



## PAX S920 Quick Reference Guide

\*Use the power button to turn on, turn off, or restart the terminal.

<b>Action</b>	<b>To Execute</b>
<b>Process a Sale</b>	1) Select Card Type: DEBIT or CREDIT 2) Select SALE 3) Enter Transaction Amount then ENTER 4) CREDIT: Insert card, swipe card, or hold contactless payment method on the device 5) Merchant receipt copy will automatically print. Press ENTER to print cardholder receipt. If cardholder copy is not required, press "cancel."
<b>Batch Out (Settle) Terminal</b>	1) Press FUNC 2) Press 2 for "Batch" 3) Press 1 for "Batch Close"
<b>Void a Transaction</b>	(Prevents sale from settling, use in place of refund if terminal has not batched out) 1) Select Card Type 2) Select V/SALE 3) Enter transaction number (This number can be found on the transaction receipt), then ENTER 4) Transaction will be displayed; press ENTER
<b>Process a Refund</b>	(Only refund transactions that were not run the same day, otherwise use Void) 1) Select CREDIT 2) Select RETURN 3) Password: 4321 4) Enter Refund amount 5) Press ENTER 6) Insert card, swipe card, or hold contactless payment method on the device 7) Merchant receipt copy will automatically print. Press ENTER to print cardholder receipt. If cardholder copy is not required, press "cancel."