

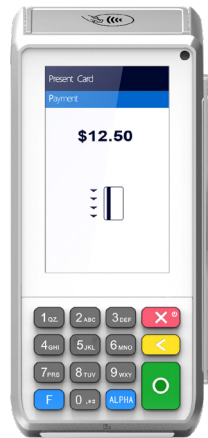
PAX A Series: Pax Technology



Quick Reference Guide



PAX A920



PAX A80

The PAX A Series Quick Reference Guide is to help you with step by step instructions for basic transactions and functions.

PAX Android Countertop Terminals

Powered by Android

Supported by the PAXSTORE open software distribution platform, within which payment service providers create and manage their own independent app store marketplaces.

The PAX A Series is a new generation of terminals that function as a countertop device, packed with the latest PCI PTS 5.x and NFC contactless certifications and powered by the Android 6.0 operating system.

With a full range of communication options to choose from, including Wi-Fi, Dial and Ethernet, and an optional back-up battery, the PAX A Series terminals are always connected, ensuring peak performance during business hours.

The PAX A Series terminals have a built-in camera and comes with a stunning high definition 4-inch touchscreen display which offers merchants and customers alike a graphical user interface way superior to traditional POS terminals.



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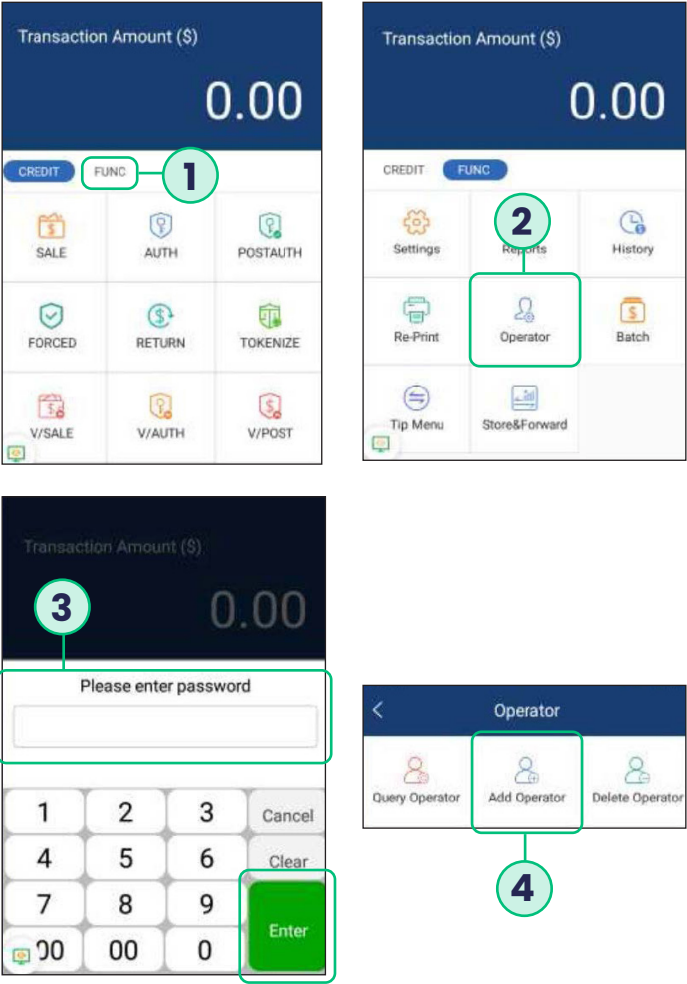
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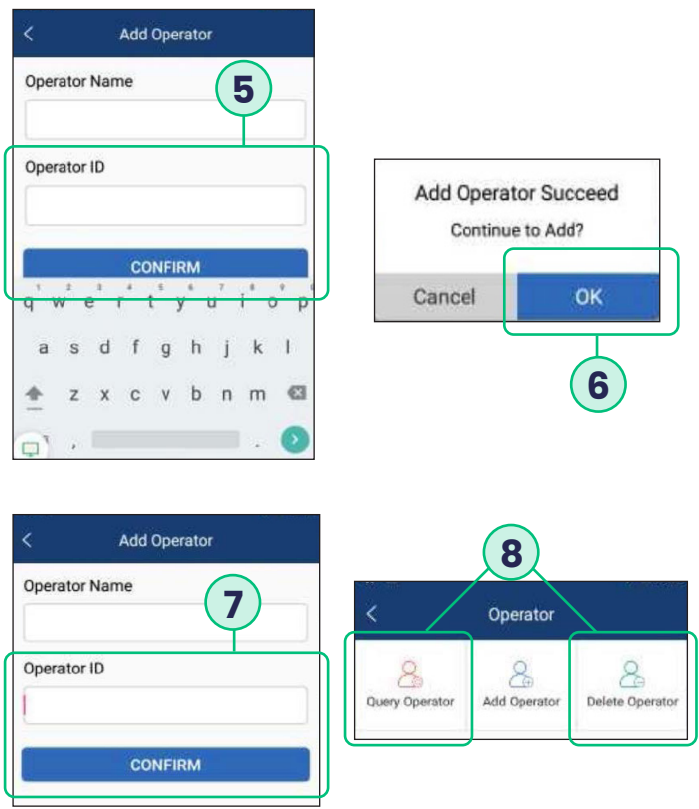
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ADDING SERVER / CLERK IDS



