PAX A920 – Quick Reference Guide

Credit Sale

- Make sure "Credit" is selected.
- Click "Sale".
- Enter the sale amount.
- Enter Tip (if applicable).
- Swipe, Insert, Tap or manually enter the card number.
- Receipt will print out and you can select okay for the customer copy or select cancel if the customer does not require a receipt.
- Terminal should go back to the main screen.

Credit Return

- -Make sure "Credit" is selected.
- -Select "Return".
- -Enter sale amount.
- Swipe, Insert, Tap or manually enter the card number.
- Receipt will print out and you can select okay for the customer copy or select cancel if the customer does not require a receipt.

Credit Void (Batch is still opened)

- Make sure "Credit" is selected.
- Select "V/Sale".
- Enter the original transaction number (located on the original receipt) and select "Confirm".
- Scroll down and select "Confirm".
- Receipt will print out.

Reprint Receipt

- Click "Func".
- Click "Re-Print".
- Click "Print Last" or "Print Any". You can use the transaction number to look up a specific transaction and click "Receipt Type" for the merchant or customer copy.
- Receipt will print out.

Close Batch

- If you have any tips in the batch that need to be added, please adjust your tips before closing the batch.
- Click on "Func".
- Click "Batch".
- Click "Close Batch".
- Batch will close and report will print out.

Debit Sale

- Make sure "Debit" is selected.
- Click "Sale".
- Enter the sale amount.
- Enter Tip (if applicable).
- Swipe, Insert, Tap or manually enter the card number.
- Customer will enter their PIN number and click the green button.
- Receipt will print out and you can select okay for the customer copy or select cancel if the customer does not require a receipt.

Adjust Tip

- Click "Func".
- Click "Tip Menu".
- Click "View Untipped Transactions".
- Click "Original Transaction".
- Click "Confirm".
- The tip will be added.

Connect Via Wifi

- Select the "Settings" app or click on the Wifi symbol on the top of the screen.
- Select "Wifi".
- Select your local network.
- Enter in your Wifi password and click "Connect".