



S80 Users Manual

v1.00.01



PAX Technology, Inc.

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Preface

S80 Users Manual

Version: v1.00.01

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	I
REVISION HISTORY	V
1. GENERAL INFORMATION	1
1.1 THE PURPOSE OF THIS DOCUMENT.....	1
1.2 DOCUMENT CONVENTION	2
1.3 DOCUMENT STRUCTURE.....	3
1.4 AUTHORIZED USE PERMISSION	4
1.5 DOCUMENT REFERENCE	5
2. PAX S80 POS TERMINAL OVERVIEW	6
2.1 POS TERMINAL SCREENS.....	6
2.2 POS TERMINAL COMMUNICATION OPTIONS	7
2.3 POS TERMINAL KEYPAD LAYOUT	8
2.3.1 Key Definitions	8
2.3.2 Key Assignments	8
2.3.3 Keypad Layout	9
3. HOW TO LOAD APPLICATION	10
4. HOW TO DO TRANSACTIONS	11
4.1 CREDIT TRANSACTION	11
4.1.1 Credit Sale.....	11
Sample of Credit sale receipt.....	15
4.1.2 Credit Return.....	16
Sample of Credit Return receipt	18
4.1.3 Credit Auth.....	19
Sample of Credit Auth receipt	22
4.1.4 Credit PostAuth.....	23
Sample of Credit PostAuth receipt	25
4.1.5 Credit Forced.....	26
Sample of Credit Forced receipt	28
4.1.6 Credit Void Sale.....	29
Sample of Credit Void Sale receipt	31
4.1.7 Credit Void Return.....	32
Sample of Credit Void Return receipt.....	34
4.1.8 Credit Void Post-Auth	35
Sample of Credit Void Post-Auth receipt.....	37
4.1.9 Credit Void Forced.....	38
Sample of Credit Void Forced receipt.....	40
4.2 DEBIT TRANSACTION.....	41
4.2.1 Debit Sale	41
Sample of Debit sale receipt.....	43
4.2.2 Debit Return.....	44
Sample of Debit Return receipt	46
4.3 EBT TRANSACTION.....	47
4.3.1 EBT Sale	47
Sample of EBT sale receipt	50
4.3.2 EBT Return	51
Sample of Debit Return receipt	53
4.3.3 EBT Balance Inquiry	54
Sample of EBT Balance Inquiry receipt	56
4.4 GIFT TRANSACTION	57
4.4.1 Gift Sale.....	57
Sample of GIFT sale receipt	59
4.4.2 Gift Return	60
Sample of Gift Return receipt.....	62
4.4.3 Gift Add Value.....	63

Sample of Gift Add Value receipt	65
4.4.4 Gift Issue	66
Sample of Gift Issue receipt.....	68
4.4.5 Gift Void	69
Sample of Gift Void receipt	71
4.4.6 Gift Balance Inquiry	72
Sample of Gift Balance Inquiry receipt	73
4.5 CASH TRANSACTION	74
4.5.1 Cash Sale.....	74
Sample of Cash sale receipt.....	76
4.5.2 Cash Return.....	77
Sample of Cash Return receipt	79
4.5.3 Cash Void Sale.....	80
Sample of Cash Void Sale receipt	82
4.5.4 Cash Void Return	83
Sample of Cash Void Return receipt.....	85
4.6 COMMERCIAL CARDS.....	86
5. FUNCTION OPTION	88
5.1 REPORT.....	88
5.2 BATCH	89
5.2.1 Batch Close	89
5.2.2 Force Batch	91
5.3 REVIEW.....	93
6.5 FIND.....	94
6.6 COUNTER TIP	95
Sample of Counter Tip receipt.....	96
6.7 TIP ADJUST	97
6.7.1 Credit RESTAURANT Adjust Tip	97
6.8 REPRINT.....	100
7. MENU OPTION.....	102
6.1 ACCESSING THE MAIN MENU	102
6.2 MAIN MENU OPTIONS.....	103
6.3 REPORTS	104
6.3.1 Default Report	105
6.3.2 Current Report	106
6.3.3 History Report.....	112
6.3.4 Display Transactions	115
6.3.5 Tip Report	117
6.3.6 File System Report	120
6.4 MERCHANT SETTINGS	121
6.4.1 Authorizations.....	122
6.4.1.1 Trans. Types	122
6.4.1.2 Card Types.....	124
6.4.1.3 Debit Prompt.....	126
6.4.2 Security Settings	127
6.4.2.1 User Password.....	127
6.4.2.2 Security Batch	130
6.4.2.3 Security Card	131
6.4.2.4 Card Manual Entry	132
6.4.3 Edit Header/Trailer	133
6.4.4 Set Batch Time	134
6.4.5 Additional Prompts.....	136
6.4.5.1 Clerk/Server ID Mode.....	136
6.4.5.2 Invoice Mode	138
6.4.5.3 CashBack Prompt	140
6.4.5.4 Table Mode	141
6.4.5.5 Guest No. Mode	142
6.4.6 Set Cash EDC.....	143

6.4.7	Clerk/Server Name	144
6.5	OPERATION SETTINGS	145
6.5.1	No Paper Mode	146
6.5.2	Buzzer Setup	147
6.5.3	Operation Mode	148
6.5.4	Battery Saver	149
6.5.5	Disclaimer Setup	150
6.5.6	Halo Setup.....	151
6.5.7	Print Setup	153
6.5.8	Receipt Print.....	157
6.5.9	Peripherals.....	159
6.6	HOST SETTINGS	160
6.6.1	Host Parameters	161
6.6.2	Host Phones.....	162
6.6.2.1	Phone Number	163
6.6.2.2	Baud Rate	164
6.6.3	Print EDC Setup.....	165
6.6.4	Host URL Params	167
6.6.5	AutoDial Setup.....	168
6.7	SYSTEM SETTINGS	170
6.7.1	Date/Time Setup.....	171
6.7.2	Batch Number.....	172
6.7.3	Working Mode	173
6.7.3.1	Tip Options.....	174
6.7.3.2	Fraud Control Option	180
6.7.3.3	Local Dup Check	187
6.7.4	Pre-Dial Call	188
6.7.5	Database.....	189
6.7.6.1	Void189	
6.7.6.2	Post Auth	191
6.7.6.3	Clear Database.....	192
6.7.6.4	Clear Reversal	193
6.7.6	Pin Pad Settings	195
6.7.7	Keys Injection	196
6.7.8	Application Management	197
6.7.9.1	Activate.....	198
6.7.9.2	App Update.....	199
6.7.9.3	Configuration.....	201
6.7.9.4	Terminal SN	202
6.7.9.5	App Info	203
6.7	COMMUNICATIONS	204
1.8.1	Main Communication	204
1.8.2	Backup Communication	205
1.8.3	Maximum Tries	206
1.8.4	Connect Timeout.....	207
1.8.5	Receive Timeout.....	208
1.8.6	Dial Parameters	209
6.8.7	LAN Parameters	210
APPENDIX A - RECEIPTS.....		213
A.1	Credit Card Receipts Template	213
A.2	Debit Card Receipts Template	217
A.3	EBT Card Receipts Template	220
A.4	Gift Card Receipts Template	223
A.5	Cash Receipts Template.....	226
APPENDIX B - TROUBLESHOOTING.....		228
B.1	General Troubleshooting	228
B.2	Communication Errors	233

<i>B.3 Printer Troubleshooting</i>	234
<i>B.3 Pin Pad Troubleshooting</i>	235
<i>B.4 Download Troubleshooting</i>	237
APPENDIX D– GLOSSARY	238

Revision History

Date	Version	By	Description of Change	Contact
2011/10/21	V20111021	Alfred.Z	Initial Release	inquiry@pax.us
2013/01/29	V1.00.01	B.McDonald	Rerelease	support@pax.us

1. General Information

Note

I This section explains the general information in this document and will give you an overview of this document.

1.1 The Purpose of This Document

This document provides a detailed description of all user functions, which can be performed on the POS terminal. The document is intended for use by the Software Engineers developing and maintaining the Payment Application design for the US Payment Card Industry, also for use by customer and Independent Sells Organization (ISO). The document should be maintained along with the application itself.

It is required that this document is stored in a safe place for future reference and modifications.


1.2 Document Convention


Warning - Failure to follow specific procedures and practices may result in personal injury.


Caution - Failure to follow specific procedures and practices may result in damage to the POS terminal device or other equipment.

Note - Helpful hints and other important information about the use of the POS terminal device.

CHART FOR STEP # - Due to keyboard differences, actions will differ with from one POS terminal model to another. Make sure to match the action with the correct model of the POS terminal being used.

 - Denotes a definition or explanation of the User Function in the step/action table that follows.

 - Denotes an example of when, why and what condition the User Function should be performed.

 - Denotes a warning note to the User that the operation will cause serious consequent problems.

1.3 Document Structure

This Document is intended to be a Generic Users Manual for the PAX S80 Countertop Terminal. Some of the features and instructions listed in this manual may not be supported by all processors. Please contact PAX Technical Service with any questions about feature availability.

This manual contains the following sections:

- Chapter 1, General Information
- Chapter 2, PAX S80 POS Terminal Overview
- Chapter 3, How to Load an Application
- Chapter 4, How to Do a Transaction
- Chapter 5, Function Options
- Chapter 6, Menu Options
- Appendix A: Receipts
- Appendix B: Troubleshooting
- Appendix D: Glossary

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1.5 Document Reference

NO.	Title	Date	Version
1			
2			
3			

2. PAX S80 POS Terminal Overview

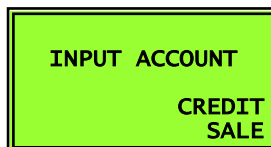
2.1 POS Terminal Screens

The Screen representations shown in this manual are general screens. The following is an example of the idle and Main Menu screens for each of the different LCD Display types.

