A80

Quick Reference Guide

TERMINAL OVERVIEW

- Use either the on-screen or physical keypad to enter amounts
- To confirm an entry, touch **OK** or press the green O key
- To correct an entry, touch **BACK** or press the yellow **<** key
- To cancel a function, press the red **X** key

CREDIT / DEBIT SALE NO TIP

1. Enter the sale amount
2. Touch **SALE**
3. Hand the terminal to customer
4. Client inserts / swipes / taps their card
5. Terminal prints merchant copy. Touch **OK** to print customer copy

CREDIT / DEBIT SALE WITH TIP

1. Enter the sale amount
2. Touch **SALE**
3. Hand the terminal to customer
4. Client touches preset tip amount or inputs manual amount and touches **CONFIRM** or presses the green O key, and then confirms the total amount is good
5. Client inserts / swipes / taps their card
6. Terminal prints merchant copy. Touch **OK** to print customer copy

DEBIT SALE WITH CASHBACK

1. Enter the sale amount
2. Touch **SALE**
3. Hand the terminal to customer
4. Client inserts debit card
5. Client selects account type
6. Client touches **YES** for cashback
7. Client touches preset cashback amount or inputs manual amount and touches **CONFIRM** or presses the green O key, and then confirms the total amount is good
8. Terminal prints merchant copy. Touch **OK** to print customer copy

REFUND / DEBIT / CREDIT

1. Touch the **Action** button ⊕ on the main screen
2. Touch the **Transactions** button $
3. Touch **REFUND**
4. Enter the refund amount
5. Touch **REFUND**
6. Enter Merchant password and touch **OK**
7. Hand the terminal to customer
8. Client inserts / swipes / taps card
9. Terminal prints merchant copy. Touch **OK** to print customer copy

PRE-AUTHORIZATION

1. Touch the **Action** button ⊕ on the main screen
2. Touch the **Transactions** button $
3. Touch PRE **AUTHORIZATION**
4. Enter the transaction amount
5. Touch PRE **AUTHORIZATION**
6. Hand the terminal to customer
7. Client inserts / swipes / taps card
8. Terminal prints merchant copy. Touch **OK** to print customer copy

PRE-AUTHORIZATION COMPLETION

1. Touch the **Action** button ⊕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Reports** and then touch **Batch Details**
5. Touch the pre authorization transaction line
6. Touch **Complete**
7. Enter the amount of the completion and touch **OK** to confirm the final amount of the transaction
8. Confirm the transaction completion request
9. Terminal prints merchant copy. Touch **OK** to print customer copy

CREDIT OR DEBIT CARD VOID

> **NOTE:** Void is only for sales in the current batch (not settled)

1. Obtain customer copy of transaction receipt
2. Touch the **Action** button ⊕ on the main screen
3. Touch the **Scanner** button ▦
4. Enter Merchant password and touch **OK**
5. Scan the receipt's barcode with the terminal's rear camera
6. Touch **VOID**
7. Confirm the transaction void request
8. Terminal prints merchant copy. Touch **OK** to print customer copy

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TRAINING MODE

> **NOTE:** You can't start or leave training mode if a settlement or pre-authorization is pending. Do not forget to leave the training mode to execute real transactions.

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Training Mode**
5. Toggle **Training Mode?** to **On** or **Off**

REPRINT RECEIPT

> **NOTE:** Reprint receipt is only for sales in the current batch (not settled)

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch Reports and then touch Batch Details
5. Scroll to the transaction to reprint or search for the transaction's Invoice or Sequence number
6. Touch the transaction line
7. Touch **REPRINT**
8. Terminal prints merchant copy. Touch **OK** to print customer copy

SETTLEMENT

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch Settlement and then touch **Process settlement**
5. Touch **PROCESS SETTLEMENT**
6. The terminal prints the Totals at Settlement report