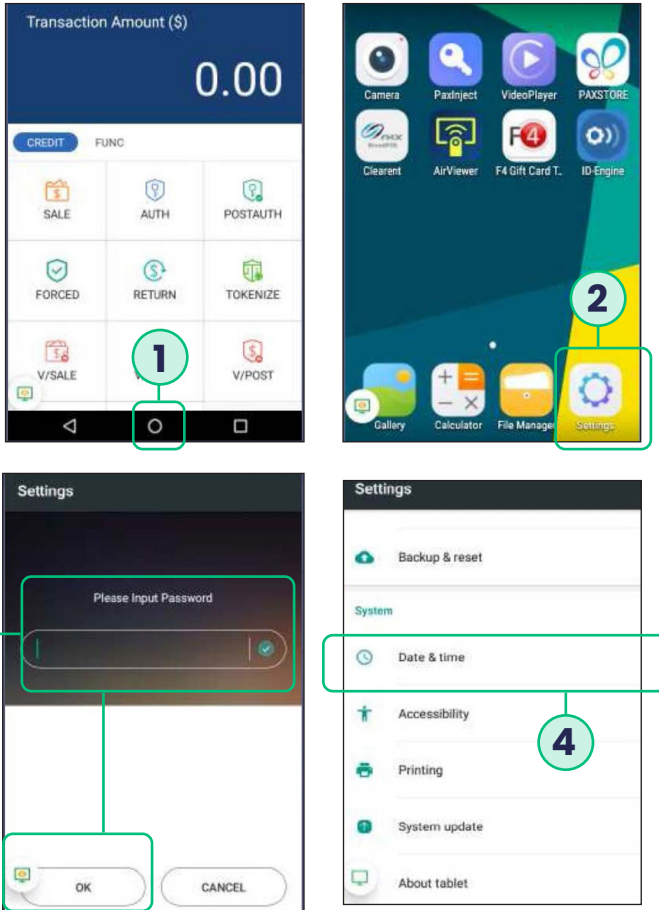
1. Choose the **FUNCTION** option in the payment app.
2. Choose the **OPERATOR** option in the function menu of the payment app.
3. Enter in the password and press either the **ENTER** key on the screen OR the green button on the terminal keypad. The default password is the day's date in mmddyyyy format.
4. Press the option for **ADD OPERATOR**.

ADDING SERVER / CLERK IDS



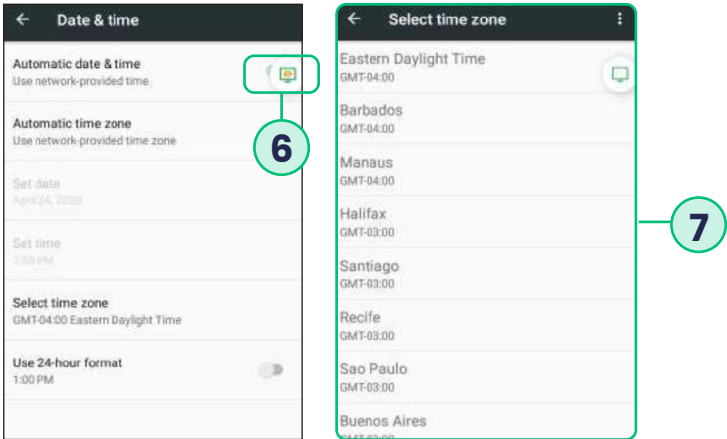
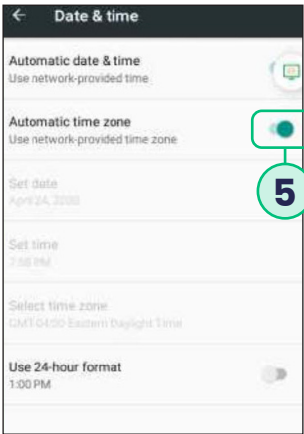
- 5. Enter in the Operator Name (optional) and the Operator ID (required) Press the **CONFIRM** option on the screen.
- 6. Press the **OK** option on the screen.
- 7. Either enter in another **OPERATOR ID** OR press the **BACK ARROW** to return to the previous screen.
- 8. To go back to the function menu in the payment app press the **BACK ARROW**. To view the operators choose the option for **QUERY OPERATOR**. To delete an operator choose the option for **DELETE OPERATOR**.

ACCESSING THE TERMINAL / ANDROID SETTINGS



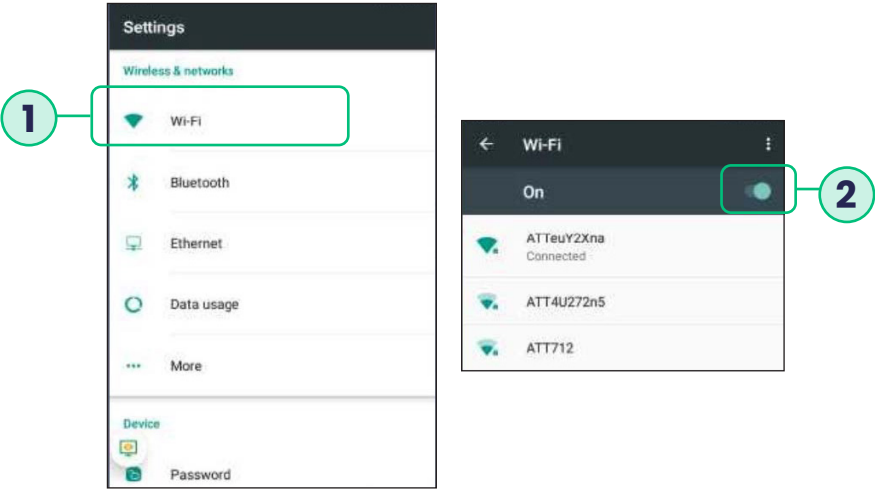
1. If you are in the payment application, choose the **CIRCLE AT THE BOTTOM** to return to the home menu.
2. Once on the Android home screen choose the option for **SETTINGS**.
3. The settings password is 9876 or in some cases 9876@. Once that is keyed into the terminal press the OK on the terminal screen –the green keypad button will not work on this screen.
4. Once in the settings menu scroll down and select **DATE & TIME** to access the date and time setting menu.

