



## Quick Reference Guide

**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

<b>Sale</b>	Enter Amount, and then press ENTER Swipe or Enter card number Enter Tip amount, and then press ENTER Tear Slip, and then press ENTER to print customer receipt
<b>Void</b>	Press the ▼key until V/SALE is displayed Enter Trans #, and then press ENTER twice Swipe or Enter card number Tear slip, and then press ENTER to print customer receipt
<b>Return</b>	Press the ▼key until RETURN is displayed Enter Amount, and then press ENTER Swipe or Enter card number Tear Slip, and then press ENTER to print customer receipt
<b>V/Return</b>	Press ▼key until V/RTRN is displayed Press ENTER Enter Trans #, and then press ENTER Confirm the transaction information and press ENTER Swipe or enter card number Tear Slip, and then press ENTER to print customer receipt

### Miscellaneous Transactions

<b>Tip Adjust</b>	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.
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### Settlements / Reports

<b>Default Report</b>	Press the MENU key Choose 1 (Report) Enter the device password, and then press ENTER Choose 1 (Default Report) Tear Slip
<b>Current Report</b>	Press the Menu key Choose 1 (Reports) Enter the device password, and then press ENTER Choose 2 (Current Report) and select your report style Tear Slip
<b>Settlement</b>	Press the FUNC key Choose 2 (Batch) Choose 1 ((Batch Close) Tear Sli

### 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.



### 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