



PAX S80

Restaurant/Retail

Quick Reference Guide



Technical Support

(800) 966-5520 - Option 3

Customer Service

(800) 966-5520 - Option 4

www.electronicpayments.com

CREDIT CARD SALE

Display

Action

| | |
|--------------|----|
| INPUT AMOUNT | F1 |
| CREDIT SALE | F2 |
| | F3 |
| | F4 |

1. Enter sale amount, then press **ENTER**.

| | | |
|-------------------|------|----|
| Enter TIPI AMOUNT | 0.00 | F1 |
| | | F2 |
| | | F3 |
| | | F4 |

2. Enter tip amount, then press **ENTER**.
RESTAURANT ONLY.

| | |
|---|----|
| Total \$0.00 | F1 |
| Insert/Tap/Swipe Your Card/Input Your Account | F2 |
| | F3 |
| | F4 |

3. Swipe the credit card.

| | |
|------------------|----|
| ENTER SERVER ID: | F1 |
| | F2 |
| | F3 |
| | F4 |

4. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.

| | |
|-------------|----|
| Printing... | F1 |
| | F2 |
| | F3 |
| | F4 |

5. Terminal will begin printing receipt while processing the transaction.

| | |
|------------------------------------|----|
| Tear Slip----> Press Any Key... | F1 |
| | F2 |
| | F3 |
| | F4 |

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

MANUALLY KEYED IN SALE

Display

Action

| | |
|--------------|----|
| INPUT AMOUNT | F1 |
| CREDIT SALE | F2 |
| | F3 |
| | F4 |

1. Enter sale amount, then press **ENTER**.

| | | |
|-------------------|------|----|
| Enter TIPI AMOUNT | 0.00 | F1 |
| | | F2 |
| | | F3 |
| | | F4 |

2. Enter tip amount, then press **ENTER**.
RESTAURANT ONLY.

| | |
|---|----|
| Total \$0.00 | F1 |
| Insert/Tap/Swipe Your Card/Input Your Account | F2 |
| | F3 |
| | F4 |

3. Type in the card number, then press **ENTER**.

| | |
|------------|----|
| EXP. DATE: | F1 |
| MMYY | F2 |
| | F3 |
| | F4 |

4. Enter the card's expiration date following the format of MMY, then press **ENTER**.

| | |
|------------------|----|
| IS CARD PRESENT? | F1 |
| 1. YES | F2 |
| 2. NO | F3 |
| | F4 |

5. If customer card is present, choose **YES**. If customer card is not present, choose **NO** and go to next step.

MANUALLY KEYED IN SALE (CONT.)

Display

Action

| | |
|------------------|----|
| ENTER SERVER ID: | F1 |
| | F2 |
| | F3 |
| | F4 |

6. Enter server number if prompted, then press **ENTER**.

RESTAURANT ONLY.

| | |
|-------------|----|
| ENTER CVV2: | F1 |
| | F2 |
| | F3 |
| | F4 |

7. Enter the CVV2 code, then press **ENTER**. If you do not have access to, or cannot read the CVV2 code, press **ENTER** to skip this step.

CVV2 code is located on the back of the customer card, or the front of American Express cards.

| | |
|-------------------|----|
| EXPLAIN REASON: | F1 |
| 1. Want to bypass | F2 |
| 2. Cannot read | F3 |
| 3. Does not exist | F4 |

8. If you skipped step 7, select the reason why.

| | |
|-----------------|----|
| STREET ADDRESS: | F1 |
| | F2 |
| | F3 |
| | F4 |

9. Enter the street address of the card's billing address, then press **ENTER**.

| | |
|-----------------|----|
| ENTER ZIP CODE: | F1 |
| | F2 |
| | F3 |
| | F4 |

10. Enter the zip code of the card's billing address, then press **ENTER**.

| | |
|-------------|----|
| Printing... | F1 |
| | F2 |
| | F3 |
| | F4 |

11. Terminal will begin printing receipt while processing the transaction.

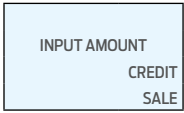
| | |
|------------------------------------|----|
| Tear Slip----> Press Any Key... | F1 |
| | F2 |
| | F3 |
| | F4 |

12. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

NFC SALE

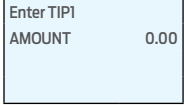
Display

Action



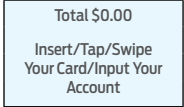
- F1
- F2
- F3
- F4

1. Enter sale amount, then press **ENTER**.



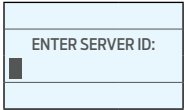
- F1
- F2
- F3
- F4

2. Enter tip amount, then press **ENTER**.
RESTAURANT ONLY.



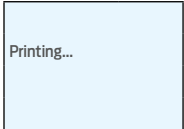
- F1
- F2
- F3
- F4

3. Hold the device near the terminal. An audible alert will let you know the transaction has been picked up.



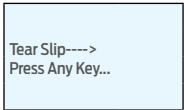
- F1
- F2
- F3
- F4

4. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.



- F1
- F2
- F3
- F4

5. Terminal will begin printing receipt while processing the transaction.



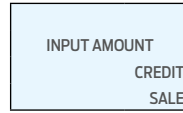
- F1
- F2
- F3
- F4

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

EMV SALE

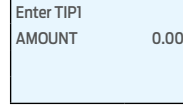
Display

Action



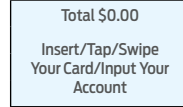
- F1
- F2
- F3
- F4

1. Enter sale amount, then press **ENTER**.



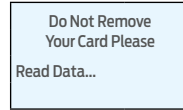
- F1
- F2
- F3
- F4

2. Enter tip amount, then press **ENTER**.
RESTAURANT ONLY.



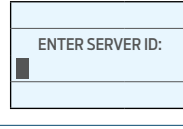
- F1
- F2
- F3
- F4

3. Insert chip card into card slot at the front of the terminal. Card will click into place.



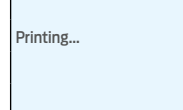
- F1
- F2
- F3
- F4

4. **DO NOT REMOVE CARD UNTIL PROMPTED!**



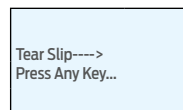
- F1
- F2
- F3
- F4

5. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.



- F1
- F2
- F3
- F4

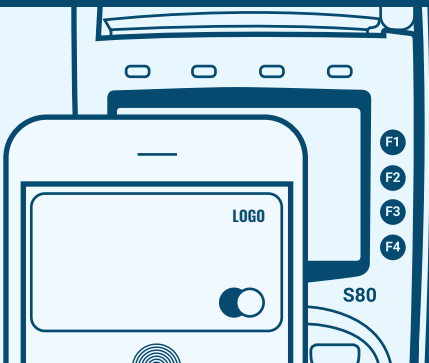
6. Terminal will begin printing receipt while processing the transaction.



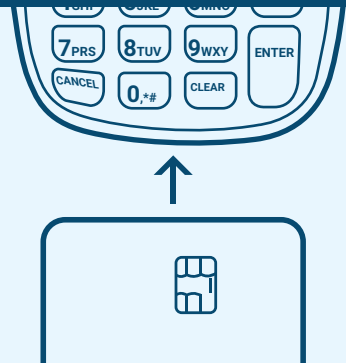
- F1
- F2
- F3
- F4

7. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

NFC SALE VISUAL AID



EMV SALE VISUAL AID



DEBIT SALE

Display

Action

INPUT AMOUNT
DEBIT
SALE

- F1
- F2
- F3
- F4

1. Press **F3** to toggle the payment type to DEBIT, enter sale amount, then press **ENTER**.

Enter TIP1
AMOUNT 0.00

- F1
- F2
- F3
- F4

2. Enter tip amount, then press **ENTER**.
RESTAURANT ONLY.

Total \$0.00
Swipe Your Card

- F1
- F2
- F3
- F4

3. Swipe the debit card.

ENTER SERVER ID:

- F1
- F2
- F3
- F4

4. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.

