PAX S80 QUICK REFERENCE GUIDE

- **POWER** is red top-left button. If your terminal is blank, press this button. Do NOT power off at night or it will not auto-close!
- **IF TERMINAL EVER LOCKS**, turn off by pressing power button in top left corner. Turn back on.
- **EMV cards may prompt for PIN.** You can ENTER to bypass if PIN unknown, but some card issuers may not allow PIN bypass.

**SALE – Mag-Striped Card**
- Enter total amount and press **ENTER**. Use yellow CLEAR key to backspace if needed.
- Swipe card (mag-stripe toward machine) **DO NOT HIT F4 FIRST!! – SCREEN SHOULD SAY CREDIT/SALE**

**SALE – PIN Debit ➔ ** Most Best Card accounts are not set up for PIN Debit. For more information, please call 877-739-3952.
- Press F3 next to 'CREDIT' on the screen and this will change it to 'DEBIT'
- Enter Amount, then hit **ENTER**
- Terminal will prompt to SWIPE CARD
- Swipe card and terminal will prompt cardholder to enter their PIN
- **NOTE:** Debit cards run as ‘Credit’ will still fall under “Offline Debit” pricing

**SALE – Contactless/Apple Pay/Google Wallet**
- Enter total amount then press **ENTER**. Use yellow CLEAR key to backspace if needed.
- Have customer hold contactless card or phone approximately 2 inches over the top of the terminal
- Terminal will beep & process transaction. *Hint: Contactless cards will have a logo similar to image to the right.*
- Apple Pay will require cardholder to enter their passcode or thumbprint on phone in order to approve transaction.

**SALE - EMV/Chip Card**
- Enter total amount then press **ENTER**. Use yellow CLEAR key to backspace if needed.
- Insert card in the slot at the front of the terminal, with chip facing upward.
- If PIN requested and want to skip, **ENTER** to bypass. Please note some issuers may not allow PIN bypass.
- Terminal will prompt “DO NOT REMOVE CARD PLEASE” until fully processed.

**SALE - Card NOT Present**
- Enter total amount then press **ENTER**. Use yellow CLEAR key to backspace if needed.
- Enter account number then press **ENTER**
- Enter 4-digit expiration date & press **ENTER**
- Is Card Present? Press #2 for ‘No’
- Enter **CVV2** (3-digit code on back of card) or press **ENTER** to bypass, then ENTER again for "Want to Bypass"
- **NOTE – IMPORTANT TO RECEIVE LOWEST RATE POSSIBLE**
  - Street Address –Enter NUMBERS from cardholder billing (if 7107 1st St, enter 7107).
  - Zip –Enter the zip code from cardholder billing address.

**REPRINT Receipt from OPEN batch**
- Press **FUNC** then #6
- Press "1-Last” for most recent transaction or ”2-Any” to reprint a prior receipt
- If “Any” was selected, you will be prompted to enter the transaction number before a receipt will print.

**VOID - To reverse transaction in an OPEN batch**
- Press **FUNC** then 7
- Enter Transaction # (can be found on your receipt) then press **ENTER**
- Will display transaction info, if correct, press enter
- Press **ENTER** to void the transaction

**RETURN – To credit back or refund a transaction from a PREVIOUS/CLOSED batch**
- Press **FUNC** then 8
  - Enter password (full date MMDDYYYY) then press **ENTER**
  - Enter the credit amount and press **ENTER**
  - Swipe or key in credit card
  - Enter the expiration date

**AUTHORIZATION ONLY**
- Press “F4” once or until ‘AUTH’ appears on the screen.
Immediately enter the transaction amount then press ENTER.
Enter password (full date MMDDYYYY) then press ENTER.
If card is PRESENT, swipe card to process. If NOT PRESENT
  o Enter account number & press ENTER
  o Enter four-digit expiration date & press ENTER
  o Is Card Present? Press 2 for 'No'.
  o Enter CVV2 (code on back of card) or press ENTER to bypass, then ENTER again for "Want to bypass".

  NOTE – IMPORTANT TO RECEIVE LOWEST RATE POSSIBLE**
  • Street Address - Enter house/building number of cardholder billing address.
  • Zip - Enter the zip code of the customer’s address where credit card statement is sent.

FORCED Sale / Ticket Only
Immediately enter the transaction amount then press ENTER.
Enter password (full date MMDDYYYY) then press ENTER.
If card is PRESENT, swipe card to process. If NOT PRESENT
  o Enter account number & press ENTER
  o Enter four-digit expiration date & press ENTER
  o Is Card Present? Press 2 for 'No'.
  o Enter CVV2 (code on back of card) or press ENTER to bypass, then ENTER again for "Want to bypass".

  NOTE – IMPORTANT TO RECEIVE LOWEST RATE POSSIBLE**
  • Street Address - Enter house/building number of cardholder billing address.
  • Zip - Enter the zip code of the customer’s address where credit card statement is sent.

Enter the 6-digit authorization number from original receipt. Auth codes can be alpha-numeric. To create a letter, press the corresponding number on the keypad, then quickly press ALPHA until that letter appears.

PRINT REPORT of Totals
Press FUNC then 1
Press Enter – Report will print

CLOSE BATCH (end of the day)
Press FUNC then 2
Press ENTER
Batch all – Press Enter
Omaha – Press Enter

PARTIAL AUTH on Debit/Prepaid cards if full amount not available
If the amount you want to process is not available, terminal will prompt:
  • Partial Auth $XX.XX (this is the approved amount taken from the card)
  • Remaining balance $XX.XX (this is the remaining amount due)
  • If patient/customer has another card, you can swipe it at this time to collect the remaining balance. If not, press Cancel to exit.

Partially approved cards tend to be HSA or FSA cards. Please note that your receipt will reflect this partial authorization (see “Approved Amount” on receipt sample), followed by the amount due. Left of the arrow, the below example demonstrates that only $5.33 will be deposited. Remaining balance due of $58.67 must be collected by another credit card, cash or check.

CALL BEST CARD FIRST IF YOU HAVE ANY QUESTIONS!
BEST CARD TOLL-FREE: 877-739-3952
BEST CARD LOCAL: 303-482-2773

PAX Support: 877-859-0099