











NOTE: Transactions that are manually entered (not swiped) will require you to enter the card number, expiration date, customer zip code and credit card CVV (on back of card) value. The buttons on the right of the screen are F1, F2, F3 and F4.

CREDIT **T**RANSACTIONS

Swipe or enter card number
Enter amount, and then press ENTER
Enter tip amount, and then press ENTER
Tear Slip, and then press ENTER to print customer receipt

Press the ▼ key until V/SALE is displayed
Swipe or enter card number
Enter trans #, and then press ENTER twice
Tear slip, and then press ENTER to print customer receipt

Press the ▼ key until RETURN is displayed
Swipe or enter card number
Enter amount, and then press ENTER

Tear slip, and then press ENTER to print customer receipt

Press the ▼ key until V/RTRN is displayed
Swipe or enter card number
Enter trans #, and then press ENTER twice
Tear slip, and then press ENTER to print customer receipt

SETTLEMENTS/REPORTS

Press the MENU key

Choose 1 – Reports, press ENTER

Enter the device password, and then press ENTER

Choose 1 – Default Report, press ENTER

Tear Slip

Press the FUNC key

Choose 1 – Reports, press ENTER

Enter the device password, and then press ENTER

Tear Slip

CURRENT REP

Press the FUNC + CLEAR keys simulaneously

Choose 1 – tpihc for Credit Card or

Choose 2 – campushc for Campus card, and press ENTER

Choose 1 – Batch Close, and press ENTER

Tear Slip

MISCELLANEOUS TRANSACTIONS

Press the FUNC key

Press the ▼ key until Tip Menu is displayed Choose Scroll Untipped (or another method).

Press the ▼ key until the transaction you want to add the tip to is displayed. Press the Enter button. Input the tip amount using the number keys and press ENTER. The terminal will display the new tip amount. Press ENTER to confirm. The terminal will display the new



total.

TIP ADJUST

Loading Paper

Pull up on the paper-cover tab to open the paper compartment, insert the paper roll as shown, and then close the paper cover.



Charging

Plug the power supply adaptor to the unit power port located on the left side of the unit. The red LED located by the smart card reader will be lit as shown. When charging is done the LED will be green.

Need Help?

Please contact PAX Customer Care with questions about using your PAX S90 device.

PAX Customer Care

1-904-900-3741 and support@pax.us