Please Enter PIN
on the PIN Pad

- F1
- F2
- F3
- F4

6. Enter the 4 digit PIN on the attached PIN Pad, then press **ENTER**.

Printing...

- F1
- F2
- F3
- F4

6. Terminal will begin printing receipt while processing the transaction.

Tear Slip---->
Press Any Key...

- F1
- F2
- F3
- F4

7. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

EBT SALE

Display

Action

INPUT AMOUNT
EBT
SALE

- F1
- F2
- F3
- F4

1. Press **F3** to toggle the payment type to EBT, then enter sale amount, then press **ENTER**.

SELECT EBT TYPE:
1. FoodStamp
2. CashBenefit
3. Voucher

- F1
- F2
- F3
- F4

2. Select the type of sale.

Total \$0.00
Swipe Your Card/Input
Your Account

- F1
- F2
- F3
- F4

3. Swipe the card then press **ENTER**.

EBT SALE (CONT.)

Display

Action

ENTER SERVER ID:

- F1
- F2
- F3
- F4

4. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.

Please Enter PIN
on the PIN Pad

- F1
- F2
- F3
- F4

5. Enter the 4 digit PIN on the attached PIN Pad, then press **ENTER**.

Printing...

- F1
- F2
- F3
- F4

6. Terminal will begin printing receipt while processing the transaction.

Tear Slip---->
Press Any Key...

- F1
- F2
- F3
- F4

7. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

FORCED SALE

Display

Action

INPUT AMOUNT
CREDIT
FORCED

- F1
- F2
- F3
- F4

1. Press **F4** three times to toggle the sale type to **FORCED**, enter sale amount, then press **ENTER**.

Enter TIP1
AMOUNT 0.00

- F1
- F2
- F3
- F4

2. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.

Total \$0.00
Insert/Tap/Swipe
Your Card/Input Your
Account

- F1
- F2
- F3
- F4

3. Swipe the card or key in the card number, then press **ENTER**.

ENTER AUTH. #

- F1
- F2
- F3
- F4

4. Enter the 6 digit authorization number, then press **ENTER**.

ENTER SERVER ID:

- F1
- F2
- F3
- F4

5. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY.

Printing...

- F1
- F2
- F3
- F4

6. Terminal will begin printing receipt while processing the transaction.

FORCED SALE (CONT.)

Display

Action

Tear Slip---->
Press Any Key...

- F1
- F2
- F3
- F4

7. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

VOID

Display

Action

INPUT AMOUNT
CREDIT
SALE

- F1
- F2
- F3
- F4

1. Press the **FUNC** key located on the top right corner of the keypad.

FUNCTION MENU:
1. Report
2. Batch
3. Review
4. Find

- F1
- F2
- F3
- F4

2. Press 7 to select the **Void** function.

ENTER PASSWORD:
█

- F1
- F2
- F3
- F4

3. Enter the Manager's Password located at the end of this document.

ENTER SERVER ID:
█

- F1
- F2
- F3
- F4

4. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY

ENTER TRANS #:
█

- F1
- F2
- F3
- F4

5. Enter the transaction number of the sale you would like to void, then press **ENTER**.

#0000 SALE
AMOUNT 0.00
*****1234

- F1
- F2
- F3
- F4

6. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

Void #0000?
ENTR=YES, CANC=NO

- F1
- F2
- F3
- F4

7. Confirm voiding the transaction by pressing **ENTER**, or press **CANCEL** to return to the home screen.

Printing...

- F1
- F2
- F3
- F4

8. Terminal will begin printing receipt while processing the transaction.

Tear Slip---->
Press Any Key...

