PAX A80 Quick Reference Guide

ORDERS – CREATE ORDER

- From the Home Screen, Tap **Orders**
- From The Orders Screen, Tap **Create Order**
- Build Order from Menu Items.
- When Order is complete, Tap **Next**
- Assign Table Number, Tap **OK** to proceed

ORDERS – VIEW OPEN ORDERS

- From the Home Screen, Tap **Orders**
- From The Orders Screen, Tap **Update Order**
- Leave Table Number Blank, Tap **OK**
- All Open Order will be displayed on device.
- Tapping on an Order will allow you to edit or close it.
- Tapping **Cancel** will Remove an order

ORDERS – UPDATE ORDER

- From the Home Screen, Tap **Orders**
- From The Orders Screen, Tap **Update Order**
- Enter Table Number, Tap **OK** to proceed
- Order will be displayed on device.
- Tap the **Order** to make Changes.
- Add Items to Order
- Tap **Next** or **Cart** Icon to Review Order
- Verify Order and Tap **Next** to save changes to Order.

SETUP – REFRESH PROFILE

- After logging in with Clerk ID
- From the Home Screen, Swipe Left
- From Secondary Screen, Tap **Settings**
- Tap **Refresh** Profile to update.
- Once Updated: Profile Updated will be displayed on device.

SLINGSHOT – CREDIT CARD

- From Home Screen, Tap **SlingShot**
- Enter **Table Number** to see that specific order.
- Tap the **Order** to Make Changes
- Tap the **Process Button** to checkout that order.
- Select Transaction Type:
  - (Cash)
  - (Credit/Debit)
  - (PIN Debit)
- Review Charges, Make any adjustments with 3 dots.
- Tap **Next** when finished to accept payment (Swipe, Tap or Insert Card)

SETUP – DOWNLOAD CONNECT TO WIFI

- From Device Homescreen, Swipe Left
- Enter Device Password, Tap **OK**
- Tap **Wi-Fi Icon**
- Select From Listed Networks.
- Enter Wi-Fi Password, Tap **Connect**
- Network List should show desired network at top of list.
- Under Desired Network, the word connected should appear.

NOTE: This depends on device. Outside of TRX-PAY APP

SETUP - LOGIN TO APEXNOW

- Tap the **TRX-Pay** App on Device
- Enter Clerk ID

NOTE: If you do not know your clerk id contact your store manager or AFS Support

APEXNow

PROVIDED BY AGILE FINANCIAL SYSTEMS

PAX A80

Quick Reference Guide

INCLUDED IN YOUR BOX

- PAX A80 Terminal
- Power Supply
- IP Cabling - Phone Line | Ethernet
- Quick Reference Guide
- A Roll of Paper

AFS
AGILE FINANCIAL SYSTEMS

Merchant Support

888-708-8019

support@go-afs.com

go-afs.com

FCC REGULATIONS

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference and (2) this device must accept any interference received, including interference that may cause undesired operation. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the body of this equipment is a label that contains among other information a product identifier. If requested, this number must be provided to the telephone company. RF Exposure Information. This device meets the government's requirement for exposure to radio waves. This device is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. government.

CREDIT / DEBIT – SALE

- From the Home Screen, tap **Credit/Debit**
- From Credit/Debit screen, Select **Sale ICON**
- Enter the Charge Amount and tap **Next**
- Review Charge Amounts and tap **Next** if correct
- Enter Card Number (Manual/Swipe/Insert/Tap)
- Enter Expiration Month/Year (MM/YY)
- Tap **Process**
- IF Prompted, Have customer sign
- Tap **Next** once customer has signed
- (OPTIONAL) Send Receipt
- Tap **Done** to complete transaction

CREDIT / DEBIT – REFUND

- From the Home Screen, Swipe Left
- Tap the **Transcation Logs Module**
- Scroll up or down to find trascation
- Tap desired transaction to see details
- Tap **REFUND** option
- Enter last 4 of Credit Card, Tap **Next**
- Enter Card Number (Manual/Swipe/Insert/Tap)
- Merchant Receipt will copy
- Tap **Yes** to print customer receipt (OPTIONAL)
- Tap **Done** to close screen

NOTE: Only Admins and Managers may perform this function

CREDIT/DEBIT – APPLY A DISCOUNT

- During a sale, Tap the **3 Dots** in top right corner
- Select **Discount**
- Select Discount From List
- Discount is applied to transaction
- To Cancel: Follow previous steps and select none for discount

NOTE: Discounts must be preconfigured, if you do not see a discount option, please contact support to have a discount added to device.

