CPayment

CREDIT PURCHASE/SALE

Enter sale amount, press OK
Press OK again and pass terminal to customer
Customer confirms sale amount
TIP: Customer chooses %, AMT or OK to skip, inputs tip and confirms total and
Customer inserts/swipes card, confirms amount again and enters PIN #
Terminal will process transaction
Merchant presses OK to print receipt and down arrow for customer copy

CREDIT REFUND

Press the DOWN scroll arrow to access Transaction Menu
Press 5 for Refund function
Enter Merchant Password, press OK
Enter Invoice # of the transaction to be refunded, press OK
Enter refund amount, press OK
Press OK again and pass terminal to customer
Customer confirms sale amount and inserts/swipes card
Terminal will process refund and prints receipt
Merchant presses down arrow to print customer copy

CREDIT PRE-AUTHORIZATION

Press the DOWN scroll arrow to access Transaction Menu
Press 2 for Pre-authorization function
Enter amount of pre-authorization, press OK
Press OK again and pass terminal to customer
Customer confirms sale amount inserts/swipes credit card (only)
Customer enters PIN #
Terminal will process transaction
Merchant presses OK to print receipt and customer copy

PRE-AUTHORIZATION COMPLETION

Press the DOWN scroll arrow to access Transaction Menu
Press 3 for (pre-authorization) Completion function, press OK
Enter Invoice # press OK
Enter final amount of sale, press OK
Continue to next completion if necessary

FORCED CREDIT CARD TRANSACTION

Press the DOWN scroll arrow to access Transaction Menu
Press 4 for Force Post, press OK
Enter manually obtained authorization number, press OK
Customer swipes/inserts card
Enter amount of forced (manual) transaction, press OK
Customer enters PIN #
Terminal will process transaction
Merchant presses OK to print receipt and down arrow for customer copy

Cables Required:

S80 Power cable
Ethernet Cable
Telephone line if required

MENU LAYOUT

Power button is used to switch terminal ON/OFF

The PAX S80 menu functions are arranged in two menus: Transaction and Administration

Scroll buttons are used to scroll through to display menu options

To access letters on the numeric keypad, press the key quickly until the desired letter appears

Press 0 (zero) twice for space,

Press Up button for [*] and

Press Down button twice for [•]

Use yellow Corr button to go back one step

PAX S80 Quick Reference Guide

DEBIT CARD SALE

Enter sale amount, then press OK
Press OK again and pass terminal to customer
Customer confirms sale amount
TIP: Customer chooses % or AMT, inputs tip and confirms total amount
Customer inserts debit card
CASHBACK: Customer chooses cashback amount, confirms total amount
Customer chooses F3 Checking or F4 Savings account
Customer enters PIN #
Terminal will process transaction
Merchant presses OK to print receipt and down arrow for customer copy

DEBIT REFUND

Press the DOWN ARROW to access Transaction Menu
Press 5 for Refund function
Enter Merchant Password, press OK
Enter Invoice # of the transaction to be refunded, press OK
Enter refund amount (excluding any surcharge amount), press OK
Press OK again and pass terminal to customer
Customer inserts/swipes card and confirms refund amount
Customer chooses Checking or Savings account
Customer enters PIN #
Terminal will process transaction
Merchant presses OK to print receipt and down arrow for customer copy

CREDIT OR DEBIT CARD VOID

Press the DOWN ARROW to access Transaction Menu
Press 6 for Void function
Enter merchant password then press OK
To Void the last transaction press Down scroll key
To Void another transaction press Up scroll key,
Enter Invoice #, press OK to confirm
Customer inserts/swipes card and confirms void amount
Customer enters PIN #
Terminal will process transaction
Merchant presses OK to print receipt and down arrow for customer copy

REPRINT RECEIPT

Press the DOWN ARROW to access Transaction Menu
Press 7 for Reprint function
To Reprint receipt for last transaction press Down scroll key
To Reprint other transaction press Up scroll key
Enter Invoice #, press OK to confirm
Terminal will print receipt

SETTLEMENT

Press UP ARROW to access Admin Menu
Press 1 for Settlement, enter Merchant Password, press OK
Confirm total Sales
Confirm total Refunds
Confirm that totals Match
Print Summary Report
Confirmation will print

CHANGING THE LANGUAGE

Press **UP ARROW** to access Admin menu

Select 3 - **SETUP** then 1 - **OPTIONS**

Enter ADMIN password, press OK

MERCHANT LANGUAGE option appears

Choose Language

Press Cancel twice to return to main screen

TRAINING MODE

IMPORTANT NOTE: When terminal is in training mode any Sale transactions will not be processed. Please ensure you turn Training OFF to begin accepting payments.
Batch must be closed (complete settlement) to be in training mode

Press **UP ARROW** to access admin menu
Press/scroll to 8 for **TRAINING** mode
Enter merchant password, press OK
Select YES/NO, press OK

TECHNICAL SUPPORT

For assistance contact us:
1 888 800 6622
support@ctpayment.com