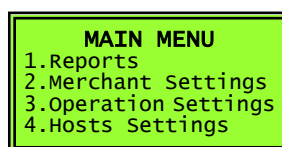
A standard screen and font format should accommodate 21 characters per line and up to 5 lines of text.

Screen Display

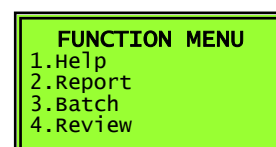
Idle Prompt Screen:



Main Menu Screen:



Function Menu Screen



2.2 POS Terminal Communication Options

The following chart summarizes the information regarding the different POS terminal model communication options.

MODEL	LAND LINE	GPRS	CDMA	ETHERNET	WI-FI
S80	√			√	

2.3 POS Terminal Keypad Layout

All POS terminals have a number of keys in common. These keys are the same and perform the same function regardless of the POS Terminal model. Other keys are unique to either one model or a series of models.

2.3.1 Key Definitions

Note

i All POS terminals have a number of keys in common. These keys are the same and perform the same function regardless of the POS Terminal model. Other keys are unique to either one model or a series of models.

KEY	FUNCTION	
ON / OFF	Powers the terminal On & Off.	
Shortcut	ATM1	Not used.
	ATM2	Not used.
	ATM3	In main screen - cycles through the different EDC types, Credit, Debit, Cash, etc
	ATM4	In main screen scroll through available transaction types: <SALE> , <RETURN> , <VOID> , <AUTH> and <FORCED> , etc
ALPHA	When entering data, changes the number to one of the letters printed on the key.	
Up/Down Arrow Keys	On main screen used to scroll through available transaction types: <SALE> , <RETURN> , <VOID> , <AUTH> and <FORCED> , etc. When in a menu, scrolls up and down through the menu choices.	
FUNC	<FUNC> key is used in key combinations, i.e. <FUNC>+<ENTER> Single <FUNC> makes the terminal enter the FUNCTION MENU.	
MENU	Access to the main application menu.	
1-0 Number Keys	Enter amounts, account numbers, dates and any numeric value. When used with the ALPHA key, accesses the alphabet characters.	
CANCEL	Used to cancel an operation or in progress transaction.	
CLEAR	Erases the information when entering an amount or an account number or PIN. Erases character under the cursor when editing parameters, header and trailer.	
ENTER	In main screen - cycles through the different EDC types, Credit, Debit Cash, etc. Accepts entered information. Executes the current function.	
FUNC+ HOT KEYS	FUNC+ CLEAR	BATCH
	FUNC+ CANCEL	CURRENT REPORT
	FUNC+ UP ARROW	REVIEW BATCH
	FUNC+ DOWN ARROW	FIND TRANSACTION
	FUNC+ ENTER	LAST RECEIPT
	FUNC+ ALPHA	Tip MENU (RESTAURANT ONLY)

2.3.2 Key Assignments

Note

1 Use the table below to identify the keys on your POS Terminal model.

	S80
ON/OFF	✓
FUNC	✓
# 0-9	✓
Alpha	✓
Menu	✓
Cancel	✓
Clear	✓
Enter	✓
Shortcut	✓

2.3.3 Keypad Layout

Note

1 Below is an example of the keypad layout of the S80 POS terminals.



3. How to Load Application

Note

- I** This section explains the instructions for loading the applications as well as its parameters to the terminal.
Rebuilding the file system is recommended before loading new applications.

For Details on how to load the application, please refer to [BroadPOS Users Manual](#)

4. How to Do Transactions

Note

I This section explains the steps required for processing the different types of transactions.

Note: Exact transaction types are subject to Host Specific features.

4.1 Credit Transaction

4.1.1 Credit Sale

Note

I A Credit Card Sale can be performed either by swiping or manually entering the account number and expiration date embossed on the front of the card. Bank rates should be checked before manually entering transactions.

E **Example:** X goes to Y's shop to buy a cell phone. After X finishes his shopping, he goes to Y to pay for the cell phone. X delivers his credit card to Y, and Y processes a Credit Sale transaction on the S80 POS terminal. When the transaction is complete, Y returns the credit card to X. X takes the card and cell phone, and then goes home.




- X-Credit card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	Be sure the terminal is at the Idle Prompt	<div>INPUT ACCOUNT</div> <div>CREDIT SALE</div>
2.	Swipe the credit card, Or manually key in the account number and expiration date.	
2.1	If the security for Card Manual Entry is on, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	<div>ENTER PASSWORD:</div>
2.2	Manually key in the full account number then press [ENTER] . The account number must be between 13-16 digits.	<div>CREDIT SALE</div> <div>5555</div>

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2.3	Enter the four-digit expiration date in MMY format then press [ENTER] .	<div> <div>Exp. Date:</div> <div>MMYY</div> </div>
3.	<p>If the card was swiped and it was the type of card that can be used for either a Credit or Debit transaction, the user is given the chance to choose between Credit and Debit. This is a feature of the Debit Prompt function.</p> <p>Press [1] for a Credit transaction or [2] for a Debit transaction.</p>	<div> <div>CREDIT/DEBIT?</div> <div>1.CREDIT</div> <div>2.DEBIT</div> </div>
4.	<p>This prompt occurs when the Secure Card feature is turned on.</p> <p>When prompted, enter the corresponding digits then press [ENTER].</p>	<div> <div>Last 4 Digits:</div> </div>
5.	Input the dollar amount of the transaction then press [ENTER]	<div> <div>CREDIT SALE</div> <div>AMOUNT 0.00</div> </div>
6.	<p>This prompt occurs when the Invoice Mode feature is turned on.</p> <p>When prompted, enter the invoice No. then press [ENTER].</p>	<div> <div>ENTER INVOICE #:</div> </div>
7.	<p>This prompt occurs when the Clerk/Server ID Mode feature is turned on.</p> <p>When prompted, enter the clerk/server ID then press [ENTER].</p>	<div> <div>ENTER CLERK ID:</div> </div>
8.	<p>This prompt occurs when the Table Mode feature is turned on.</p> <p>When prompted, enter the table number then press [ENTER].</p>	<div> <div>ENTER TABLE NO:</div> </div>
9.	<p>This prompt occurs when the Guest No. Mode feature is turned on.</p> <p>When prompted, enter the number of guests then press [ENTER].</p>	<div> <div>NUMBER OF GUESTS</div> </div>

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10.	This prompt occurs when the Tip Option feature is turned on. Input the amount for tip on the Keypad then press [ENTER] .	Enter TIP1: AMOUNT 0.00
11. 	If the account number was manually entered, the terminal will ask if the card is present. Depending on the user's response the terminal will prompt for V-code and other AVS settings*. * Dependent upon Fraud Control settings .	
12.	Press [1] if the card is present. <u>OR</u> Press [2] if the card is not present.	IS CARD PRESENT? 1. Yes 2. No
13.	Enter the V-code from the back of the credit card then press [ENTER] .	ENTER CVV2:
14. 	Enter the street address then press [ENTER] . i.e.: If billing address is 123 Main St., enter 123.	Street Address:
15. 	Enter the ZIP Code then press [ENTER] . i.e.: If billing address ZIP code is 12345-0123., enter 12345.	Enter Zip Code:
16.	This is a feature of Commercial Cards . Enter the additional information required for commercial cards then press [ENTER] .	Cust. Code?
17.	When prompted, enter the TAX Amount then press [ENTER] .	TAX Amount AMOUNT 0.00

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18.	<p>The terminal contacts the Host Processor for an approval and prints one receipt.</p> <p><u>OR</u></p> <p>Approves the transaction offline and prints one receipt.</p>	
19.	<p>Press any key for the second receipt to be printed.</p> <p>If a second receipt is not wanted, press [CANCEL].</p>	<div style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>TEAR SLIP ----> Press any Key ...</p> </div>
20.	<p>Press [ENTER] for no receipt.</p> <p><u>OR</u></p> <p>Press [CANCEL] to print the second receipt.</p>	<div style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>ARE YOU SURE? ENTR=YES, CANC=NO</p> </div>
21.	Stop.	

CARD TYPE	CVC CODE	CVV CODE	CID CODE
VISA		√	
MasterCard	√		
AMEX			√
Discover			√

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Sample of Credit sale receipt

Note

Please review the following samples of credit card sale receipts. Notice the differences between the Merchant's copy and the Customer's copy.

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Sale:

Transaction # 1
Card Type: Visa
Account: *****6789
Entry: Swiped
Invoice # 1
Total: **\$119.00**

Reference No: 342199994321
Auth.Code: 123456
Response: Approved

I AGREE TO PAY ABOVE
TOTAL AMOUNT ACCORDING
TO CARD ISSURE AGREEMENT
(MERCHANT AGREEMENT IF
CREDIT VOUCHER)

X.....
CARDHOLDER NAME

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Sale:

Transaction # 1
Card Type: Visa
Account: *****6789
Entry: Swiped
Total: **\$119.00**

Reference No: 342199994321
Auth.Code: 123456
Response: Approved

CUSTOMER COPY
THANK YOU!
Please visit us
Again soon!