SETTING DATE & TIME



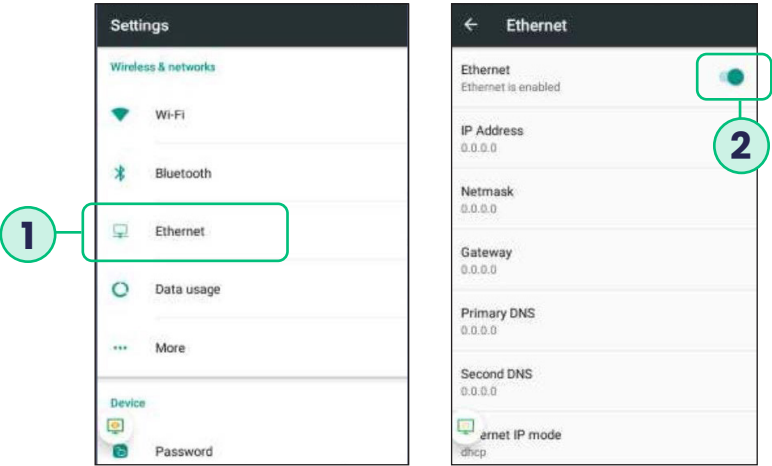
5. The terminal will come with the auto time zone set to Eastern time zone and in Military time. Flag off **AUTOMATIC TIME ZONE** setting.
6. Choose the **SELECT TIME ZONE** setting option to configure the merchant's time zone.
7. Scroll to find the merchant's time zone and choose the option for the appropriate time zone.

SETTING WI-FI CONNECTION



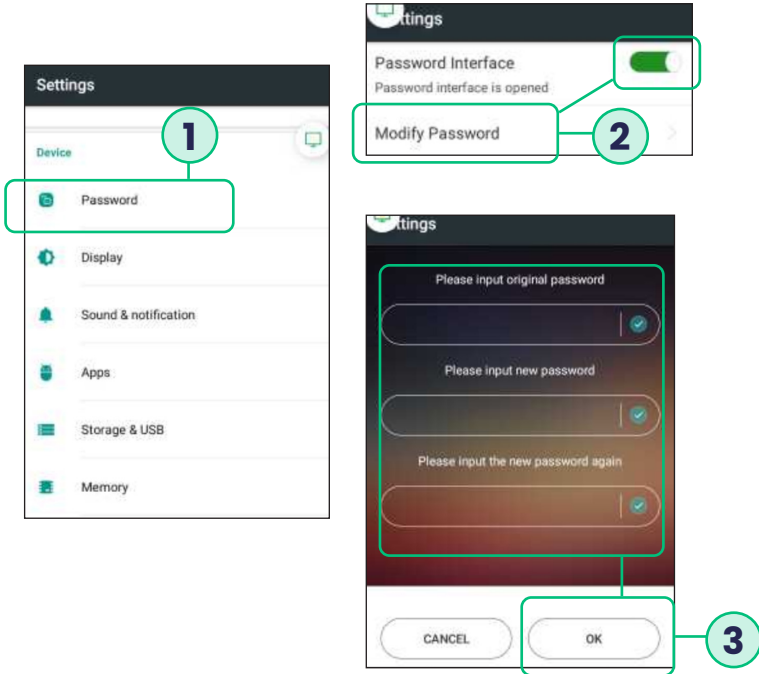
1. Choose the **WI-FI OPTION** to set the Wi-Fi setup.
2. Turn the **WI-FI OPTION ON** and then choose the network to connect to.

SETTINGS ETHERNET (A80 ONLY)



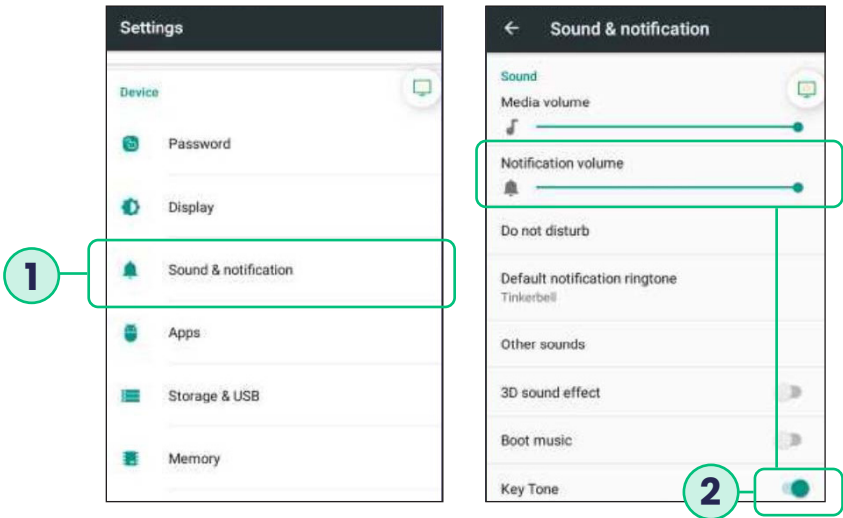
- 1. Choose the **ETHERNET OPTION** to set the Ethernet setup.
- 2. Turn the **ETHERNET OPTION ON**.

SETTING PASSWORD FOR TERMINAL / ANDROID



1. Choose the **PASSWORD** setting to update the Password. Default password is 9876 or in some cases 9876@@, but it is recommended that you change the password and keep it in a secure place.
2. If you turn this option **OFF** it will disable the password for the terminal/ android settings. Choose **MODIFY PASSWORD** option to change the terminal/android setting password.
3. Enter the original password and then the new password you wish to set twice. Once entered press the **OK** button to complete update.