REPORTS

1. Touch the Action button ➕ on the main screen
2. Touch the Settings button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Reports**
5. To view individual transactions, touch **Batch Details**
   a. Touch the **Search** icon 🔍 to search transactions by Invoice or Sequence number
   b. Touch the **Print** icon 🖨 to print the Detailed Report

6. To view a transaction summary by payment type, touch **Batch Summary**
   a. Touch a payment type to view transaction information including number of sales, refunds, tips, cashbacks, fees, and the payment type total.
   b. Touch **PRINT** to print the Summary Report

7. Touch the back **arrow** icon ◀ to return to the **Reports** menu

CHANGING THE LANGUAGE

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Terminal Options**
5. Touch Set **merchant language**
6. Select **English** or **French**

CHANGING THE TERMINAL APPEARANCE

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Terminal Options**
5. Scroll to **Dark theme**
6. Toggle **Dark theme** to On to use the dark theme or to **Off** to use the **light theme**

CONFIGURE WI-FI

1. On the terminal's main screen, touch the **Settings** icon ⚙
2. On the *Settings* screen, touch the **Please Input Password** field and use the keypad to type the password: **9876**.
3. Touch the checkmark icon ☑ on the keypad when you are done and touch **OK**.
4. In the **Wireless & networks** section, touch **Wi-Fi**.
5. IF **Wi-Fi** is **Off**, touch the toggle to turn it on. If **Wi-Fi** is already on, a list of available networks appears.
6. From the list of available networks, touch the name of the network you want to connect to.
7. Enter the password for the selected network and touch **CONNECT**.
   TIP: You can touch **Show password** before typing to ensure you are entering the password correctly
8. After the terminal displays **Connected** for the selected network, touch the **Back** icon ◀ to return to the *Settings* screen..
9. Touch the **Back** icon ◀ again to return to the main screen.

CREDIT / DEBIT SALE NO TIP

1. Using the number pad, enter the sale amount
2. Touch **SALE**
3. Hand over terminal to customer
4. Client inserts / swipes / taps their card
5. The terminal prints merchant copy. To print customer copy, press **OK** or **CANCEL**

CREDIT / DEBIT SALE WITH TIP

1. Using the number pad, enter the sale amount
2. Touch **SALE**
3. Hand over terminal to customer
4. Client touches preset tip amount or inputs manual amount and touches **CONFIRM**, and then confirms the total amount is good
5. Client inserts / swipes / taps their card
6. The terminal prints merchant copy. To print customer copy, press **OK** or **CANCEL**

DEBIT SALE WITH CASHBACK

1. Using the number pad, enter the sale amount
2. Touch **SALE**
3. Hand over terminal to customer
4. Client inserts debit card
5. Client selects account type
6. Client touches **YES** for cashback
7. Client touches preset cashback amount or inputs manual amount and touches **CONFIRM**, and then confirms the total amount is good
8. The terminal prints merchant copy. To print customer copy, press **OK** or **CANCEL**

REFUND / DEBIT / CREDIT

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Transactions** button 💲
3. Touch **REFUND**
4. Using the number pad, enter the refund amount
5. Touch **REFUND**
6. Enter Merchant password and touch **OK**
7. Hand over terminal to customer
8. Client inserts / swipes / taps card
9. The terminal prints merchant copy. To print customer copy, press **OK** or **CANCEL**

PRE-AUTHORIZATION

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Transactions** button 💲
3. Touch **PRE AUTHORIZATION**
4. Using the number pad, enter the transaction amount
5. Touch **PRE AUTHORIZATION**
6. Hand over terminal to customer
7. Client inserts / swipes / taps card
8. The terminal prints merchant copy. To print customer copy, press **OK** or **CANCEL**

PRE-AUTHORIZATION COMPLETION

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Reports** and then touch **Batch Details**
5. Touch the pre authorization transaction line
6. Touch **Complete**
7. Enter the amount of the completion and press **OK** to confirm the final amount of the transaction
8. Confirm the transaction completion request
9. The terminal prints merchant copy. To print customer copy, press **OK** or **CANCEL**