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4.1.2 Credit Return

Note




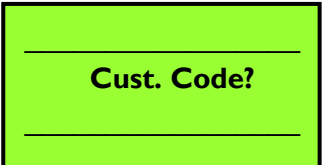
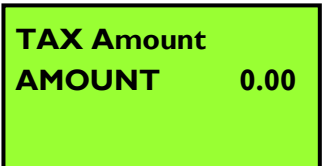
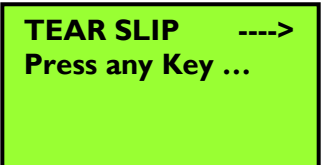
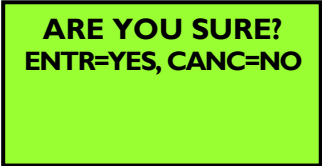
I A Credit RETURN is the reversal of an approved and settled transaction. A RETURN issues credit to the customer's credit card. If the transaction has not already been settled, a VOID should be processed.

E **Example:** X bought a cell phone from Y's shop in the previous day. But he found that cell phone does not work well. So he went to Y's shop to return the cell phone and wanted Y to return his money. Y has done a batch close so he cannot void that transaction, he should do a Credit Return to return money to X's Credit card account. X gives his credit card to Y. Y processes a Credit Return transaction. Then, X gives the cell phone back to Y and Y give the credit card to X.

- X-Credit card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [UP/DOWN] or [SHORTCUT] button until RETURN displays.	INPUT ACCOUNT CREDIT RETURN
2.	Swipe the credit card or key in the account number and expiration date manually.	
3. I	Input the amount of the Return then Press [ENTER] . * If the original transaction included a tip amount then the <u>total amount</u> should be entered as the return amount.	CREDIT RETURN AMOUNT 0.00
4.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:
5.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:

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6.	This prompt occurs when the Table Mode feature is turned on. When prompted, enter the table number then press [ENTER] .	
7.	This prompt occurs when the Guest No. Mode feature is turned on. When prompted, enter the number of guests then press [ENTER] .	
8. 	If the account number was manually entered, the terminal will ask if the card is present. Depending on the user's response the terminal will prompt for V-code and other AVS settings*. * Dependent upon Fraud Control settings .	
9.	This is a feature of Commercial Cards . Enter the additional information required for commercial cards then press [ENTER] .	
10.	When prompted, enter the TAX Amount then press [ENTER] .	
11.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	
12.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	
13.	Stop.	

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Sample of Credit Return receipt

Note

I Please review the following samples of credit card return receipts.

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Refund

Record # 8
Card Type: VISA
Account: *****6789
Entry: Manual
Total: **\$119.00**

Auth.Code: 123456
Response: Approved

I AGREE TO PAY ABOVE
TOTAL AMOUNT ACCORDING
TO CARD ISSURE AGREEMENT
(MERCHANT AGREEMENT IF
CREDIT VOUCHER)

X.....
CARDHOLDER NAME

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Refund

Record # 8
Card Type: VISA
Account: *****6789
Entry: Manual
Total: **\$119.00**

Auth.Code: 123456
Response: Approved

CUSTOMER COPY
THANK YOU!
Please visit us
Again soon!

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4.1.3 Credit Auth

Note




I An Auth transaction represents a pre-authorization that does NOT charge the credit card. It *reserves* the requested amount and places a hold on the customer's open-to-buy. To charge the card after an AUTH a POSTAUTH transaction must be completed.

E **Example:** X has travel to Hawaii and he needs to book a room in advance. He makes a phone call to H hotel. The hotel clerk tells X that he must authorize a certain amount of money to the hotel in advance to reserve the room. X gives his credit card information to the hotel clerk. The clerk performs a Credit Pre-Auth with the S80 POS terminal. X has booked a room in the hotel and prepares to go on his travel.

- X-Credit card holder

STEP	ACTION	DISPLAY
1.	From the Idle prompt press [UP/DOWN] or [SHORTCUT] button until AUTH displays.	INPUT ACCOUNT CREDIT AUTH
2.	Swipe the credit card or key in the account number and expiration date manually.	
3.	Input the dollar amount of the transaction then press [ENTER]	CREDIT AUTH AMOUNT 0.00
4.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:
5.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:

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6.	This prompt occurs when the Table Mode feature is turned on. When prompted, enter the table number then press [ENTER] .	ENTER TABLE NO:
7.	This prompt occurs when the Guest No. Mode feature is turned on. When prompted, enter the number of guests then press [ENTER] .	NUMBER OF GUESTS
8. 	If the account number was manually entered, the terminal will ask if the card is present. Depending on the user's response the terminal will prompt for V-code and other AVS settings*. * Dependent upon Fraud Control settings .	
9.	Press [1] if the card is present. <u>OR</u> Press [2] if the card is not present.	IS CARD PRESENT? 1. Yes 2. No
10.	Enter the V-code from the back of the credit card then press [ENTER] .	ENTER CVV2:
11. 	Enter the street address then press [ENTER] . i.e.: If billing address is 123 Main St., enter 123.	Street Address:
12. 	Enter the ZIP Code then press [ENTER] . i.e.: If billing address ZIP code is 12345-0123., enter 12345.	Enter Zip Code:
13.	The terminal will contact the Host Processor for an approval and print one receipt.	

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14.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
15.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
16.	Stop.	

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Sample of Credit Auth receipt

Note

Please review the following sample of a Credit Auth receipt.

```
.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011      11:11:19
Pre-Auth

Transaction #           8
Card Type:              VISA
Account:                *****6789
Entry:                  Swiped
Total:                  $119.00

Reference No:          342199994321
Auth.Code:             123456
Response:              Approved

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!
```

```
.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011      11:11:19
Pre-Auth

Transaction #           8
Card Type:              VISA
Account:                *****6789
Entry:                  Swiped
Total:                  $119.00

Reference No:          342199994321
Auth.Code:             123456
Response:              Approved

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!
```

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4.1.4 Credit PostAuth

Note

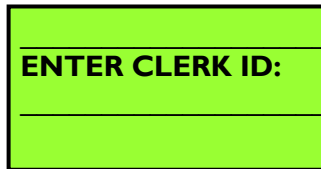
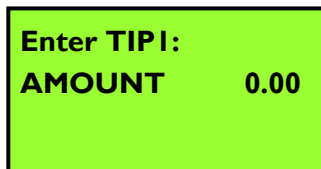
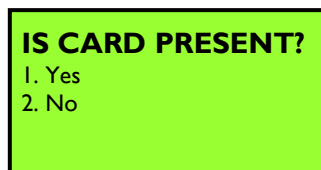
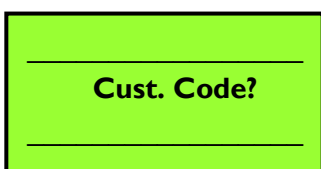
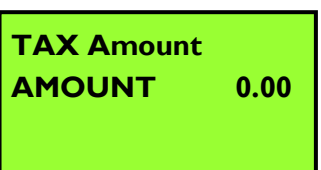
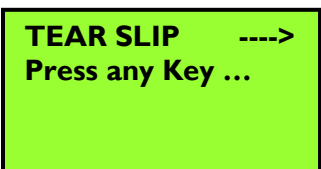
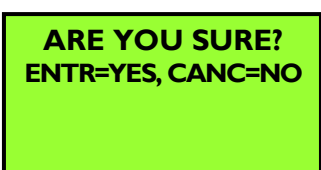
I When authorization has previously been obtained via an AUTH transaction, a PostAuth can be performed to complete the transaction and receive payment.

E **Example:** X is travelling to Hawaii and he has booked a room in a hotel in Hawaii. He arrives at the hotel where he has booked a room. X gives his personal information to clerk and gives his Credit card to clerk. The clerk does a Credit Post-Auth on the S80 POS terminal. After the transaction, the clerk gives the key to X and leads X to his room.

- X-Credit card holder

STEP	ACTION	DISPLAY
1.	From the Idle prompt use [UP/DOWN] or [SHORTCUT] button until POSTAUTH displays.	INPUT ACCOUNT CREDIT POSTAUTH
2.	Swipe the credit card or key in the account number and expiration date manually.	
3.	Input the transaction # to be completed.	Enter Trans #: 12
4.	The terminal searches the database for an AUTH transaction that matches the criteria. Once found, the terminal processes the transaction. If the terminal does not find the transaction, it displays “ TRANS NOT FOUND! ” and reverts back to the main screen.	
5.	Input the dollar amount of the transaction then press [ENTER]	CREDIT POSTAUTH AMOUNT 0.00
6.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:

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7.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	
8.	This prompt occurs when the Tip Option feature is turned on. Input the amount for tip on the Keypad then press [ENTER] .	
9.	This prompt occurs when the Card Present Mode feature is turned on. Press [1] if the card is present. <u>OR</u> Press [2] if the card is not present.	
10.	This is a feature of Commercial Cards . Enter the additional information required for commercial cards then press [ENTER] .	
11.	When prompted, enter the TAX Amount then press [ENTER] .	
12.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	
13.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	
14.	Stop.	

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Sample of Credit PostAuth receipt

Note

Please review the following samples of Credit PostAuth receipts.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Post Auth

Transaction #              8
Card Type:                  VISA
Account:                    *****6789
Exp. Date:                  **/**
Entry:                      Swiped
Total:                      $119.00

Auth.Code:                 123456
Response:                   Approved

      I AGREE TO PAY ABOVE
      TOTAL AMOUNT ACCORDING
      TO CARD ISSURE AGREEMENT
      (MERCHANT AGREEMENT IF
      CREDIT VOUCHER)

X.....
      CARDHOLDER NAME

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Post Auth

Transaction #              8
Card Type:                  VISA
Account:                    *****6789
Exp. Date:                  **/**
Entry:                      Swiped
Total:                      $119.00

Auth.Code:                 123456
Response:                   Approved

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.1.5 Credit Forced

Note

I When authorization has previously been obtained via an AUTH transaction or via Voice Authorization, a Forced Sale must be performed to complete the transaction and receive payment.