SETTING VOLUME & KEY BEEP



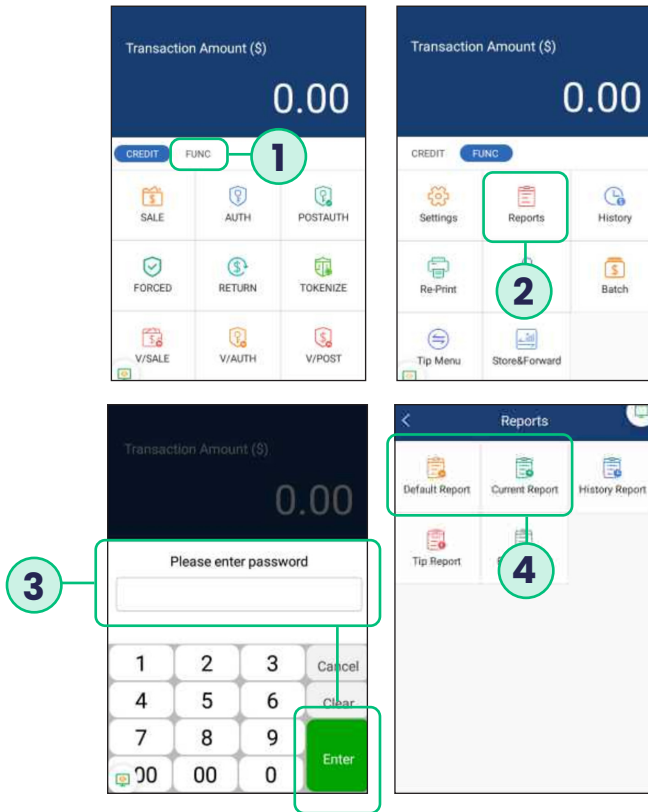
1. Choose the **SOUND & NOTIFICATION** setting to update the volume and keypad beeps.
2. This setting controls the **NOTIFICATION VOLUME** –notification can consist of application updates made to the payment app, and other app pushes made to the terminal. To turn off the keypad beeps flag the **KEY TONE OPTION OFF**.



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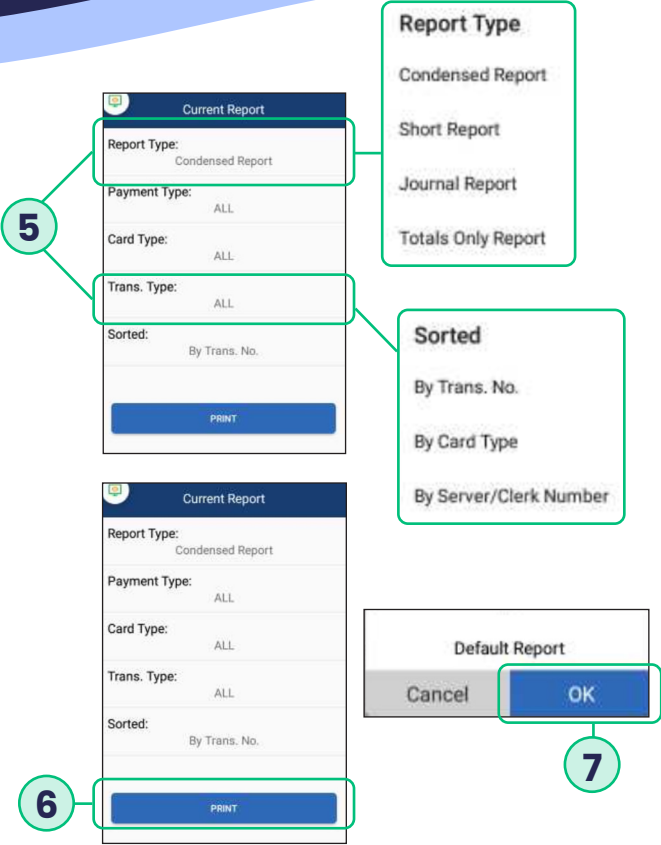
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CUSTOMIZING THE BATCH / DEFAULT REPORT



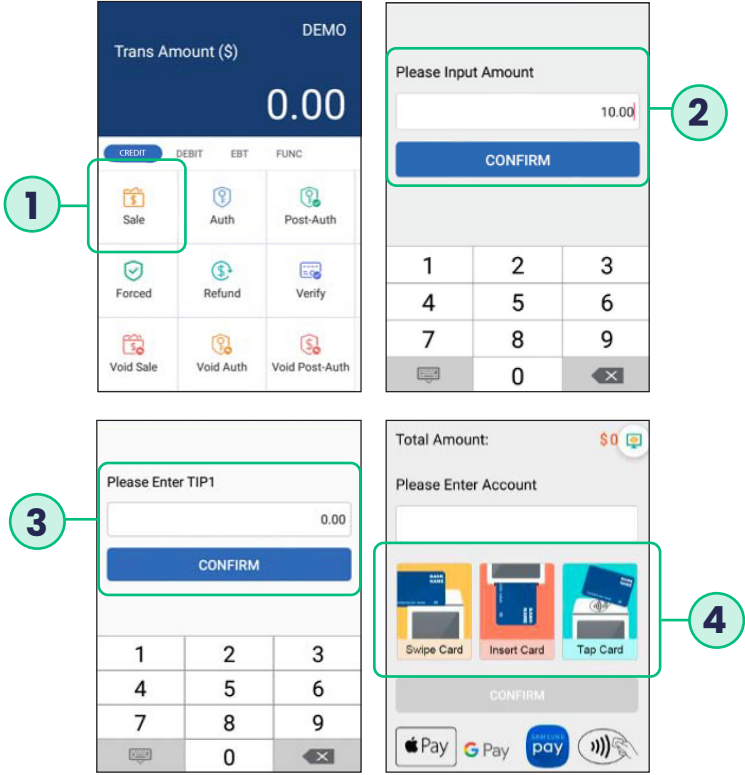
1. Choose the **FUNCTION** option in the payment app.
2. Choose the **REPORTS** option in the function menu of the payment app.
3. Enter in the password and press either the **ENTER** key on the screen OR the **green button** on the terminal keypad. The default password is the day's date in mmddyyyy format.
4. To print the report that is set as the default report (set in the parameters of the file build) choose **DEFAULT REPORT**. To set some customized filters for the report choose **CURRENT REPORT**.

