

Ameta Quick Reference Guide – PAX S920

Credit Sale

- From the idle screen, press the ENTER key and select “Credit”.
- Select “Sale”.
- Enter in the sale amount and press the ENTER key.
- Insert, tap, swipe, or enter card number. (Contactless payment doesn’t require a signature).
- If prompt, customer will sign, and press ACCEPT, or press CANCEL for paper signature.
- The terminal will print the merchant and customer receipts.

Credit Return

- From the idle screen, press the ENTER key and select “Credit”.
- Select “Return”.
- Enter the amount and press the ENTER key.
- Tap, swipe, or enter card number. (Contactless payment doesn’t require a signature).
- Enter in the Authorization number from the transaction (located on receipt).
- Customer will sign and press ACCEPT, or press CANCEL for paper signature.
- The terminal will print the merchant and customer receipts.

Credit Void

- From the idle screen, press the ENTER key and select “Credit”.
- Select “V/SALE”.
- Enter the transaction number and press the ENTER key. (Transaction number located on receipt).
- Press the ENTER key to confirm or use the arrow keys to change the shown transaction.
- Customer will sign and ACCEPT, or press CANCEL for paper signature.
- The terminal will print the merchant and customer receipts.

Debit Sale

- From the idle screen, press the ENTER key and select “Debit”.
- Select “Sale”.
- Enter sale amount and press the ETNER key.
- Tap, insert, or tap card. (Contactless payment doesn’t require a signature).
- The customer will enter PIN and press the ENTER key.
- The terminal will print the merchant and customer receipts.

Debit Return

- From the idle screen, press the ENTER key and select “Debit”.
- Select “Return”.
- Enter in the amount and press the ENTER key.
- Tap, swipe, or insert card. (Contactless payment doesn’t require a signature).
- Customer will sign and press ACCEPT, or press CANCEL for paper signature.
- Customer will enter PIN and press the ENTER key.

Close Batch

- From the idle screen, press the ENTER key and select "Batch".
- Select "Close batch".
- The terminal will process the request and print out the batch report.

Reprint Last

- From the idle screen, press the ENTER key and select "Reprint".
- Select "Last Cust. Rcpt".
- The terminal will print the last transaction receipt.