- F1
- F2
- F3
- F4

9. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

REFUND

Display

Action

INPUT AMOUNT
CREDIT
SALE

- F1
- F2
- F3
- F4

1. Press the **FUNC** key located on the top right corner of the keypad.

FUNCTION MENU:
1. Report
2. Batch
3. Review
4. Find

- F1
- F2
- F3
- F4

2. Press 8 to select the **Return** function.

ENTER PASSWORD:
█

- F1
- F2
- F3
- F4

3. Enter the Manager's Password located at the end of this document.

SELECT PMT TYPE:
1. CREDIT
2. DEBIT
3. EBT

- F1
- F2
- F3
- F4

4. Select your payment type.

CREDIT RETURN
AMOUNT 0.00

- F1
- F2
- F3
- F4

5. Enter the return amount, then press **ENTER**.

Total \$0.00
Insert/Tap/Swipe
Your Card/Input Your
Account

- F1
- F2
- F3
- F4

6. Swipe the card or key in the card number, then press **ENTER**.

ENTER SERVER ID:
█

- F1
- F2
- F3
- F4

7. Enter server number if prompted, then press **ENTER**.
RESTAURANT ONLY

Printing...

- F1
- F2
- F3
- F4

8. Terminal will begin printing receipt while processing the transaction.

Tear Slip---->
Press Any Key...

- F1
- F2
- F3
- F4

9. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

REPORTS

Display

Action

INPUT AMOUNT
CREDIT
SALE

- F1
- F2
- F3
- F4

1. Press the **FUNC** key located on the top right corner of the keypad.

FUNCTION MENU:
1. Report
2. Batch
3. Review
4. Find

- F1
- F2
- F3
- F4

2. Press 1 to select the **Report** function.

REPORTS (CONT.)

Display

Action

| | |
|-----------------|----|
| ENTER PASSWORD: | F1 |
| █ | F2 |
| | F3 |
| | F4 |

3. Enter the Manager's Password located at the end of this document.

| | |
|-------------|----|
| Printing... | F1 |
| | F2 |
| | F3 |
| | F4 |

4. Terminal will print a report of the current batch.

REPRINT

Display

Action

| | |
|--------------|----|
| INPUT AMOUNT | F1 |
| CREDIT | F2 |
| SALE | F3 |
| | F4 |

1. Press the **FUNC** key located on the top right corner of the keypad.

| | |
|----------------|----|
| FUNCTION MENU: | F1 |
| 1. Report | F2 |
| 2. Batch | F3 |
| 3. Review | F4 |
| 4. Find | |

2. Press 6 to select the **Reprint** function.

| | |
|--------------------|----|
| RECEIPT COPY: | F1 |
| 1. Last Cust. Rcpt | F2 |
| 2. Any Receipt | F3 |
| | F4 |

3. Press 1 to print the last transaction's receipt. Press 2 to find a previous transaction's receipt.

| | |
|------------------|----|
| SELECT PMT TYPE: | F1 |
| 1. CREDIT | F2 |
| 2. DEBIT | F3 |
| 3. EBT | F4 |

4. Select the payment type.

| | |
|----------------|----|
| ENTER TRANS #: | F1 |
| █ | F2 |
| | F3 |
| | F4 |

5. Enter the transaction number of the receipt you would like to reprint, then press **ENTER**.

| | |
|------------------|----|
| CHOOSE COPY TYPE | F1 |
| 1. Customer | F2 |
| 2. Merchant | F3 |
| | F4 |

6. Press 1 to print the customer copy. Press 2 to print the merchant copy.

SETTLEMENT

Display

Action

| | |
|--------------|----|
| INPUT AMOUNT | F1 |
| CREDIT | F2 |
| SALE | F3 |
| | F4 |

1. Press the **FUNC** key located on the top right corner of the keypad.

| | |
|----------------|----|
| FUNCTION MENU: | F1 |
| 1. Report | F2 |
| 2. Batch | F3 |
| 3. Review | F4 |
| 4. Find | |

2. Press 2 to select the **Batch** function.

SETTLEMENT (CONT.)