CUSTOMIZING THE BATCH / DEFAULT REPORT



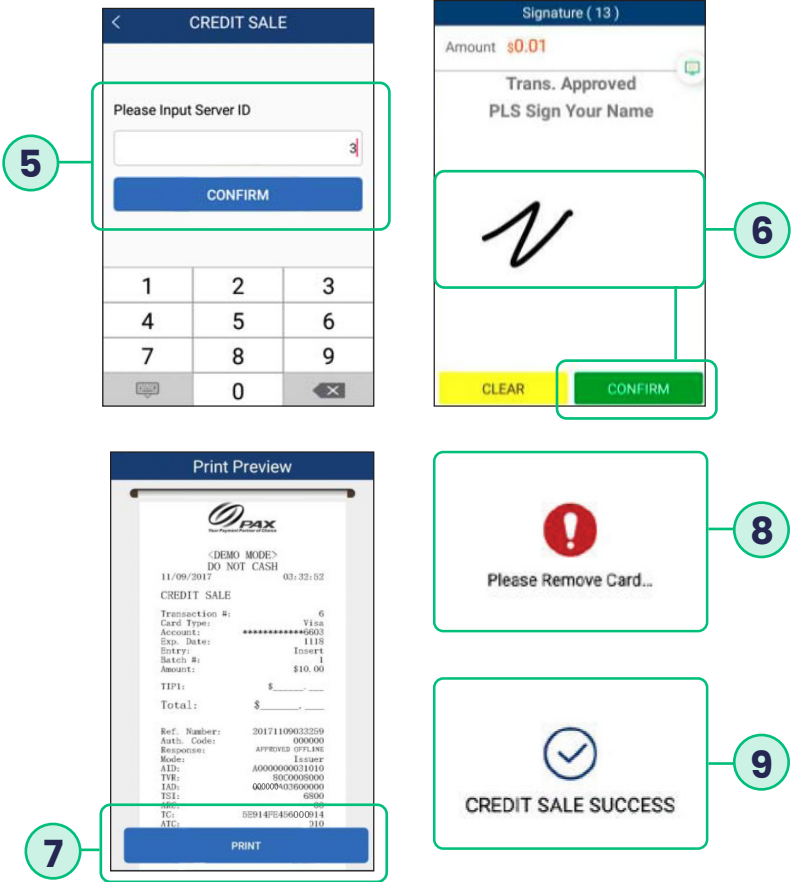
5. Choose the **REPORT TYPE** and how you want the transactions on the report to be **SORTED**.
6. Once the report type is chosen with the appropriate filters, choose the option for **PRINT**.
7. To set this as the new Default report press **OK**. If you do not want this set as the default report and only wish to print, press the **CANCEL** option.

CREDIT SALE



1. From the idle screen select the transaction type **SALE**.
2. Please enter the sale amount and select **CONFIRM**.
3. **RESTAURANT ONLY:** Enter the tip amount and select **CONFIRM** or enter **0** for no tip or select **CONFIRM** to bypass tip entry and add the tip later.
4. Insert, swipe or manually enter the card number.

CREDIT SALE



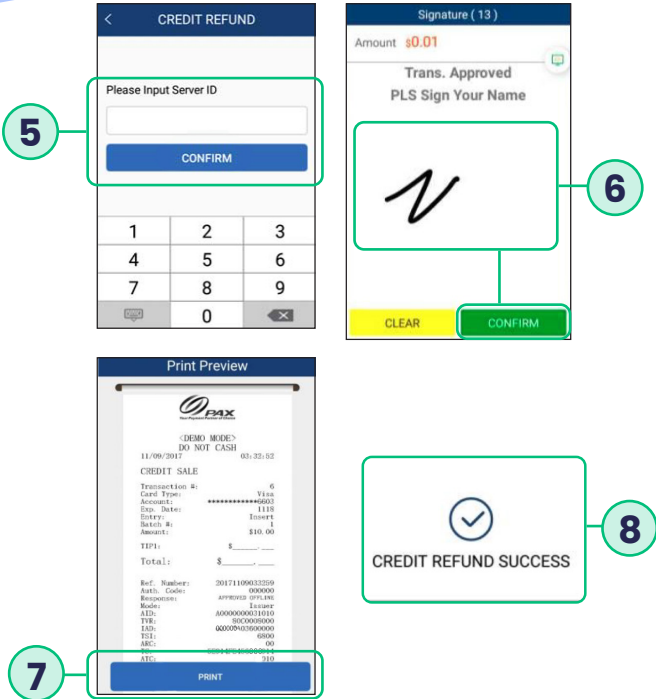
5. **RESTAURANT ONLY:** Enter the Server ID and select **CONFIRM**
6. Once card holder signs on the screen, select **CONFIRM** to accept or **CLEAR** to clear the signature and retry the signature.
7. Select the **PRINT** button to print the receipts.
8. Please remove the card.
9. The terminal will display the transaction status.