E **Example:** X will have a travel to Hawaii and he needs to book room in advance. He has done a Voice Authorization and gotten an auth code. When he arrives at the hotel, he gives the card and auth code to clerk. The clerk does a Credit Forced transaction. After the transaction, the clerk gives the key to X and leads X to his room.

- X-Credit card holder

STEP	ACTION	DISPLAY
1.	From the Idle prompt use [UP/DOWN] or [SHORTCUT] button until FORCED displays.	INPUT ACCOUNT CREDIT FORCED
2.	Swipe the credit card or key in the account number and expiration date manually.	
3.	Input the dollar amount of the transaction then press [ENTER]	CREDIT FORCED AMOUNT 0.00
4.	Input the authorization number previously obtained then press [ENTER] .	ENTER AUTH #:
5.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:
6.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:

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7.	This prompt occurs when the Tip Option feature is turned on. Input the amount for tip on the Keypad then press [ENTER] .	Enter TIP: AMOUNT 0.00
8.	This prompt occurs when the Card Present Mode feature is turned on. Press [1] if the card is present. <u>OR</u> Press [2] if the card is not present.	IS CARD PRESENT? 1. Yes 2. No
9.	This is a feature of Commercial Cards . Enter the additional information required for commercial cards then press [ENTER] .	Cust. Code?
10.	When prompted, enter the TAX Amount then press [ENTER] .	TAX Amount AMOUNT 0.00
11.	Depending upon the Processor, the terminal may or may not contact the Credit Host. The first receipt will be printed.	
12.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
13.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
14.	Stop.	

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Sample of Credit Forced receipt

Note

Please review the following samples of Credit Forced receipts.

<p>..... 1-800-555-1234 Merchant Name 123 MAIN ST. ANYTOWN, NY 11111 WWW.PAX.US</p> <p>02/03/2011 11:11:19</p> <p>Forced ←</p> <p>Transaction # 8 Card Type: VISA Account: *****6789 Entry: Swiped Total: \$119.00</p> <p>Auth.Code: 123456 Response: Approved</p> <p>I AGREE TO PAY ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSURE AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)</p> <p>X..... CARDHOLDER NAME</p> <p>MERCHANT COPY THANK YOU! Please visit us Again soon!</p>	<p>..... 1-800-555-1234 Merchant Name 123 MAIN ST. ANYTOWN, NY 11111 WWW.PAX.US</p> <p>02/03/2011 11:11:19</p> <p>Forced →</p> <p>Transaction # 8 Card Type: VISA Account: *****6789 Entry: Swiped Total: \$119.00</p> <p>Auth.Code: 123456 Response: Approved</p> <p>CUSTOMER COPY THANK YOU! Please visit us Again soon!</p>
---	--

Depending upon the Host, this might say "Ticket only".

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4.1.6 Credit Void Sale

Note

I To void a sale is to nullify an approved transaction, one that has already been authorized but not settled. If the transaction has already been settled, a RETURN must be processed. A VOID does not remove the hold on the customer's open-to-buy.

E **Example:** X bought a cell phone from Y's shop in the morning. But he found that cell phone does not work. So he went to Y's shop to return the cell phone and wanted Y to return his money. The Clerk should do a Credit Void Sale to void the previous transaction. Y process a Credit Void Sale transaction. Then, X gives the cell phone back to Y and Y gives the credit card to X.

- X-Credit card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [UP/DOWN] or [SHORTCUT] button until V/SALE displays.	INPUT ACCOUNT CREDIT V/SALE
1.1	If Void Sale is password protected, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
2.	Swipe the credit card or key in the account number and expiration date manually.	
2.1	If the security for Card Manually Entry is on, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
3.	Input the transaction # to be voided.	Enter Trans #: 12
4.	The terminal searches the database for a Sale transaction that matches the criteria. Once found, the terminal processes the transaction. If the terminal does not find the transaction, it displays "TRANS NOT FOUND!" and reverts back to the main screen.	

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5.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	<div> #0001 SALE AMT: 2.00 *****4996 </div>
6.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	<div> ENTER CLERK ID: </div>
7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	<div> TEAR SLIP ----> Press any Key ... </div>
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	<div> ARE YOU SURE? ENTR=YES, CANC=NO </div>
9.	Stop.	

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Sample of Credit Void Sale receipt

Note

I Please review the following samples of void sale receipts.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011      11:11:19
Void Sale

Record #                      6
Card Type:                     VISA
Account:      *****6789
Entry:                      Swiped

Void Sale:                      $119.00

Reference No:      342199994321
Auth.Code:         123456
Response:          Approved

X.....
      CARDHOLDER NAME

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011      11:11:19
Void Sale

Record #                      6
Card Type:                     VISA
Account:      *****6789
Entry:                      Swiped

Void Sale:                      $119.00

Reference No:      342199994321
Auth.Code:         123456
Response:          Approved

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.1.7 Credit Void Return

Note

I A RETURN transaction processed in error can be VOIDED if the RETURN has not been batched out. This will nullify the RETURN previously done in the same batch.

E **Example:** X bought a cell phone from Y's shop in the previous day. But he found that cell phone does not work well. So he went to Y's shop to return the cell phone and wanted Y to return his money. He should do a Credit Return to return money to X's Credit card account. X gives his credit card to Y. Y processes a Credit Return transaction. But X changes his mind and decides that he wants the cell phone. So X gives his card to Y and Y does a Credit Void Return on the S80 POS terminal. Y returns the credit card to X. X takes the card and cell phone, and goes home.

- X-Credit card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [UP/DOWN] or [SHORTCUT] button until V/RTRN displays.	INPUT ACCOUNT CREDIT V/RTRN
1.1	If Void Return is password protected, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
2.	Swipe the credit card or key in the account number and expiration date manually.	
2.1	If the security for Card Manually Entry is on, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
3.	Input the transaction # to be voided.	Enter Trans #: 12

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4.	The terminal searches the database for a Return transaction that matches the criteria. Once found, the terminal processes the transaction. If the terminal does not find the transaction, it displays “ TRANS NOT FOUND! ” and reverts back to the main screen.	
5.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	<div> #0001 RTRN AMT: 2.00 *****4996 </div>
6.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	<div> ENTER CLERK ID: </div>
7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	<div> TEAR SLIP ----> Press any Key ... </div>
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	<div> ARE YOU SURE? ENTR=YES, CANC=NO </div>
9.	Stop.	

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Sample of Credit Void Return receipt

Note

I Please review the following samples of receipts for a void return.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011      11:11:19
Void Refund

Transaction #           3
Card Type:              VISA
Account:                *****6789
Entry:                  Swiped

Void Refund:            $119.00

Auth.Code:              123456
Response:               APPROVE OFFLINE

X.....
      CARDHOLDER NAME

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011      11:11:19
Void Refund

Transaction #           3
Card Type:              VISA
Account:                *****6789
Entry:                  Swiped

Void Refund:            $119.00

Auth.Code:              123456
Response:               APPROVE OFFLINE

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.1.8 Credit Void Post-Auth

Note

I A Post-Auth sale can be VOIDED if the transaction is in the current open batch. A VOID/POST-AUTH does remove any hold on the customer's open-to-buy.

E **Example:** X planned to go to Hawaii to and he had booked a room at a hotel through Credit Auth. After arriving in Hawaii he goes to the Hotel and the checks in. The Clerk runs a POST-AUTH transaction and Checks X into the Hotel. As X is heading to his room, a call comes and he has to go back to US. X goes back to the front desk and informs the Clerk that he has to check out and he would like his money back. The clerk does a Credit Void Post-Auth transaction to return the money to X's credit account. Then X goes back to US.

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [UP/DOWN] or [SHORTCUT] button until V/FRCD displays.	INPUT ACCOUNT CREDIT V/POST
1.1	If Void Forced is password protected, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
2.	Swipe the credit card or key in the account number and expiration date manually.	
2.1	If the security for Card Manually Entry is on, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
3.	Input the transaction # to be voided.	Enter Trans #: 12

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4.	The terminal searches the database for a Forced transaction that matches the criteria. Once found, the terminal processes the transaction. If the terminal does not find the transaction, it displays “ TRANS NOT FOUND! ” and reverts back to the main screen.	
5.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	<div> #0001 POST AMT: 2.00 *****4996 </div>
6.	This prompt only occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	<div> ENTER CLERK ID: </div>
7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	<div> TEAR SLIP ----> Press any Key ... </div>
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	<div> ARE YOU SURE? ENTR=YES, CANC=NO </div>
9.	Stop.	

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Sample of Credit Void Post-Auth receipt

Note

I Please review the following samples of receipts for a void Post-Auth.

```
.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011      11:11:19
Void Post-Auth

Record #                8
Card Type:              VISA
Account:                *****6789
Exp. Date:              **/**
Entry:                  Manual
Total:                  $119.00

Auth.Code:              123456
Response:               VOIDED

X.....
CARDHOLDER NAME

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!
```

```
.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011      11:11:19
Void Post-Auth

Record #                8
Card Type:              VISA
Account:                *****6789
Exp. Date:              **/**
Entry:                  Manual
Total:                  $119.00

Auth.Code:              123456
Response:               VOIDED

CUSTOMER COPY
THANK YOU!
Please visit us
Again soon!
```

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4.1.9 Credit Void Forced

Note

I A FORCED sale can be VOIDED if the transaction is in the current open batch. A VOID/FORCED does remove any hold on the customer's open-to-buy.

