



### CREDIT SALE

Enter sale amount, press OK  
Press OK again and pass terminal to customer  
Customer inserts/swipes/taps card and confirms sale amount  
TIP: Customer chooses: % or \$ then inputs amount  
Customer confirms total and enters PIN #  
Terminal will process transaction, press OK  
Terminal prints merchant copy and prompts to print customer copy

### REFUND

Press DOWN ARROW to access Transaction Menu  
Press DOWN ARROW again to scroll to next screen and 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 inserts/swipes card and confirms sale amount Terminal will process refund, press OK  
Terminal prints merchant copy and prompts to print customer copy

### PRE-AUTHORIZATION

Press DOWN 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 inserts/swipes card and confirms sale amount  
Customer enters PIN #  
Terminal will process transaction  
Terminal prints merchant copy and prompts to print customer copy

### PRE-AUTHORIZATION COMPLETION

Press DOWN ARROW to access Transaction Menu  
Press 3 for (pre-authorization) Completion function, press OK  
Enter Invoice #, press OK  
Confirm correct transaction to be completed, press OK  
Enter final total amount of sale, press OK  
Confirm completion amount, press OK  
Terminal prints merchant copy and prompts to print

### FORCE CREDIT CARD TRANSACTION

Press DOWN ARROW to access Transaction Menu  
Press DOWN ARROW to scroll to next screen and 4 for Force Post, press OK  
Enter Voice Authorization number, press OK  
Customer swipes/inserts card  
Enter amount of forced (manual) transaction, press OK  
Customer enters PIN #  
Terminal will process transaction  
Terminal prints merchant copy and prompts to print customer copy

### MENU LAYOUT

**UP ARROW** will access the **ADMIN MENU** and the **DOWN ARROW** will access the **TRANSACTION MENU**

To input letters and special characters the alpha key will need to be used. Press the number on the keypad that contains the character and press the **ALPHA** key until that character is visible on the screen.

### CHANGING THE LANGUAGE

Press **UP ARROW** to access Admin menu

Select 3 **SETUP**

Select 1 **OPTIONS**

Enter **ADMIN** password, press OK

Choose Language

Press Cancel twice to return to main screen

# PAX D210-W

## Quick Reference Guide

### DEBIT CARD SALE

Enter sale amount, then press OK  
Press OK again and pass terminal to customer  
TIP: Customer chooses % or AMT, inputs tip and confirms total amount  
Customer inserts/swipes/taps card  
CASHBACK: Customer chooses cashback amount, confirms fee and total  
Customer chooses Checking or Savings account  
Customer enters PIN #  
Terminal will process transaction  
Terminal prints merchant copy and prompts to print customer copy

### DEBIT REFUND

Press DOWN ARROW to access Transaction Menu  
Press DOWN ARROW to scroll to next screen and 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 inserts/swipes card and confirms refund amount Customer  
chooses Checking or Savings account  
Customer enters PIN #  
Terminal will process transaction  
Terminal prints merchant copy and prompts to print customer copy

### CREDIT OR DEBIT CARD VOID

Press DOWN ARROW to access Transaction Menu  
Press DOWN ARROW F2 to scroll to next screen then 6 for Void function  
Enter merchant password + OK  
To Void last transaction press Yes  
To Void other transaction press Other and enter Invoice #  
Enter Record #, press OK  
Confirm correct transaction and amount, press OK  
Customer inserts/swipes card and confirms void amount  
Customer enters PIN #  
Terminal will process transaction  
Terminal prints merchant copy and prompts to print customer copy

### REPRINT RECEIPT

Press DOWN ARROW to access Transaction Menu  
Press F2 twice to scroll to third menu then Press 7 for Reprint function  
To Reprint receipt for last transaction press Yes  
To Reprint other transaction press Other  
Enter Invoice # and press OK to confirm  
Terminal will print receipt

### SETTLEMENT

Press UP ARROW to access Admin Menu  
Press 1 for Settlement, press OK  
If you have pre-authorizations pending a pre-auth report will print  
If you need to close any pending pre-authorizations:  
Choose yes and follow pre-auth completion instructions  
If you choose No pending pre-authorizations:  
Confirm total Sales total, press OK  
Confirm total Refunds, press OK  
Confirm Net total press OK.  
Confirm Totals match Settlement Batch, press OK  
Print summary report

### 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 (settlement) to be in training mode

Press **UP ARROW** for Admin Menu

Press **DOWN ARROW** to scroll twice and 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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