AFS
AGILE FINANCIAL SYSTEMS

PAX S80
Quick Reference Guide

INCLUDED IN YOUR BOX

- PAX S80 Terminal
- Power Supply
- IP Cabling - Phone Line | Ethernet
- Quick Reference Guide
- A Roll of Paper

Merchant Support

888-708-8019

support@go-afs.com

go-afs.com

KEYS

PAX S80 Quick Reference Guide

CREDIT SALE

- Enter sale amount and press **Enter**
- Input the tip amount and press **Enter**
- Insert, Tap, Swipe or manually enter the card account number.
- If prompted enter expiration date, *CVV and Zip Code*
- Terminal dials out and receipt prints
- Press **Enter** to print clients copy

SETTLEMENT

- Press the **Function** Button
- Select #2 {Batch} on keypad
- Press **Enter** {Batch Close}
- Terminal dials out and receipt prints

TIP ADJUST

- Press the **Function** Button
- Scroll in the menu to 11 {Tip Menu}, and press **Enter**
- Press **4** {By Trans. #}
- Enter transaction number, press **Enter**
- Verify the amount is correct, press **Enter**
- Type in the tip amount and press **Enter**
- Press **Enter** to confirm
- Terminal dials out and report prints

PRINT REPORT

- Press the **Function** Button
- Select number **1** {Report} on keypad
- Enter terminal password, press **Enter**
- Terminal dials out and report prints

REFUND

Refund if the transaction **has been** batched or **is** a PIN Debit transaction. Void if it **has not** been batched or **is not** a PIN Debit transaction.

- Press **F4** two times until transaction type shows “Return”
- Enter the refund amount and press **Enter**
- Swipe the card to be refunded, press **Enter**
- Terminal dials out and receipt prints

VOID

Void if the transaction is **not** a PIN Debit transaction or **has not** been batched. Refund if it **has been** batched or **is a** PIN Debit transaction.

- Press the **Function** Button
- Press number **7** to go to Void
- Type in the terminal password and press **Enter**
- Select the type of transaction to void
- Enter the transaction number, press **Enter**
- The transaction will display, press **Enter**
- Press **Enter** to confirm void or press **Cancel**
- Terminal Dials out, receipt prints