CREDIT REFUND



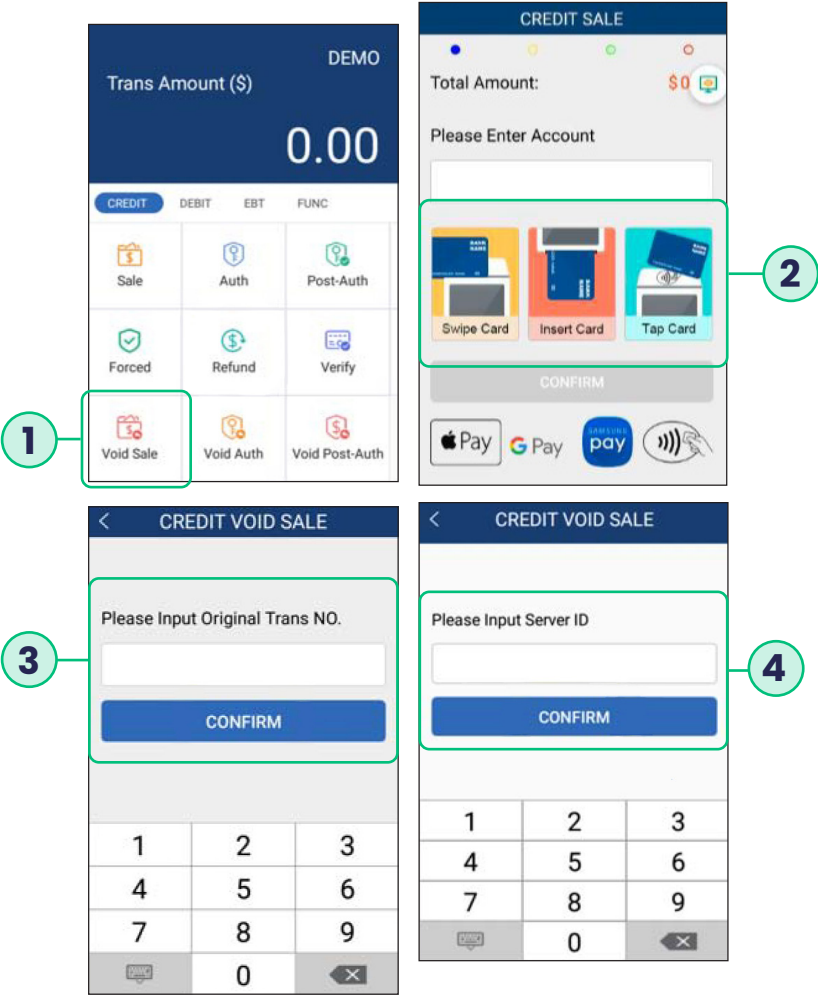
1. From the idle screen select the transaction type **REFUND**.
2. Select how the terminal will apply the refund. Select BY **CARD NUM** to use the original card number or select RefNo to use the original transaction reference number.
3. Enter the refund amount and select **CONFIRM**.
4. Swipe or enter the card number.

CREDIT REFUND



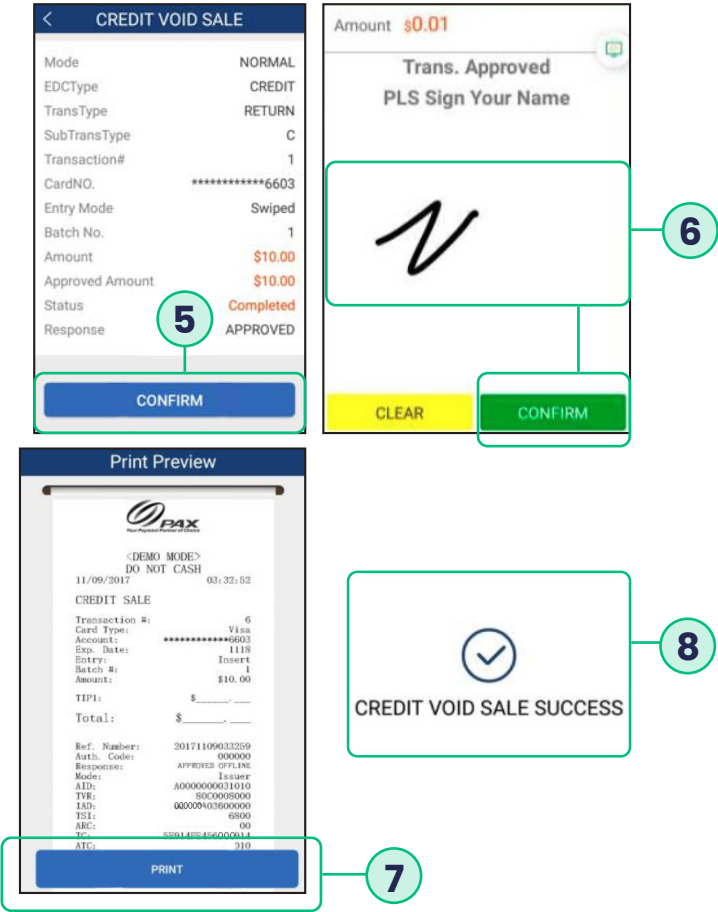
- 5. **RESTAURANT ONLY:** Enter the **SERVER ID** and select **CONFIRM**.
- 6. Once card holder signs on the screen, select **CONFIRM** to accept or **CLEAR** to clear the signature and retry the signature.
- 7. Select the **PRINT** button to print the receipts.
- 8. The terminal will display the transaction status.

CREDIT VOID SALE



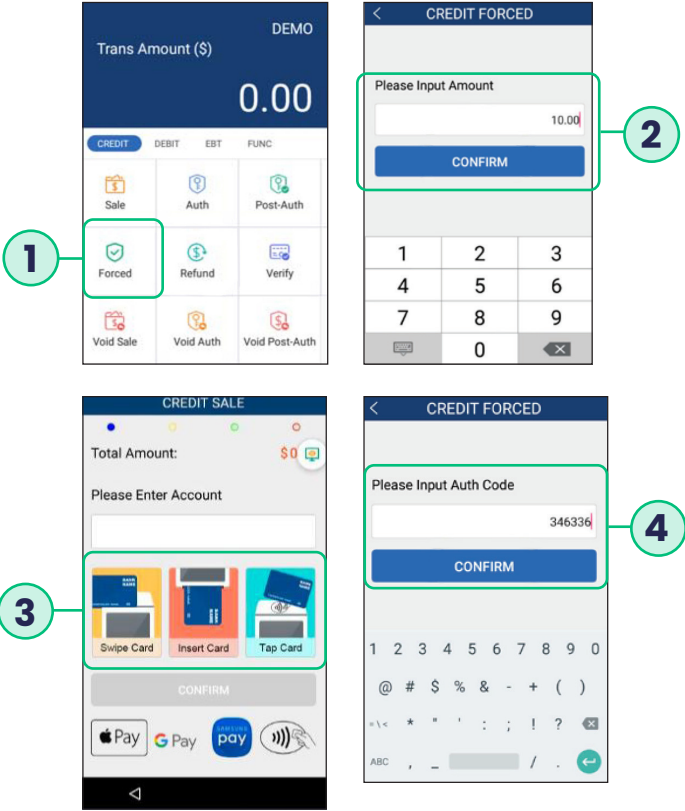
1. From the idle screen select the transaction type **VOID SALE**.
2. Swipe or enter the card number.
3. Input the original transaction number and then select **CONFIRM**.
4. Enter the Server ID and select **CONFIRM**.

