

### 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 Host Check # 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 Host Check # 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



The PAX S90 is a 3G wireless terminal compatible with Rogers, Telus and Bell networks. It does not support WIFI connectivity. Contact your Payment Service Provider for SIM card and data plan.

### MENU LAYOUT

Power button is used to switch terminal ON/OFF

The PAX S90 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 S90 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 scroll arrow to access Transaction Menu  
Press 5 for Refund function  
Enter Merchant Password, press OK  
Enter Host Check # 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 scroll arrow to access Transaction Menu  
Press 6 for Void function  
Enter merchant password then press OK  
To Void last transaction press Down scroll key  
To Void other transaction press Up scroll key,  
Enter Host Check #, 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 scroll 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 Host Check #, press OK to confirm  
Terminal will print receipt

## SETTLEMENT

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

## TECHNICAL SUPPORT

For assistance contact us:  
**1 888 800 6622**  
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