Display

Action

| | |
|----------------|----|
| BATCH MENU | F1 |
| 1. Batch Close | F2 |
| | F3 |
| | F4 |

3. Press **ENTER** to close the current batch.

| | |
|------------------|----|
| CLOSE W/UNTIPPED | F1 |
| ENTER=Continue | F2 |
| | F3 |
| | F4 |

4. If all tips have been added, press **ENTER** to proceed. Otherwise press **CANCEL** to go back and add all tips.

RESTAURANT ONLY.

| | |
|-------------|----|
| Printing... | F1 |
| | F2 |
| | F3 |
| | F4 |

5. Terminal will close the batch and print a final report.

ADDING A TIP

Display

Action

| | |
|--------------|----|
| INPUT AMOUNT | F1 |
| CREDIT | F2 |
| SALE | F3 |
| | F4 |

1. Press the **FUNC** key located on the top right corner of the keypad.

| | |
|----------------|----|
| FUNCTION MENU: | F1 |
| 1. Report | F2 |
| 2. Batch | F3 |
| 3. Review | F4 |
| 4. Find | |

2. Press the up arrow key to highlight **Tip Menu**, then press **ENTER**.

| | |
|--------------------|----|
| TIP MENU: | F1 |
| 1. Scroll Untipped | F2 |
| 2. By Invoice | F3 |
| 3. By Srvr/Clerk# | F4 |
| 4. By Trans.# | |

3. Press 4 to find the sale by the transaction number.

| | |
|----------------|----|
| ENTER TRANS #: | F1 |
| █ | F2 |
| | F3 |
| | F4 |

4. Enter the transaction number of the sale you would like to adjust, then press **ENTER**.

| | | |
|-----------|------|----|
| #0000 | SALE | F1 |
| AMOUNT | 0.00 | F2 |
| *****1234 | | F3 |
| | | F4 |

5. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

| | | |
|-----------|------|----|
| TIP1: | 0.00 | F1 |
| New Rate: | 0.00 | F2 |
| | | F3 |
| | | F4 |

6. Enter in the tip amount, then press **ENTER**.

| | |
|-------------------|----|
| TIP1:0.00 | F1 |
| ENTR=YES, CANC=NO | F2 |
| | F3 |
| | F4 |

7. Confirm the tip amount by pressing **ENTER**, or press **CANCEL** to return to the previous screen.

ADDING A TIP (CONT.)

Display

Action

| |
|-------------|
| Total: 0.00 |
|-------------|

- F1
- F2
- F3
- F4

8. Display will show the new transaction total, then return to the **ENTER TRANS #** screen.



eGift Solutions



REDEEM

Display

Action

| |
|--------------|
| INPUT AMOUNT |
| GIFT |
| REDEEM |

- F1
- F2
- F3
- F4

1. Press **F3** until the sale type reads **GIFT**.

| | |
|--------|--------|
| GIFT | REDEEM |
| AMOUNT | 0.00 |

- F1
- F2
- F3
- F4

2. Enter the amount being redeemed and press **ENTER**.

| | |
|------------|------|
| Enter TIP1 | |
| AMOUNT | 0.00 |

- F1
- F2
- F3
- F4

3. Enter tip amount, then press **ENTER**.
RESTAURANT ONLY.

| |
|------------------|
| SWIPE CARD/INPUT |
| ACCOUNT |

- F1
- F2
- F3
- F4

4. Swipe the card or key in the card number, then press **ENTER**.

| |
|-------------|
| Printing... |
|-------------|

- F1
- F2
- F3
- F4

5. Terminal will begin printing receipt while processing the transaction.

| |
|------------------|
| Tear Slip----> |
| Press Any Key... |

- F1
- F2
- F3
- F4

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

ACTIVATE

Display

Action

| |
|--------------|
| INPUT AMOUNT |
| GIFT |
| ACTIVATE |

- F1
- F2
- F3
- F4

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **ACTIVATE** is displayed.