CREDIT OR DEBIT CARD VOID

> NOTE: Void is only for sales in the current batch (not settled)

1. Obtain customer copy of transaction receipt
2. Touch the **Action** button ➕ on the main screen
3. Touch the **Scanner** button 🔳
4. Enter Merchant password and touch **OK**
5. Scan the receipt's barcode with the terminal's rear camera
6. Touch **VOID**
7. Confirm the transaction void request
8. The terminal prints merchant copy. To print customer copy, press **OK** or **CANCEL**

TRAINING MODE

> NOTE: You can't start or leave training mode if a settlement or pre authorization is pending. Do not forget to leave the training mode to execute real transactions.

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Training Mode**
5. Toggle **Training Mode?** to **On** or **Off**

REPRINT RECEIPT

> NOTE: Reprint receipt is only for sales in the current batch (not settled)

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Reports** and then touch **Batch Details**
5. Scroll to the transaction to reprint or search for the transaction's Invoice or Sequence number
6. Touch the transaction line
7. Touch **REPRINT**
8. The terminal reprints merchant copy. To reprint customer copy, press **OK** or **CANCEL**

SETTLEMENT

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Settlement** and then touch **Process settlement**
5. Touch **PROCESS SETTLEMENT**
6. The terminal prints the Totals at Settlement report

REPORTS

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Reports**
5. To view individual transactions, touch **Batch Details**
   a. Touch the **Search** icon 🔍 to search transactions by Invoice or Sequence number
   b. Touch the **Print** icon 🖨 to print the Detailed Report
6. To view a transaction summary by payment type, touch **Batch Summary**
   a. Touch a payment type to view transaction information including number of sales, refunds, tips, cashbacks, fees, and the payment type total.
   b. Touch **PRINT** to print the Summary Report
7. Touch the **back** arrow icon ◀ to return to the **Reports** menu

CHANGING THE LANGUAGE

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Terminal Options**
5. Touch Set **merchant language**
6. Select **English** or **French**

CHANGING THE TERMINAL APPEARANCE

1. Touch the **Action** button ➕ on the main screen
2. Touch the **Settings** button ⚙
3. Enter Merchant password and touch **OK**
4. Touch **Terminal Options**
5. Scroll to **Dark theme**
6. Toggle **Dark theme** to **On** to use the **Dark theme** or to **Off** to use the **Light theme**

This guide explains how to configure the Wi-Fi connection for your PAX A35 terminal and process the most common transactions when using the payment application in standalone mode (not connected to a POS system).

Configure Wi-Fi

1. On the terminal's main screen, touch the **Settings** icon.

2. On the *Settings* screen, use the keypad to type the password: .

3. Touch the checkmark icon on the keypad when you are done and touch **OK**.

4. Touch the name of the network you want to connect to.

5. Enter the password for the selected network and touch **CONNECT**.

TIP: You can touch the **Show password** check box before typing to ensure you are entering the password correctly.

Credit / Debit Sale No Tip

1. Using the number pad, enter the sale amount and touch **SALE**.

2. Hand / turn the terminal to the customer.

3. Client inserts / swipes / taps their card.

4. The terminal prints merchant copy. To print customer copy, press **PRINT** or **NONE**.

Credit / Debit Sale with Tip

1. Using the number pad, enter the sale amount and touch **SALE**.

2. Hand / turn the terminal to the customer.

3. Client touches preset tip amount or inputs manual tip, touches **CONFIRM**, and then confirms the total amount.

4. Client inserts / swipes / taps their card.

5. The terminal prints merchant copy. To print customer copy, press **PRINT** or **NONE**.

Debit Sale with Cashback

1. Using the number pad, enter the sale amount and touch **SALE**.

2. Hand / turn the terminal to the customer.

3. Client inserts / swipes / taps their card, selects account, and touches **YES** for cashback.

4. Client touches preset cashback amount or inputs manual amount, touches **CONFIRM**, and then confirms the total amount.