CREDIT VOID SALE



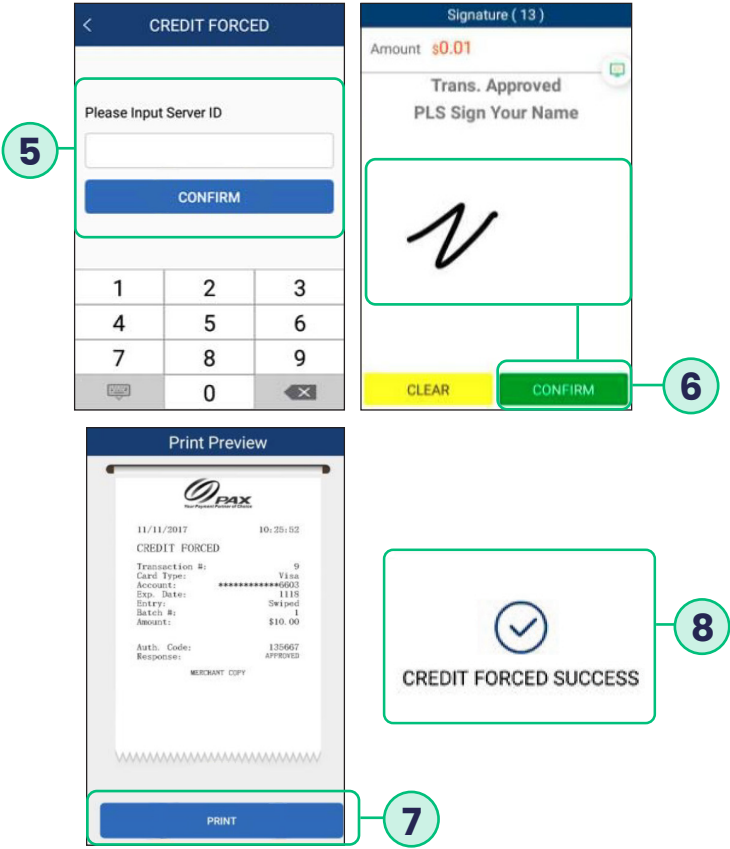
- 5. Select **CONFIRM** if the displayed transaction is the one to be voided. Scroll screen up to locate the confirm button.
- 6. Once card holder signs on the screen, select **CONFIRM** to accept or **CLEAR** to clear the signature and retry the signature.
- 7. Select the **PRINT** button to print the receipts.
- 8. The terminal will display the transaction status.

FORCED SALE



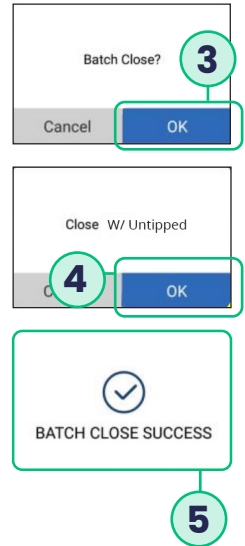
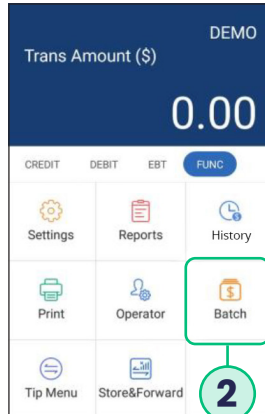
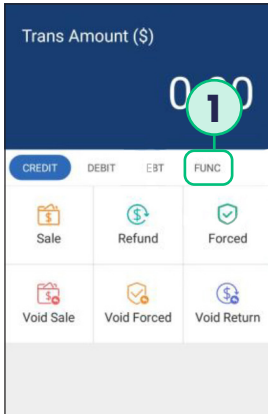
1. From the idle screen select the transaction type **FORCED**.
2. Please enter the sale amount and select **CONFIRM**.
3. Swipe or enter the card number.
4. Enter the Auth Code of the original transaction and then select **CONFIRM**.
Enter the Server ID and select **CONFIRM**.

FORCED SALE



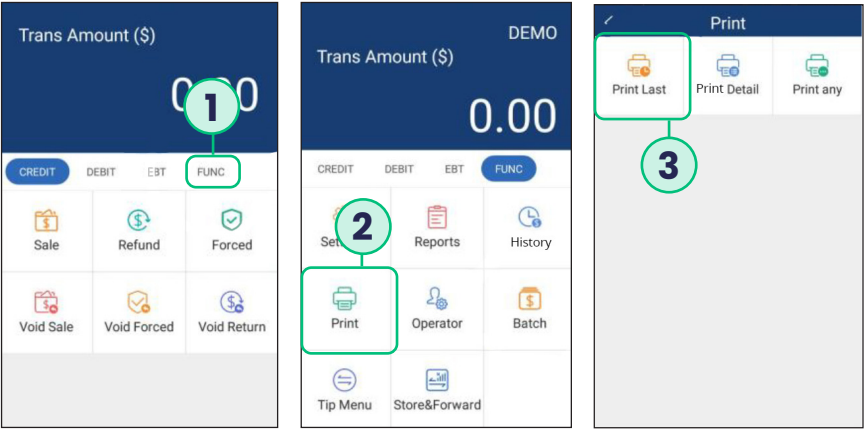
- 5. Once card holder signs on the screen, select **CONFIRM** to accept or **CLEAR** to clear the signature and retry the signature.
- 6. Select the **PRINT** button to print the receipts.
- 7. The terminal will display the transaction status.

