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.

Action	To Execute
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.