

# PAX S80

## Quick Reference Guide



## CREDIT SALE (SWIPE/CHIP/CONTACTLESS)

1. Enter **SALE AMOUNT** and press **ENTER**
2. Swipe/insert/tap card
3. If prompted, enter **PIN**, or press **ENTER** to bypass
4. If prompted, enter **SERVER ID**
5. If prompted tip at time of sale, enter **TIP AMOUNT** or press **ENTER** to bypass
6. Terminal will communicate
7. Merchant receipt will print
8. Tear slip and press any key to print a customer copy of receipt

**NOTE:** For tip after sale, please refer to tip adjust section

## CREDIT SALE (MANUAL ENTRY)

1. Enter **SALE AMOUNT** and press **ENTER**
2. If prompted tip at time of sale, enter **TIP AMOUNT** or press **ENTER** to bypass
3. Enter the **FULL CARD NUMBER** and press **ENTER**
4. Enter the **EXPIRATION DATE** and press **ENTER**
5. If prompted, enter **SERVER ID**
6. If prompted, enter **CVC/CSC** and press **ENTER**
7. If prompted, enter **STREET ADDRESS** number and press **ENTER**
8. If prompted, enter **ZIP CODE** and press **ENTER**
9. Terminal will communicate
10. Merchant receipt will print
11. Tear slip and press any key to print a customer receipt

**NOTE:** For tip after sale, please refer to tip adjust section

## TIP ADJUST

1. Press **FUNC + ALPHA**
2. Select **SCROLL UNTIPPED** from the list
3. Press **ENTER** to adjust transaction
4. Enter **TIP AMOUNT** and press **ENTER** for Yes

## REPRINT RECEIPT

1. Press **FUNC + ENTER**
2. Scroll down to select **REPRINT** and press **ENTER** for these receipt reprint options:
  - a. To print the last receipt, select **LAST CUSTOMER RECEIPT**
  - b. To print a different receipt, select **ANY RECEIPT** and enter the **TRANSACTION NUMBER**
3. Select **CUSTOMER** or **MERCHANT** receipt and press **ENTER**
4. Receipt will print

## CREDIT CARD VOID

1. Press **FUNC**
2. Use arrow to scroll down to **VOID** and press **ENTER**
3. Enter **PASSWORD** if asked, password is current date **MMDDYYYY**
4. Enter **TRANSACTION NUMBER** from the current batch, and press **ENTER**
5. Press **ENTER** to confirm
6. Merchant receipt will print
7. Tear slip and press any key to print a customer receipt

## DEBIT SALE

1. Tap the word **CREDIT** then the word **DEBIT** for **DEBIT/SALE**  
**ENTER AMOUNT**
2. Input **SALE AMOUNT** and press **OK**
3. Insert chip card
4. Enter **PERSONAL IDENTIFICATION NUMBER (PIN)** on PIN pad and press **OK**
5. If prompted, input **TIP AMOUNT** and press **OK**
6. Terminal will communicate
7. Sign on screen if applicable
8. Receipt will print

## CREDIT RETURN (REFUND)

1. Press **FUNC**
2. Use arrow to scroll down to **RETURN** and press **ENTER**
3. Enter **PASSWORD** if asked, password is current date **MMDDYYYY**
4. Select **BY CARD NUMBER**
5. Enter **REFUND AMOUNT**
6. Swipe/insert/tap card
7. If prompted, enter **SERVER ID**
8. Terminal will communicate
9. Merchant receipt will print
10. Tear slip and press any key to print a customer copy of receipt

## PRINT REPORTS

1. Press **FUNC** to access menu
2. Select **REPORT** and press **ENTER**
3. Enter **PASSWORD** if asked, password is current date **MMDDYYYY**
4. Report will print

## BATCH SETTLEMENT

1. Press **FUNC + CLEAR**
2. Select **BATCH CLOSE**
3. Press **ENTER**
4. Terminal will communicate and print report

## HOST TOTALS REPORT

1. Press **FUNC + CLEAR**
2. Select **HOST TOTALS**
3. Terminal will communicate and print report

## CREDIT FORCED ENTRY (OFFLINE)

1. Press **F4** until the screen displays **CREDIT FORCED**
2. Enter the **SALE AMOUNT**
3. Enter **TIP AMOUNT** or press **ENTER** to bypass
4. Swipe or manually enter card number
5. Enter **AUTHORIZATION NUMBER**
6. If prompted, enter **SERVER ID**
7. Terminal will communicate
8. Merchant receipt will print
9. Tear slip and press any key to print a customer copy of receipt

## ADD SERVER/CLEAR

1. Go to **MENU**
2. Select **MERCHANT SETTINGS**
3. Select **ADDITIONAL PROMPTS**
4. Enter in **PASSWORD**, current date **MMDDYYYY**
5. Select **SERVER ID** Mode and select **ON**
6. Enter in **SERVER NUMBER**



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