PAX S80 QUICK REFERENCE GUIDE - RESTAURANT

> **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 TRANSACTIONS		MISCELLANEOUS TRANSACTIONS	
Sale	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	**Tip Adjust**	Press the Function Button 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.
Void	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		
Return	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		
V/ Return	Press ▼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	
Default Report	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
Current Report	Press the FUNC key Choose 1 – Reports, press ENTER Enter the device password, and then press ENTER Tear Slip
Settlement	Press the FUNC + CLEAR keys simultaneously Choose 1 – Batch Close, and press ENTER Tear Slip

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.