5. The terminal prints merchant copy. To print customer copy, press **PRINT** or **NONE**.

Refund Debit / Credit

1. Touch the **Action** button on the main screen.

2. Touch the **Transactions** button.

3. Touch **REFUND**.

4. Using the number pad, enter the refund amount.

5. Touch **REFUND**.

6. If requested, enter **Merchant** or **Admin** password and touch **OK**.

7. Hand/turn the terminal to the customer to insert / swipe / tap card.

8. The terminal prints merchant copy. To print customer copy, press **PRINT** or **NONE**.

Pre-Authorization

1. Touch the **Action** button on the main screen.

2. Touch the **Transactions** button.

3. Touch **PRE AUTHORIZATION**.

4. Using the number pad, enter the transaction amount.

5. Touch **PRE AUTHORIZATION**.

6. Hand/turn the terminal to the customer to insert / swipe / tap card.

7. The terminal prints merchant copy. To print customer copy, press **PRINT** or **NONE**.

Pre-Authorization Completion

1. Touch the **Action** button on the main screen.
2. Touch the **Settings** button.
3. Enter **Merchant** password and touch **OK**.
4. Touch **Reports**, then touch **Batch Details**.
5. Touch the pre-authorization transaction line.
6. Touch **Complete**.
7. Using the number pad, enter the completion amount and press **OK** to confirm the final amount.
8. Confirm the completion request.
9. The terminal prints merchant copy. To print customer copy, press **PRINT** or **NONE**.

Void Credit / Debit

Void is only for sales in the current batch.

1. Obtain customer copy of transaction receipt.
2. Touch the **Action** button on the main screen.
3. Touch the **Scanner** button.
4. Enter **Merchant** password and touch **OK**.
5. Scan the receipt's barcode with the terminal's rear camera.
6. Touch **VOID**.
7. Confirm the void request.
8. The terminal prints merchant copy. To print customer copy, press **PRINT** or **NONE**.

Reprint Receipt

Reprinting is only for sales in the current batch.

1. Touch the **Action** button on the main screen.
2. Touch the **Settings** button.
3. Enter **Merchant** password and touch **OK**.
4. Touch **Reports**, then touch **Batch Details**.
5. Scroll to the transaction to reprint.
6. Touch the transaction line **Complete**.
7. Touch **REPRINT**.
8. The terminal reprints merchant copy. To reprint customer copy, press **PRINT** or **NONE**.

Settlement

1. Touch the **Action** button on the main screen.
2. Touch the **Settings** button.
3. Enter **Merchant** password and touch **OK**.
4. Touch **Settlement**, then touch **Process Settlement**.
5. Touch **PROCESS SETTLEMENT**.
6. The terminal prints the *Totals at Settlement* report.

Reports

1. Touch the **Action** button on the main screen.
2. Touch the **Settings** button.
3. Enter **Merchant** password and touch **OK**.
4. Touch **Reports**.
5. To view individual transactions, touch **Batch Details**.
   a. Touch the **Search** icon to search by *Invoice* or *Sequence* number.
   b. Touch the **Print** icon to print the **Detailed Report**.
6. To view transaction summary by payment type, touch **Batch Summary**.
   a. Touch a payment type to view transaction information.
   b. Touch **PRINT** to print the *Summary Report*.

Enable Tip / Cashback Options

Cashback is only available for debit sales.

1. Touch the **Action** button on the main screen.
2. Touch the **Settings** button.
3. Enter **Merchant** password and touch **OK**.
4. Touch **Terminal Options**.
5. Scroll to **Tip** or **Cashback**.
6. Toggle **Tip Processing** or **Cashback Processing** to **On** to enable the option.
7. Touch **Tip Percentage Preset 1** or **Cashback Amount Preset 1** to set the value.
8. Repeat step **7** for additional preset values.