

TERMINAL INFORMATION

PAX S80



SALE - SWIPED/ CHIP

Select Payment type if needed

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.*

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

PASSWORD

When prompted for password,
the password will always be the
Current Day's Date (MM/DD/YYYY)

SALE - KEYED

Select Payment type if needed

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

Select 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

Select 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 Tip Menu

Select your desired "Tip" method

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

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, & 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.



Simple Pricing. Simple Decisions.

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