| | |
|--------|----------|
| GIFT | ACTIVATE |
| AMOUNT | 0.00 |

- F1
- F2
- F3
- F4

2. Enter dollar amount to be placed on the card, then press **ENTER**.

| |
|------------------|
| SWIPE CARD/INPUT |
| ACCOUNT |

- F1
- F2
- F3
- F4

3. Swipe the card or key in the card number, then press **ENTER**.

| |
|-------------|
| Printing... |
|-------------|

- F1
- F2
- F3
- F4

4. Terminal will begin printing receipt while processing the transaction.

| |
|------------------|
| Tear Slip----> |
| Press Any Key... |

- F1
- F2
- F3
- F4

5. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

ADD VALUE

Display

Action

| | |
|--------------|----|
| INPUT AMOUNT | F1 |
| GIFT | F2 |
| ADD VALUE | F3 |
| | F4 |

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **ADD VALUE** is displayed.

| | | |
|--------|-----------|----|
| GIFT | ADD VALUE | F1 |
| AMOUNT | 0.00 | F2 |
| | | F3 |
| | | F4 |

2. Enter the amount being added and press **ENTER**.

| | |
|--------------------------|----|
| SWIPE CARD/INPUT ACCOUNT | F1 |
| | F2 |
| | F3 |
| | F4 |

3. Swipe the card or key in the card number, then press **ENTER**.

| | |
|-------------|----|
| Printing... | F1 |
| | F2 |
| | F3 |
| | F4 |

4. Terminal will begin printing receipt while processing the transaction.

| | |
|------------------|----|
| Tear Slip----> | F1 |
| Press Any Key... | F2 |
| | F3 |
| | F4 |

5. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

VOID

Display

Action

| | |
|-------------|----|
| PRESS ENTER | F1 |
| GIFT | F2 |
| VOID | F3 |
| | F4 |

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **VOID** is displayed, then press **ENTER**.

| | |
|----------------|----|
| ENTER TRANS #: | F1 |
| | F2 |
| | F3 |
| | F4 |

2. Enter the transaction number of the sale you would like to void, then press **ENTER**.

| | | |
|-----------|--------|----|
| #0000 | REDEEM | F1 |
| AMOUNT | 0.00 | F2 |
| *****1234 | | F3 |
| | | F4 |

3. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

| | |
|-------------|----|
| Printing... | F1 |
| | F2 |
| | F3 |
| | F4 |

4. Terminal will begin printing receipt while processing the transaction.

| | |
|------------------|----|
| Tear Slip----> | F1 |
| Press Any Key... | F2 |
| | F3 |
| | F4 |

5. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

BALANCE INQUIRY

Display

Action

| | |
|-------------|----|
| PRESS ENTER | F1 |
| GIFT | F2 |
| BALANCE INQ | F3 |
| | F4 |

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **BALANCE INQ** is displayed, then press **ENTER**.

| | |
|--------------------------|----|
| SWIPE CARD/INPUT ACCOUNT | F1 |
| | F2 |
| | F3 |
| | F4 |

2. Swipe the card or key in the card number, then press **ENTER**.

| | |
|-------------|----|
| Printing... | F1 |
| | F2 |
| | F3 |
| | F4 |

3. Terminal will begin printing receipt while processing the transaction.

DEACTIVATE

Display

Action

| | |
|-------------|----|
| PRESS ENTER | F1 |
| GIFT | F2 |
| DEACTIVATE | F3 |
| | F4 |

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **DEACTIVATE** is displayed, then press **ENTER**.