E **Example:** X planned to go to Hawaii to and he had booked a room at a hotel through Voice Auth. After arriving in Hawaii he goes to the Hotel and the checks in. The Clerk runs a Credit Forced transaction and Checks X into the Hotel. As X is heading to his room, a call comes and he has to go back to US. X goes back to the front desk and informs the Clerk that he has to check out and he would like his money back. The clerk does a Credit Void Forced transaction to return the money to X's credit account. Then X goes back to US.

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [UP/DOWN] or [SHORTCUT] button until V/FRCD displays.	INPUT ACCOUNT CREDIT V/FRCD
1.1	If Void Forced is password protected, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
2.	Swipe the credit card or key in the account number and expiration date manually.	
2.1	If the security for Card Manually Entry is on, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
3.	Input the transaction # to be voided.	Enter Trans #: 12

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4.	The terminal searches the database for a Forced transaction that matches the criteria. Once found, the terminal processes the transaction. If the terminal does not find the transaction, it displays “ TRANS NOT FOUND! ” and reverts back to the main screen.	
5.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	<div> #0001 FRCD AMT: 2.00 *****4996 </div>
6.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	<div> ENTER CLERK ID: </div>
7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	<div> TEAR SLIP ----> Press any Key ... </div>
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	<div> ARE YOU SURE? ENTR=YES, CANC=NO </div>
9.	Stop.	

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Sample of Credit Void Forced receipt

Note

I Please review the following samples of receipts for a void forced.

```
.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011      11:11:19
Void Forced

Record #                8
Card Type:              VISA
Account:                *****6789
Exp. Date:              **/**
Entry:                  Manual
Total:                  $119.00

Auth.Code:              123456
Response:               VOIDED

X.....
CARDHOLDER NAME

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!
```

```
.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011      11:11:19
Void Forced

Record #                8
Card Type:              VISA
Account:                *****6789
Exp. Date:              **/**
Entry:                  Manual
Total:                  $119.00

Auth.Code:              123456
Response:               VOIDED

CUSTOMER COPY
THANK YOU!
Please visit us
Again soon!
```

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4.2 Debit Transaction

4.2.1 Debit Sale

Note




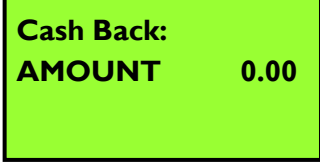
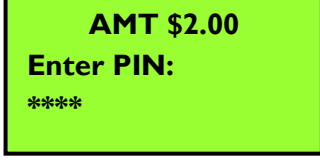

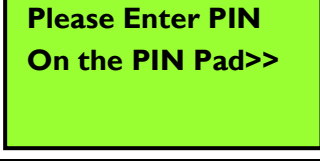
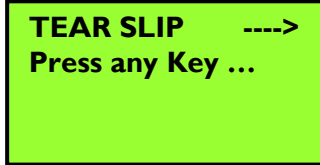

I A Debit Card Sale must be completed by swiping the customer's debit card through the card reader. Manually entered debit transactions are not allowed.

E **Example:** X goes to Y's shop to buy a cell phone. After X finishes his shopping, he goes to Y to pay for the cell phone. X delivers his debit card to Y, and Y processes a Debit Sale transaction on the S80 POS terminal. When the transaction is complete, Y returns the debit card to X. X takes the card and cell phone, and goes home.

- X-Debit card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the idle prompt press the [SHORTCUT] button to scroll through the list of available EDC types to select the DEBIT prompt.	INPUT ACCOUNT DEBIT SALE
2.	Swipe the debit card. (Debit cards cannot be keyed in manually, they MUST be swiped)	
3.	Input the dollar amount of the transaction then press [ENTER] .	DEBIT SALE AMOUNT 0.00
4.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:
5.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:

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6.	This prompt occurs when the Table Mode feature is turned on. When prompted, enter the table number then press [ENTER] .	
7.	This prompt occurs when the Guest No. Mode feature is turned on. When prompted, enter the number of guests then press [ENTER] .	
8.	This prompt occurs when the Tip Option feature is turned on. Input the amount for tip on the Keypad then press [ENTER] .	
9.	This prompt occurs when the CashBack Prompt is turned on. Input the amount for cash back on the Keypad then press [ENTER] .	
10.	Input the PIN on the Keypad then press [ENTER] .	
11.	 If using an external PIN pad the PIN Entry prompt will be displayed on the PIN pad instead of the terminal.	
12.	The terminal contacts the Host Processor for an approval and prints one receipt.	
13.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	
14.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	
15.	Stop	

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Sample of Debit sale receipt

Note

Please review the following samples of debit card sale receipts. Notice the differences between the Merchant's copy and the Customer's copy.

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
DEBIT SALE

Transaction # 1
Account: *****6789
Entry: Swiped
Amount: \$100
Tip: \$10
Cash Back: \$20

Total: **\$131.50**

Receipt Num: 123
Reference No: 342199994321
Auth.Code: 123456
Response: Approved

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
DEBIT SALE

Transaction # 1
Account: *****6789
Entry: Swiped
Amount: \$100
Tip: \$10
Cash Back: \$20

Total: **\$131.50**

Receipt Num: 123
Reference No: 342199994321
Auth.Code: 123456
Response: Approved

CUSTOMER COPY
THANK YOU!
Please visit us
Again soon!

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4.2.2 Debit Return

Note

I A debit transaction cannot be voided but it can be returned. Just like a Debit Sale, the card must be swiped to perform a Debit RETURN.

E **Example:** X bought a cell phone from Y's shop in the previous day. But he found that cell phone does not work well. So he went to Y's shop to return the cell phone and wanted Y to return his money. Y should do a Debit Return to return money to X's debit card account. X hands his debit card to Y. Y processes a Debit Return transaction. Then, X gives the cell phone back to Y and Y gives the debit card to X.

- X-Debit card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [SHORTCUT] button until DEBIT is displayed, then press [UP/DOWN] or [SHORTCUT] button until RETURN is displayed.	INPUT CCOUNT DEBIT RETURN
2.	Swipe the debit card.	
3.	Input the amount of the Return then press [ENTER] I * If the original transaction includes a tip amount then the total amount should be entered as the return amount.	DEBIT RETURN AMOUNT 0.00
4.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:
5.	This prompt occurs when the Clerk/Server ID Mode is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:
6.	This prompt occurs when the Table Mode feature is turned on. When prompted, enter the table number then press [ENTER] .	ENTER TABLE NO:

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7.	This prompt occurs when the <u>Guest No. Mode</u> feature is turned on. When prompted, enter the number of guests then press [ENTER] .	NUMBER OF GUESTS
8.	Input the PIN on the Keypad then press [ENTER] .	AMT \$2.00 Enter PIN: *****
9.	The terminal contacts the Host Processor for an approval and prints one receipt.	
10.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
11.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
12.	Stop.	

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Sample of Debit Return receipt

Note

Please review the following samples of Debit card return receipts.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Debit Refund

Transaction #          8
Account:      *****6789
Entry:                Swiped
Total:                $119.00

Reference No:      342199994321
Auth.Code:         123456
Response:          Approved

X.....
      CARDHOLDER NAME

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Debit Refund

Transaction #          8
Account:      *****6789
Entry:                Swiped
Total:                $119.00

Reference No:      342199994321
Auth.Code:         123456
Response:          Approved

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.3 EBT Transaction

4.3.1 EBT Sale

Note


I EBT or Electronic Benefits Transfer is an electronic system that authorizes the issuer to use their government provided benefits to purchase food items or make use of the Cash Benefits feature. EBT transactions can be swiped or manually entered.

E **Example:** X goes to Y's shop to buy a cell phone. After X finishes his shopping, he goes to Y to pay for the cell phone. X delivers his EBT card to Y, and Y processes an EBT Sale transaction on the S80 POS terminal. When the transaction is complete, Y returns the EBT card to X. X takes the card and cell phone, and goes home.



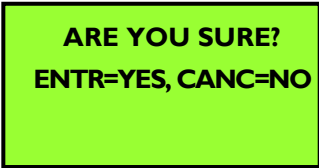
- X-EBT card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the idle prompt press the [SHORTCUT] button to scroll through the list of available EDC types to select the EBT prompt.	INPUT ACCOUNT EBT SALE
2.	Swipe the EBT card, or manually enter the account number.	
2.1	If the security for Card Manual Entry is on, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
2.2	Manually keying the full account number then press [ENTER] . The account number must be between 8-19 digits.	EBT SALE 5555
3.	Press [1] for Food Stamp <u>OR</u> Press [2] for Cash Benefit <u>OR</u> Press [3] for Voucher (Manual Entry only)	Select EBT Type: 1. FoodStamp 2. CashBenefit 3. Voucher

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4.	Input the dollar amount of the transaction then press [ENTER] .		<div>EBT SALE AMOUNT 0.00</div>
5.	This prompt occurs when Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .		<div>ENTER INVOICE #:</div>
6.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .		<div>ENTER CLERK ID:</div>
7.	If Selected	Then	
	Food Stamp	Proceed to #9, & then skip to step #12.	
	Cash Benefit	Proceed to #8 & #9 & then skip to #12.	
	Voucher	Skip to step #11.	
8.	The terminal will now Prompt you to enter a Cash Back amount or press [ENTER] to bypass.		<div>Cash Back: AMOUNT 0.00</div>
9.	Input the PIN on the Keypad then press [ENTER] .		<div>AMT \$2.00 Enter PIN: ****</div>
10.		If using an external PIN pad the PIN Entry prompt will be displayed on the PIN pad instead of the terminal.	<div>Please Enter PIN On the PIN Pad>></div>
11.	Enter the Voucher number then press [ENTER] .		<div>Voucher Number:</div>

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12.	Enter the Authorization number then press [ENTER] .	
13.	The terminal contacts the Host Processor for an approval and prints one receipt.	
14.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	
15.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	
16.	Stop.	