CREDIT / DEBIT – VOID

- From the Home Screen, Swipe Left
- Tap the **Transaction Logs Module**
- Scroll up or down to find trascation
- Tap desired transaction ot see details
- Tap **VOID** option
- Tap **Yes** to print customer receipt (OPTIONAL)
- Tap **Done** to complete transaction

NOTE: Only Admins and Managers may perform this function

CREDIT/DEBIT – TIP ADJUST

- From the Home Screen, Swipe Left
- Tap **TIP WIZARD** Icon
- Scroll to open transaction
- Tap **Tip Box**
- Enter Tip Amount
- Tap **Save.**

NOTE: Tap process, to apply tips to transaction and remove from list.

BATCH CLOSE

- From the Home Screen, Swipe Left
- From secondary screen, select **Batch Close** Module
- Select **Yes** to close the batch.
- IF TRANSACTIONS ARE PRESENT, device will display OK.
- IF NO TRANSACTIONS ARE PRESENT, device will display message saying “transaction not found”

NOTE: Auto-Batch will occur at set time. Batch close only needed when manually closing a batch.

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CASH – SALE

- From the Home Screen, tap **Cash**
- From the Cash Module Screen, Tap **Sale**
- Enter Sale Amount and Tap **Next**
- Verify Charges and Tap **Next**
- Enter Amount Paid by Taping the corre-sponding amount to the bills provided
- Tap **Process** to Proceed;
- Tap **Clear** to re-enter cash amounts
- Receipt will display on device.
- (OPTIONAL) User May print a copy of the receipt by tapping the printer icon in top right corner.
- Tap **Done** to complete the transaction.

CASH – REFUND

- From the Home Screen, tap **Cash**
- From the Cash Module Screen, Tap **Refund**
- Enter Refund Amount and Tap **Next**
- Verify Refund and Provide Change
- (OPTIONAL) User May print a copy of the receipt by tapping the printer icon in top right corner.
- Tap **Done** to complete the transaction.

OPTIONAL

CASH MANAGEMENT – DAILY OPEN

- From the Home Screen, Swipe Left
- From secondary screen, Tap **Cash Management** Module
- From the cash management screen,
- Tap **Daily Open**
- Enter Amount of Cash in Drawer
- Tap **Next** to open the Cash Drawer for the day.

NOTE: Only Admins and Managers may perform this function

CASH MANAGEMENT – DAILY CLOSE

- From the Home Screen, Swipe Left
- From secondary screen, Tap **Cash Management** Module
- From the cash management screen,
- Tap **Daily Close**
- Enter the quantity of Cash in drawer.
- Tap **Next,** to close the Cash Drawer for the day.

NOTE: Only Admins and Managers may perform this function

CASH MANAGEMENT – CASH REPORT

- From the Home Screen, Swipe Left
- From secondary screen, Tap **Cash Management** Module
- From the cash management screen,
- Tap **Cash Report**
- Cash Report will display on device
- IF PRINTER PRESENT: device will show a small printer icon in top right corner. User may print this cash report if needed.

NOTE: Only Admins and Managers may perform this function

TRANSACTION LOGS

- From the Home Screen, Swipe Left
- From secondary screen, Tap **Transaction Logs** Module
- Scroll up or down to view transactions
- Tap a transaction to see the transaction detail.
- (OPTIONS) for each Transaction:
  - REFUND
  - VOID
  - RECEIPT
  - TIP ADJUST (If tip is enabled)