Key Card #

Press Enter

Key Expiration date (MMYY format)

Press Enter

Terminal May Prompt

- Card Present
- CVV
- Zip Code

Terminal will connect to host

If approved – Merchant receipt will print

Customer receipt will follow

Void Transaction

From Main Screen, press the [FUNC] button

Press 8 for Void

Enter Password and press Enter

Input the transaction # to be voided and press Enter

Terminal will search database for transaction

- If not found, it will display “TRANS NOT FOUND” and goes to main page

View transaction on display to verify correct transaction then press Enter

Press Enter or Cancel to cancel

Merchant Receipt will print

Customer copy will follow

Refund Transaction- settled transactions

From Main Screen, press the [FUNC] button

Press 9 for Return

Enter Password and press Enter

Select Payment type

Enter the amount of the return and press Enter

Swipe/Insert card or enter manually and press Enter

- If manual input the EXP Date (MMYY) and Enter
- Press 1 if Card Present
- Press 2 if Card Not Present

Merchant receipt will be printed

Customer copy will follow

Add or Adjust Tip

Press the [FUNC] button

Select 6 for Tip Menu

Select your desired “Tip” method

- Scroll Untipped
- By Invoice
- By Server/clerk#
- By Trans#
- By Card Type
- By Card Num.

Select the transaction

Input the Tip amount

Confirm the Tip amount by pressing Enter

Run Authorization

Press F4 button to change the transaction type to AUTH.

Swipe/Insert the Card or enter the card number manually.

Input the Auth amount.

Terminal will say Processing on screen.

Terminal will return Approved, Declined, or an Error, and print a Receipt.

Press CANCEL if you don’t want the Customer Copy of the receipt to print.

Forced Authorization

Press F4 button to change the transaction type to FORCED.

Swipe/Insert Card or enter the card number manually.

Input the Transaction amount.

Input the AUTH code.

Terminal will print receipt.

Press CANCEL if you don’t want the Customer Copy of the receipt to print.

View Reports (Print)

From Main Menu, press [FUNC] button

Press 1 for Reports

Enter Password and press Enter

Press 1 for Total Report

Reports will print