CLOSE BATCH



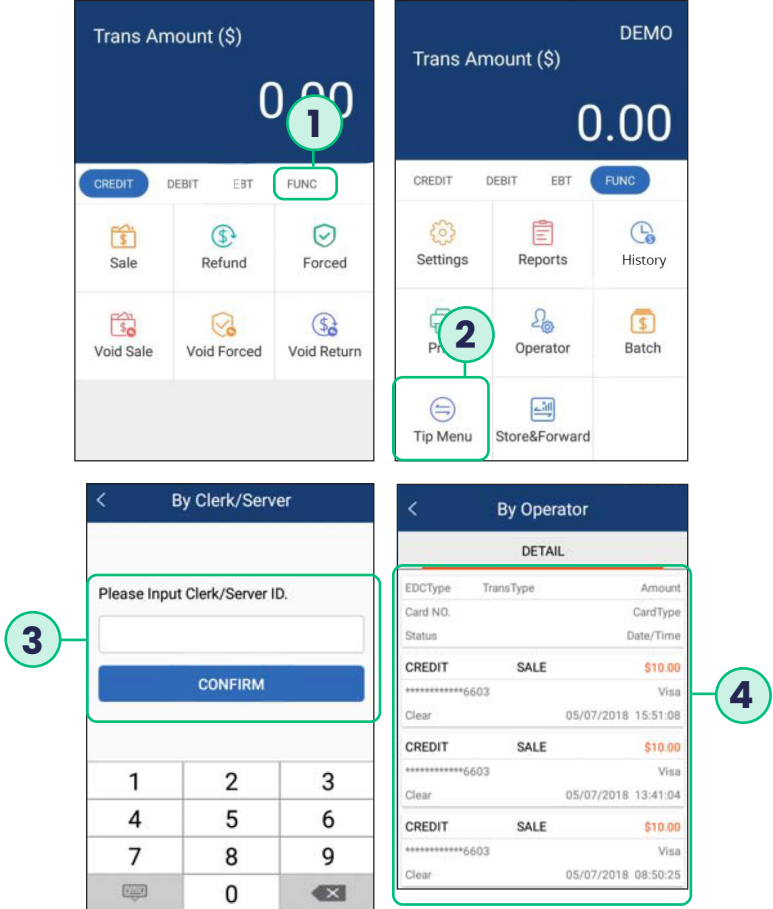
1. From the idle screen select the **FUNC** option.
2. Select the **BATCH** option.
3. When prompted "Close Batch?" select **OK** to close the batch or select **CANCEL** to stop the batch close.
4. If prompted "Close W/Untipped?" select **OK** to zero out untipped transactions and close the batch or select **CANCEL** to stop the batch close.
5. The terminal will display the batch close status.

REPRINT LAST



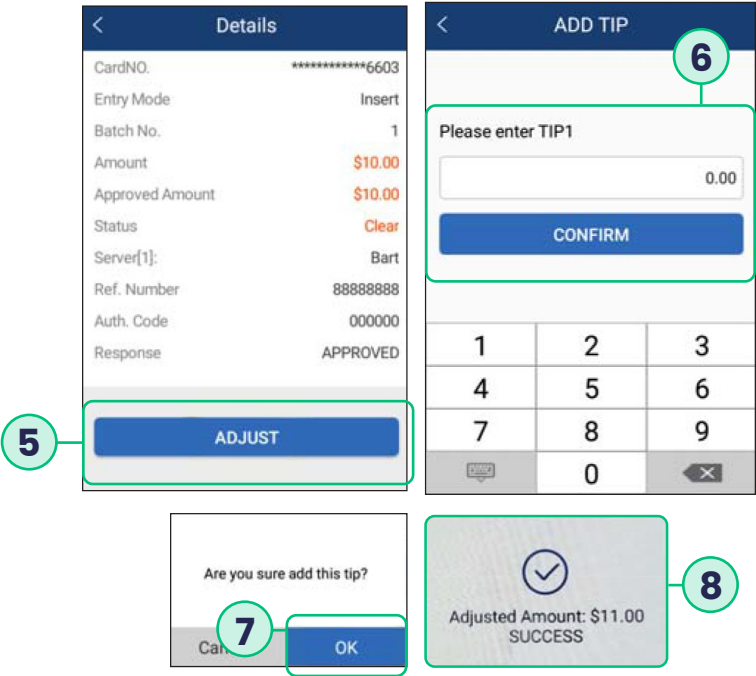
1. From the idle screen select the **FUNC** option.
2. Select the **PRINT** option.
3. To reprint the last transaction, select the **PRINT LAST** option.

TIP ADJUSTMENT



1. From the idle screen select the **FUNC** option.
2. From the Func menu select the **TIP MENU**.
3. From the Tip Menu select the desired search format. To search by operator ID select **BY OPERATOR**.
4. Select the desired transaction.

TIP ADJUSTMENT



5. The transaction details will be displayed. Scroll the screen to display the Adjust option. To adjust the tip, select **ADJUST**.
6. Enter the tip amount and select **CONFIRM**.
7. To confirm the tip amount adjustment, select **OK**. To cancel the tip amount adjustment select **CANCEL**.
8. The terminal will display the transaction status.

Self-service options available at:

support.clearent.com

For questions about terminals and/or equipment:

Clearent Technical Support

866.435.0666 Option 1, then Option 2

7 a.m. – 11 p.m. Central, Monday through Sunday

technicalsupport@clearent.com

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FCC Regulations. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference and (2) this device must accept any interference received, including interference that may cause undesired operation. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the body of this equipment is a label that contains among other information a product identifier. If requested, this number must be provided to the telephone company. RF Exposure Information. This device meets the government's requirement for exposure to radio waves. This device is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. government.



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