| | |
|--|----|
| CARD WILL BE DEACTIVATED ARE YOU SURE? ENTR=YES, CANC=NO | F1 |
| | F2 |
| | F3 |
| | F4 |

2. Press **ENTER** to continue.

| | |
|--------------------------|----|
| SWIPE CARD/INPUT ACCOUNT | F1 |
| | F2 |
| | F3 |
| | F4 |

3. Swipe the card or key in the card number, then press **ENTER**.

| | |
|-------------|----|
| Printing... | F1 |
| | F2 |
| | F3 |
| | F4 |

4. Terminal will begin printing receipt while processing the transaction.

BALANCE TRANSFER

Display

Action

| | |
|---------------|----|
| INPUT AMOUNT | F1 |
| GIFT | F2 |
| BALANCE TRANS | F3 |
| | F4 |

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **BALANCE TRANS** is displayed.

| | | |
|-------------|-------|----|
| GIFTBALANCE | TRANS | F1 |
| AMOUNT | 0.00 | F2 |
| | | F3 |
| | | F4 |

2. Enter the amount being transferred and press **ENTER**.

| | |
|--------------------------|----|
| SWIPE CARD/INPUT ACCOUNT | F1 |
| | F2 |
| | F3 |
| | F4 |

3. Swipe the card or key in the card number of the old card, then press **ENTER**.

BALANCE TRANSFER (CONT.)

Display

Action

SWIPE NEW CARD/
INPUT NEW ACCOUNT

F1
F2
F3
F4

4. Swipe the card or key in the card number of the new card, then press **ENTER**.

Printing...

F1
F2
F3
F4

5. Terminal will begin printing receipt while processing the transaction.

Tear Slip---->
Press Any Key...

F1
F2
F3
F4

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

RE-ISSUE

Display

Action

INPUT AMOUNT
GIFT
RE-ISSUE

F1
F2
F3
F4

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **RE-ISSUE** is displayed.

GIFT RE-ISSUE
AMOUNT 0.00

F1
F2
F3
F4

2. Enter the amount to be re-issued and press **ENTER**.

SWIPE CARD/INPUT
ACCOUNT

F1
F2
F3
F4

3. Swipe the card or key in the card number of the old card, then press **ENTER**.

SWIPE NEW CARD/
INPUT NEW ACCOUNT

F1
F2
F3
F4

4. Swipe the card or key in the card number of the new card, then press **ENTER**.

Printing...

F1
F2
F3
F4

5. Terminal will begin printing receipt while processing the transaction.

Tear Slip---->
Press Any Key...

F1
F2
F3
F4

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

ADDING A TIP

Display

Action

PRESS ENTER
GIFT
ADD TIP

F1
F2
F3
F4

1. Press **F3** until the sale type reads **GIFT**, then press **F4** until **ADD TIP** is displayed, then press **ENTER**.

ENTER TRANS #:
█

F1
F2
F3
F4

2. Enter the transaction number of the sale you would like to add a tip to, then press **ENTER**.

#0000 REDEEM
AMOUNT 0.00
*****1234

F1
F2
F3
F4

3. Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.

GIFT ADD TIP
AMOUNT 0.00

F1
F2
F3
F4

4. Enter the tip amount to be added and press **ENTER**.

Printing...

F1
F2
F3
F4

5. Terminal will begin printing receipt while processing the transaction.

Tear Slip---->
Press Any Key...

F1
F2
F3
F4

6. Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

IMPORTANT NOTES

Manager's Password is the current date in the format of **MMDDYYYY**.

For example, if today is January 1st, 2015, the manager's password is 01012015.

For additional help or questions, contact:

Technical Support
(800) 966-5520 - Option 3

Customer Service
(800) 966-5520 - Option 4

www.electronicpayments.com

MERCHANT NOTES/MERCHANT NUMBER





Technical Support

(800) 966-5520 - Option 3

Customer Service

(800) 966-5520 - Option 4

www.electronicpayments.com