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Sample of EBT sale receipt

Note

Please review the following sample EBT receipts. Notice the differences between the Merchant's copy and the Customer's copy.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
EBT Sale
Cash Benefit

Transaction #          1
Account:      *****6789
Entry:                Swiped
Bse Amt:                $100
Cash Back:                $20
Total:                $120.00

Reference No:      342199994321
Response:          Approved
Balance:                $20

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
EBT Sale
Cash Benefit

Transaction #          1
Account:      *****6789
Entry:                Swiped
Bse Amt:                $100
Cash Back:                $20
Total:                $120.00

Reference No:      342199994321
Response:          Approved

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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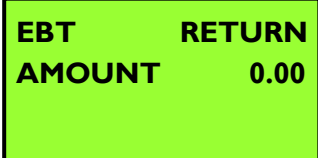

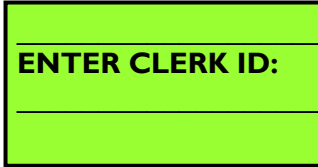
4.3.2 EBT Return

Note

I An EBT RETURN is the reversal of an approved and settled transaction. A RETURN refunds back to the customer's EBT card, if the transaction has not already been settled. EBT return is only for Food Stamps.

E **Example:** X bought some apples from Y's shop. But he found that apples are not good. So he went to Y's shop to return the apples and wanted Y to return his money. Y should do an EBT Return to return money to X's EBT card account. X hands his EBT card to Y. Y processes an EBT Return transaction. Then, X gives the apples back to Y and Y gives the EBT card to X.

- X-EBT card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [SHORTCUT] button until EBT is displayed, then press [UP/DOWN] or [SHORTCUT] button until RETURN is displayed.	
2.	Swipe the EBT card.	
3.	Input the amount of the Return then press [ENTER] I * If the original transaction includes a tip amount then the total amount should be entered as the return amount.	
4.	This prompt occurs when Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	
5.	This prompt occurs when Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	

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6.	Input the PIN on the Keypad then press [ENTER] .	<div> AMT \$2.00 Enter PIN: **** </div>
8.	The terminal contacts the Host Processor for an approval and prints one receipt.	
9.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	<div> TEAR SLIP ----> Press any Key ... </div>
10.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	<div> ARE YOU SURE? ENTR=YES, CANC=NO </div>
11.	Stop.	

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Sample of Debit Return receipt

Note

Please review the following samples of Debit card return receipts.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Debit Refund

Transaction #          8
Account:      *****6789
Entry:                Swiped
Total:                $119.00

Reference No:      342199994321
Auth.Code:         123456
Response:          Approved

X.....
      CARDHOLDER NAME

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Debit Refund

Transaction #          8
Account:      *****6789
Entry:                Swiped
Total:                $119.00

Reference No:      342199994321
Auth.Code:         123456
Response:          Approved

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.3.3 EBT Balance Inquiry

Note

I Balance Inquiry transaction is used for inquiring about the available balance of an EBT account.

E **Example:** X wants to check the amount of funds available on his EBT card. So he goes to Y's shop to ask Y to do an EBT Balance Inquiry. Y takes the EBT card and does an EBT Balance Inquiry on an S80 POS terminal. X gets the receipt and knows the available balance of his EBT card

- X-EBT card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [SHORTCUT] button until EBT is displayed, then press [UP/DOWN] or [SHORTCUT] button until BALANCE displays.	INPUT ACCOUNT EBT BALANCE
2.	Swipe the EBT card or key in the account number manually.	
3.	Press [1] for Food Stamp <u>OR</u> Press [2] for Cash Benefit	Select EBT Type: 1. FoodStamp 2. CashBenefit
4.	This prompt occurs when the <u>Clerk/Server ID Mode</u> is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID: _____
5.	Input the PIN on the Keypad then press [ENTER] .	AMT \$0.00 Enter PIN: ****
6.	The terminal will contact the Host Processor for a balance inquiry and print one receipt.	

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7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
9.	Stop.	

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Sample of EBT Balance Inquiry receipt

Note

Please review the following sample of an EBT Balance Inquiry receipt.

.....	
1-800-555-1234	
Merchant Name	
123 MAIN ST.	
ANYTOWN, NY 11111	
WWW.PAX.US	
02/03/2011	11:11:19
EBT Cash	
Balance	
Account:	*****6789
Entry:	Swiped
Total:	\$119.00
Reference No:	342199994321
Auth.Code:	123456
Response:	Approved
Balance:	\$119.00
MERCHANT COPY	
THANK YOU!	
Please visit us	
Again soon!	

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4.4 Gift Transaction

4.4.1 Gift Sale

Note

I Gift Cards are cards that are sponsored by individual Merchants. They allow the customer to purchase items or services using the card as payment.

E **Example:** X received a gift card for Y's shop. X goes to Y's shop to buy some apples. After X finishes his shopping, he goes to Y to pay for the apples. X gives his gift card to Y, and Y processes a Gift Sale transaction on the S80 POS terminal. When the transaction is complete, Y returns the gift card to X. X takes the card and apples and goes home.

- X-Gift card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the idle prompt press the [SHORTCUT] button to scroll through the list of available EDC types to select the GIFT prompt.	INPUT ACCOUNT GIFT SALE
2.	Swipe the GIFT card, or manually enter the account number, if required, enter the security code.	
2.1	If the security for Card Manual Entry is on, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
2.2	Manually keying the full account number then press [ENTER] . The account number must be between 13-16 digits.	GIFT SALE 5555
3.	Select Type. Press [1] for Sale. <u>OR</u> Press [2] for NoNSFSale.	Select Type: 1. Sale 2. NoNSFSale

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4.	Input the dollar amount of the transaction then press [ENTER] .	GIFT SALE AMOUNT 0.00
5.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, input the invoice number on the Keypad then press [ENTER] .	ENTER INVOICE #:
6.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, input the Clerk/Server ID on the Keypad then press [ENTER] .	ENTER CLERK ID:
7.	This prompt occurs when the Tip Option feature is turned on. Input the amount for tip on the Keypad then press [ENTER] .	Enter TIP: AMOUNT 0.00
8.	The terminal contacts the Host Processor for an approval and prints one receipt.	
9.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
10.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
11.	Stop.	

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Sample of GIFT sale receipt

Note

Please review the following sample GIFT receipts. Notice the differences between the Merchant's copy and the Customer's copy.

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Gift Sale:

Transaction # 1
Account: *****6789
Entry: Swiped
Bse Amt: \$100
Cash Back: \$20
Total: **\$120.00**

Reference No: 342199994321
Response: Approved
Balance: \$20

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Gift Sale:

Transaction # 1
Account: *****6789
Entry: Swiped
Bse Amt: \$100
Cash Back: \$20
Total: **\$120.00**

Reference No: 342199994321
Response: Approved

CUSTOMER COPY
THANK YOU!
Please visit us
Again soon!

NOTE: This document is CONFIDENTIAL and must be used exclusively for the operation of PAX programs. It may not be duplicated, published, or disclosed without prior written permission from PAX.

4.4.2 Gift Return

Note

I A Gift RETURN is the reversal of an approved and settled Gift Card transaction.

E **Example:** X received a gift card for Y's shop. Yesterday X bought some apples from Y's shop with his gift card. But he found that the apples are not so good. So he went to Y's shop to return the apples and wanted Y to return his money. Y should do a Gift Return to return money to X's gift card account. X hands his gift card to Y, and Y processes a Gift Return transaction. X gives the apples back to Y and Y gives the gift card to X.

- X-Gift card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [SHORTCUT] button until DEBIT is displayed, then press [UP/DOWN] or [SHORTCUT] button until RETURN is displayed.	INPUT CCOUNT GIFT RETURN
2.	Swipe the gift card or key in the account number manually.	
3.	Input the amount of the Return then press [ENTER] I * If the original transaction includes a tip amount then the total amount should be entered as the return amount.	GIFT RETURN AMOUNT 0.00
4.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #: _____
5.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID: _____

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6.	The terminal contacts the Host Processor for an approval and prints one receipt.	
7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
9.	Stop.	

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Sample of Gift Return receipt

Note

Please review the following samples of Gift card return receipts.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Gift Refund

Transaction #              8
Account:      *****6789
Entry:                Swiped
Total:                $119.00

Reference No:      342199994321
Auth.Code:        123456
Response:         Approved

X.....
      CARDHOLDER NAME

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Gift Refund

Transaction #              8
Account:      *****6789
Entry:                Swiped
Total:                $119.00

Reference No:      342199994321
Auth.Code:        123456
Response:         Approved

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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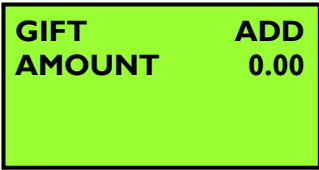

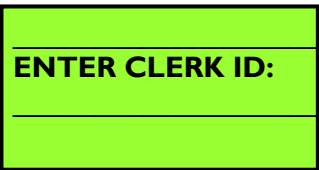
4.4.3 Gift Add Value

Note

I Use the Add Value function to add credit to the available balance of an active Gift Card.

E **Example:** X received a gift card for Y's shop. X finds that his gift card balance is low so he wants to add more money to the card. So he goes to Y's shop and asks Y to add value to his gift card. X gives money and the gift card to Y. Y takes the gift card and does Gift Add Value on S80 POS terminal.

