

PAX S80



- 1) **Soft Buttons** - F1-F4 used to make selections
- 2) **Scroll Buttons** - used to scroll through to display additional menu options
- 3) **Function Button** - used to select different types of transactions such as refund or preauthorization
- 4) **Menu Button** - used to display menu options
- 5) **Enter Button** - used to enter/confirm information entered or selected
- 6) **Clear Button** used to backspace when entering information into the screen and to reverse direction when scrolling through menus
- 7) **Cancel Button** - used to cancel last selection
- 8) **Power Button** - used to switch terminal on/off

To Re-Print receipts:

- Press FUNC KEY on keypad
- Press 6 for receipt
- Choose 1. Last Cust. Receipt – this will print the receipt from the last transaction
- Or choose 2. Any Receipt
- Choose 1 for SB gift or 2 for SB loyalty
- Enter Transaction number
- Choose 1 for customer receipt or 2 for merchant copy

Pressing F3 will move you between the Credit, Debit, SB Gift and SB Loyalty apps.

SB Gift

- **ISSUE:** To issue/sell a new gift card, press F4 until you see ISSUE-
 - Enter amount -Press enter
 - Swipe card
 - Enter Pin # if prompted-Press enter
 - Tear receipt
 - Press any key to print a second receipt or cancel if no receipt is needed
- **SALE:** Used to redeem value from a gift card
 - Enter amount -Press enter
 - Swipe card
 - Enter Pin # if prompted-Press enter
 - Tear receipt
 - Press any key to print a second receipt or cancel if no receipt is needed
- **RENEW:** Only used to renew a particular expiration date.
- **TRANSFER:** To transfer funds from one gift card to another
- **REPLACE:** to replace a card due to it not swiping
- **BALANCE:** To check the balance on a gift card
- **VOID:** This will allow you to void a particular transaction (must have receipt and transaction number)
- **DEACT:** Only use this to de-activate a Gift Card

REPORTS (to obtain report from terminal)

- Press the FUNC key on keypad
- Choose 1 – Reports, press ENTER
- Enter the device password (current date-MMDDYYYY), and then press ENTER
- Tear Slip

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SB Loyalty



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To Re-Print receipts:

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- Press 6 for receipt
- Choose 1. Last Cust. Receipt – this will print the receipt from the last transaction
- Or choose 2. Any Receipt
- Choose 1 for SB gift or 2 for SB loyalty
- Enter Transaction number
- Choose 1 for customer receipt or 2 for merchant copy

- **ISSUE:** To issue a new Loyalty card, press F4 until you see ISSUE
 - Enter amount-Press enter
 - Swipe card
 - Enter Pin # if prompted-press enter
 - Tear receipt
 - Press any key to print a second receipt or cancel if no receipt is needed
- **REDEEM:** This will redeem value from the loyalty program
 - Enter amount -Press enter
 - Swipe card
 - Enter Pin # if prompted-press enter
 - Tear receipt
 - Press any key to print a second receipt or cancel if no receipt is needed
- **RETURN:** Note that this will add value back to the card
- **ADD:** To add value to an existing Loyalty Card.
- **RENEW:** Only used to renew a particular expiration date
- **TRANSFER:** To transfer funds from one gift card to another
- **REPLACE:** to replace a card due to it not swiping
- **BALANCE:** To check the balance on a Loyalty Card
- **VOID:** This will allow you to void a particular transaction (must have receipt and transaction number)
- **DEACT:** Only use this to de-activate a Gift Card. Note that once card is de-activated from the system, it can not be used again

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