PAX A80 Quick Reference Guide

*Power button is located on the CANCEL/“X” key*

*Upon initial terminal startup, press the “JetPay HC” icon to launch the payment app.

<table>
<thead>
<tr>
<th>Action</th>
<th>To Execute</th>
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| Process a Sale       | 1) From the idle screen, select the card type: CREDIT or DEBIT (CREDIT is the default)  
|                      | 2) Select “SALE”  
|                      | 2) Enter the sale amount and select “CONFIRM”  
|                      | 3) Insert card, swipe card, or hold contactless payment method on the device  
|                      | 4.) Merchant receipt copy will automatically print. Press YES to print cardholder receipt. If cardholder copy is not required, press CANCEL. |
| Batch Out (Settle) Terminal | 1) From the idle screen, select FUNC  
|                      | 2) Select “BATCH”  
|                      | 3) Select “BATCH CLOSE” |
| Void a Transaction  | (Prevents sale from settling; use in place of refund if terminal has not batched out)  
|                      | 1) From the idle screen, select “V/SALE”  
|                      | 2) Enter transaction number (This number can be found on the transaction receipt), then ENTER  
|                      | 3) Transaction will be displayed; press ENTER  |
| Process a Refund     | (Only refund transactions that were not run the same day, otherwise use Void)  
|                      | 1) From the idle screen, select “RETURN”  
|                      | 2) Password: 4321  
|                      | 3) Enter Refund amount  
|                      | 4) Press CONFIRM  
|                      | 5) Insert card, swipe card, or hold contactless payment method on the device  
|                      | 6) Merchant receipt copy will automatically print. Press YES to print cardholder receipt. If cardholder copy is not required, press CANCEL. |