- X-Gift card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [SHORTCUT] button until GIFT is displayed, then press [UP/DOWN] or [SHORTCUT] button until ADD is displayed.	
2.	Swipe the gift card or key in the account number manually.	
3.	Input the dollar amount of the transaction then press [ENTER]	
4.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	
5.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	
6.	The terminal will contact the Host Processor for an approval and print one receipt.	

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7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
9.	Stop.	

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Sample of Gift Add Value receipt

Note

Please review the following samples of Gift Add Value receipts.

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Gift Add Value

Transaction # 8
Account: *****6789
Entry: Swiped
Total: **\$119.00**

Reference No: 342199994321
Auth.Code: 123456
Response: Approved
Gift Balance: 231.00

I AGREE TO PAY ABOVE
TOTAL AMOUNT ACCORDING
TO CARD ISSURE AGREEMENT
(MERCHANT AGREEMENT IF
CREDIT VOUCHER)

X.....
CARDHOLDER NAME

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Gift Add Value

Transaction # 8
Account: *****6789
Entry: Swiped
Total: **\$119.00**

Reference No: 342199994321
Auth.Code: 123456
Response: Approved
Gift Balance: 231.00

CUSTOMER COPY
THANK YOU!
Please visit us
Again soon!

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4.4.4 Gift Issue

Note

I Use the Issue function to issue a gift card.

E **Example:** X wants to buy a Gift Card for a friend from Y's shop. X goes to Y's shop and tells the Clerk that he wants a Gift card issued and the amount he wants on it. Y will issue a gift card to X. Y does Gift Issue transaction on S80 and then give the issued card to X.

- X-Gift card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
●	From the Idle prompt use the [SHORTCUT] button until GIFT is displayed, then press [UP/DOWN] or [SHORTCUT] button until ISSUE is displayed.	INPUT ACCOUNT GIFT ISSUE
●	Swipe the gift card or key in the account number manually.	
●	Input the dollar amount of the transaction then press [ENTER]	GIFT ISSUE AMOUNT 0.00
●	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:
●	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:
●	The terminal will contact the Host Processor for an approval and print one receipt.	
●	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...

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<ul style="list-style-type: none">●	<p>Press [ENTER] for no receipt.</p> <p><u>OR</u></p> <p>Press [CANCEL] to print the second receipt.</p>	<div data-bbox="1114 230 1437 394">ARE YOU SURE? ENTR=YES, CANC=NO</div>
<ul style="list-style-type: none">●	Stop.	

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Sample of Gift Issue receipt

Note

Please review the following samples of Gift Issue receipts.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Gift Issue

Transaction #              8
Account:          *****6789
Entry:              Swiped
Total:              $119.00

Reference No:          342199994321
Auth.Code:              123456
Response:              Approved

      I AGREE TO PAY ABOVE
      TOTAL AMOUNT ACCORDING
      TO CARD ISSURE AGREEMENT
      (MERCHANT AGREEMENT IF
      CREDIT VOUCHER)

X.....
      CARDHOLDER NAME

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Gift Issue

Transaction #              8
Account:          *****6789
Entry:              Swiped
Total:              $119.00

Reference No:          342199994321
Auth.Code:              123456
Response:              Approved

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.4.5 Gift Void

Note

I To do a Gift Void is to nullify an approved Gift transaction, including Gift Sale, Gift Return, Gift Add Value and Gift Issue.

E **Example:** X has made a Gift Sale, or a Gift Return, or a Gift Add Value or a Gift Issue transaction, but he wants to void it. So Y does a Gift Void Transaction for X on the S80 POS terminal.

- X-Gift card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [SHORTCUT] button until GIFT is displayed, then press [UP/DOWN] or [SHORTCUT] button until DEACT is displayed.	INPUT ACCOUNT GIFT VOID
2.	Swipe the gift card or key in the account number manually.	
3.	Input the transaction # to be voided.	Enter Trans #: 12
4.	The terminal searches the database for a Sale transaction that matches the criteria. Once found, the terminal processes the transaction. If the terminal does not find the transaction, it displays "TRANS NOT FOUND!" and reverts back to the main screen.	
5.	View the transaction on the display to verify it is the correct transaction then Press [ENTER] .	#0001 SALE AMT: 2.00 *****4996
6.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:

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7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
9.	Stop.	

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Sample of Gift Void receipt

Note

Please review the following samples of Gift Void Sale receipts.

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Gift Void Sale

Record # 6
Account: *****6789
Entry: Swiped

Gift Void Sale: **\$119.00**

Reference No: 342199994321
Auth.Code: 123456
Response: Approved

X.....
CARDHOLDER NAME

MERCHANT COPY
THANK YOU!
Please visit us
Again soon!

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Gift Void Sale

Record # 6
Account: *****6789
Entry: Swiped

Gift Void Sale: **\$119.00**

Reference No: 342199994321
Auth.Code: 123456
Response: Approved

CUSTOMER COPY
THANK YOU!
Please visit us
Again soon!

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4.4.6 Gift Balance Inquiry

Note

I The Balance Inquiry transaction is used for inquiring about the balance of Gift Cards.

E **Example:** One day X wants view the available balance on his gift card account. X asks Y to do Gift Balance inquiry. Y takes the card and does Gift Balance on the S80 POS terminal. X gets the receipts and now knows the available balance on his card.

- X-Gift card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the Idle prompt use the [SHORTCUT] button until GIFT is displayed, then press [UP/DOWN] or [SHORTCUT] button until BALANCE displays.	INPUT ACCOUNT GIFT BALACNCE
2.	Swipe the gift card or key in the account number manually.	
3.	This prompt occurs when the Clerk/Server ID Mode is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:
4.	The terminal will contact the Host Processor for an approval and print one receipt.	
5.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
6.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
7.	Stop.	

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Sample of Gift Balance Inquiry receipt

Note

Please review the following sample of a Gift Balance Inquiry receipt.

.....	
1-800-555-1234	
Merchant Name	
123 MAIN ST.	
ANYTOWN, NY 11111	
WWW.PAX.US	
02/03/2011	11:11:19
GIFT Balance	
Account:	*****6789
Entry:	Swiped
Reference No:	342199994321
Auth.Code:	123456
Response:	Approved
Balance:	\$119.00
MERCHANT COPY	
THANK YOU!	
Please visit us	
Again soon!	

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4.5 Cash Transaction

4.5.1 Cash Sale

Note

I Your POS Terminal supports the ability to record cash sales for record keeping purposes. To do so, the Cash EDC mode must be enabled. Cash transactions are for record keeping purposes only. No Host Processor is involved. Cash Transactions will be totaled and listed on the Batch Report.

E **Example:** X goes to Y's shop to buy a cell phone. After X finishes his shopping, he goes to Y to pay for the cell phone in cash. X delivers his cash to Y, and Y processes a Cash Sale transaction on the S80 POS terminal. X takes the cell phone and goes home.

- X-Cash holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the idle prompt press the [SHORTCUT] button to scroll through the list of available EDC types to select the CASH prompt is displayed.	INPUT AMOUNT CASH SALE
2.	Input the dollar amount of the transaction then press [ENTER] .	CASH SALE AMOUNT 0.00
3.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:
4.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:
5.	This prompt occurs when the Tip Option feature is turned on. Input the amount for tip on the Keypad then press [ENTER] .	Enter TIP: AMOUNT 0.00

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6.	Receipt will print.	
7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
9.	Stop.	

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Sample of Cash sale receipt

Note

I Please review the following samples Cash receipts.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Cash Sale

Transaction#                8
Paid Cash

Amount:                    $100
Tip:                        $20
-----
Total:                      $120.00

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Cash Sale

Transaction#                8
Paid Cash

Amount:                    $100
Tip:                        $20
-----
Total:                      $120.00

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.5.2 Cash Return

Note

I Your POS Terminal supports the ability to record cash return for record keeping purposes. To do so, the Cash EDC mode must be enabled. Cash transactions are for record keeping purposes only. No Host Processor is involved. Cash Transactions will be totaled and listed on the Batch Report.

E **Example:** X bought some apples from Y's shop. But he found that apples are not good. So he went to Y's shop to return the apples and wants Y to return his money. Y process a Cash Return transaction. Then, X gives the apples back to Y and Y gives the money back to X.

- X-Cash; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the idle prompt press the [SHORTCUT] button to scroll through the list of available EDC types to select the CASH prompt is displayed.	INPUT AMOUNT CASH RETURN
2.	Input the dollar amount of the transaction then press [ENTER] .	CASH RETURN AMOUNT 0.00
3.	This prompt occurs when the Invoice Mode feature is turned on. When prompted, enter the invoice No. then press [ENTER] .	ENTER INVOICE #:
4.	This prompt occurs when the Clerk/Server ID Mode feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:
5.	This prompt occurs when the Tip Option feature is turned on. Input the amount for tip on the Keypad then press [ENTER] .	Enter TIP: AMOUNT 0.00
6.	Receipt will print.	

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7.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
8.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
9.	Stop.	

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Sample of Cash Return receipt

Note

I Please review the following samples Cash Return receipts.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Cash Refund

Transaction#                1
Paid Cash

Amount:                    $100

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
Cash Refund

Transaction#                1
Paid Cash

Amount:                    $100

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.5.3 Cash Void Sale

Note

I To void a sale is to nullify an approved transaction, one that has already been authorized but not settled. However, if the transaction has already been settled, a RETURN must be processed.

E **Example:** X bought a cell phone from Y's shop in the morning. But he found that cell phone does not work well. So he went to Y's shop to return the cell phone and wanted Y to return his money. The Clerk should do a Cash Void Sale to void the previous transaction. Y process a Cash Void Sale transaction. Then, X gives the cell phone back to Y and Y give the cash back to X.

- X-Cash holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the idle prompt press the [SHORTCUT] button to scroll through the list of available EDC types to select the CASH prompt. Use the [UP/DOWN] or [SHORTCUT] button until V/SALE displays.	INPUT ACCOUNT CASH V/SALE
1.1	If Void Sale is password protected, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
2.	Input the transaction # to be voided.	Enter Trans #: 12
3.	The terminal searches the database for a Sale transaction that matches the criteria. Once found, the terminal processes the transaction. If the terminal does not find the transaction, it displays " TRANS NOT FOUND! " and backs to main screen.	
4.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	#0001 SALE AMT: 2.00 *****4996

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5.	This prompt occurs when the <u>Clerk/Server ID Mode</u> feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:
6.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
7.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
8.	Stop.	

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Sample of Cash Void Sale receipt

Note

I Please review the following samples of Cash void sale receipts.

<p>..... 1-800-555-1234 Merchant Name 123 MAIN ST. ANYTOWN, NY 11111 WWW.PAX.US</p> <p>02/03/2011 11:11:19 Cash Void</p> <p>Transaction# 8 Paid Cash</p> <p>Amount: \$100 Tip: \$20 -----</p> <p>Total: \$120.00</p> <p>MERCHANT COPY THANK YOU! Please visit us Again soon!</p>	<p>..... 1-800-555-1234 Merchant Name 123 MAIN ST. ANYTOWN, NY 11111 WWW.PAX.US</p> <p>02/03/2011 11:11:19 Cash Void</p> <p>Transaction# 8 Paid Cash</p> <p>Amount: \$100 Tip: \$20 -----</p> <p>Total: \$120.00</p> <p>CUSTOMER COPY THANK YOU! Please visit us Again soon!</p>
---	---

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4.5.4 Cash Void Return

Note

I A RETURN transaction processed in error can be VOIDED if the RETURN has not been batched out. This will nullify the RETURN previously done in the same batch.

E **Example:** X bought a cell phone from Y's shop in the previous day. But he found that cell phone does not work well. So he went to Y's shop to return the cell phone and wanted Y to return his money. He should do a Cash Return to return money to X. Y process a Cash Return transaction. But X changes his mind and decided that he wants the cell phone. So X gives his cash to Y and Y does a Cash Void Return on S80 POS terminal. X takes cell phone and goes home.

- X-Credit card holder; Y-Merchant of shop

STEP	ACTION	DISPLAY
1.	From the idle prompt press the [SHORTCUT] button to scroll through the list of available EDC types to select the CASH prompt. Use the [UP/DOWN] or [SHORTCUT] button until V/RTRN displays.	INPUT ACCOUNT CASH V/RTRN
1.1	If Void Return is password protected, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
2.	Input the transaction # to be voided.	Enter Trans #: 12
3.	The terminal searches the database for a Return transaction that matches the criteria. Once found, the terminal processes the transaction. If the terminal does not find the transaction, it displays " TRANS NOT FOUND! " and backs to main screen.	
4.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	#0001 RTRN AMT: 2.00 *****4996

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5.	This prompt occurs when the <u>Clerk/Server ID Mode</u> feature is turned on. When prompted, enter the clerk/server ID then press [ENTER] .	ENTER CLERK ID:
6.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
7.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
8.	Stop.	

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Sample of Cash Void Return receipt

Note

I Please review the following samples of receipts for a void return.

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
CASH Void Refund

Transaction #              3
Account:      *****6789
Entry:              Swiped

Void Refund:              $119.00

Auth.Code:              123456
Response:      APPROVE OFFLINE

X.....
      CARDHOLDER NAME

      MERCHANT COPY
      THANK YOU!
      Please visit us
      Again soon!
```

```
.....
      1-800-555-1234
      Merchant Name
      123 MAIN ST.
      ANYTOWN, NY 11111
      WWW.PAX.US

02/03/2011          11:11:19
CASH Void Refund

Transaction #              3
Account:      *****6789
Entry:              Swiped

Void Refund:              $119.00

Auth.Code:              123456
Response:      APPROVE OFFLINE

      CUSTOMER COPY
      THANK YOU!
      Please visit us
      Again soon!
```

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4.6 Commercial Cards

Note

i Depending upon the Credit Host processor and preloaded BIN range table, Commercial credit cards will prompt for additional information when processing.

STEP	ACTION	DISPLAY
1.	Be sure the terminal is at the Idle Prompt	INPUT CCOUNT CREDIT SALE
2.	Swipe the credit card, Or manually key in the account number and expiration date.	
3.	Input the dollar amount of the transaction then [ENTER]	CREDIT SALE AMOUNT 0.00
4.	If the account number was manually entered, the terminal will ask if the card is present. Depending on the user's response the terminal will prompt for V-code and other AVS settings. Enter the information for all AVS and V-Code prompts.	
5.	Enter the Customer Code then press [ENTER] . <u>OR</u> Press [ENTER] to bypass.	Cust. Code ?
6.	Enter the Tax Amount then press [ENTER] . <u>OR</u> Press [ENTER] to bypass. Continue to next step if tax amount was entered or skip to Step #9 if tax amount was bypassed.	TAX AMOUNT: AMOUNT 0.00

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7.	If the entered tax amount exceeds the user input amount the terminal will display the warning.	TAX EXCEED AMT.
8.	Enter the correct tax amount then press [ENTER]. OR Press [CANCEL] to cancel transaction OR Press [ENTER] to bypass.	TAX AMOUNT 0.00
9.	The terminal contacts the Host Processor for an approval and prints one receipt.	
10.	Press any key for the second receipt to be printed. If a second receipt is not wanted, press [CANCEL] .	TEAR SLIP ----> Press any Key ...
11.	Press [ENTER] for no receipt. <u>OR</u> Press [CANCEL] to print the second receipt.	ARE YOU SURE? ENTR=YES, CANC=NO
12.	Stop.	

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5. Function Option

Note

- I** Your POS Terminal function key allows you to access commonly used functions quickly. You can also access your terminal's menu by pressing the **[FUNC]** button.

5.1 Report

Note

- I** The terminal will print the Default Report. For instructions on how to set the Default Report please refer to [6.3 Reports](#)

STEP	ACTION	DISPLAY
1.	From the idle prompt press [FUNC] to access via the Function Menu.	INPUT ACCOUNT CREDIT SALE
2.	Use the [▲] & [▼] keys to scroll through the options then press [ENTER] to select. <u>OR</u> Press [2] to print the default report.	FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find
3.	Input the Password and press [ENTER] .	ENTER PASSWORD:
4.	Terminal will print the Default Report.	
5.	Stop.	
6.		

5.2 Batch

5.2.1 Batch Close

Note

I The transactions in the terminal need to be closed or settled at the end of the business day, we call this settlement the BATCH PROCESS. Payment for the day's transactions will not be received unless the batch process is completed. A manual batch process must be performed unless the terminal capture type is Autobatch.

STEP	ACTION	DISPLAY
1.	From the idle prompt press [FUNC] then [CLEAR] to access, or press [FUNC] to access via the Function Menu.	INPUT ACCOUNT CREDIT SALE
2.	Press [3] to batch to host.	FUNCTION MENU 1. Report 2. Batch 3. Review 4. Find
3.	Select Host. It is possible to have more than one Host choice, both should be Batched one after the other.	SELECT HOST: 1. HOST1 2. HOST2
4.	Press [1] to close the batch. Note: The selections in the Batch Menu will vary with the Host Processor. With some, there are a number of different choices but others start the batch process immediately.	Batch Menu: 1. Batch Close 2. Force Batch
5.	The terminal will contact the host processor and print a batch report.	
6.	Stop.	

Note

I If a terminal is programmed for auto batch, the host will close the batch automatically each night at a specific time. The terminal will print a batch report. However, the database will only clear at the time of the first attempted sale in the new batch. If your terminal is programmed for auto batch, you may still have the option to batch manually. When Applicable, signature and check images will upload before batching.

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Sample of Batch receipt

Note

Please review the following sample of a manual batch report.
"Star *" - to transactions originated as Store & Forward on reports

```
.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

Batch Report

02/03/2011          11:11:19
-----
Term. Number:      1000934017
-----

EDC:                CREDIT

Trn  Crd  Tp   Acct   $Amount
*****
1    VIS  SL    1234    70.00
2    VIS  SL    2345    45.00
3  * M/C  RT    4567    10.55
4  * VIS  VS    1234    70.00
*****
CREDIT Records:           4
CREDIT Total:             34.45
TOTAL OF TRANSACTIONS
WITHOUT TIPS:             34.45
=====

EDC:                DEBIT

Trn   Tp   Acct   $Amount
*****
1     SL   4321    22.50
*****
DEBIT Records:           1
DEBIT Total:             17.50
TOTAL OF TRANSACTIONS
WITHOUT TIPS:             17.50
Incl. Cash Back          5.00
=====
Records:                 5
Overall:                 56.95
End of Report
```

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5.2.2 Force Batch

Note

I Only MPSHC supports force batch close, this feature can solve the problem when a batch close failed because of an un-balance between the host and local transactions amount and record.

STEP	ACTION	DISPLAY
1.	From the idle prompt press [FUNC] then [CLEAR] to access, or press [FUNC] to access via the Function Menu.	INPUT ACCOUNT CREDIT SALE
2.	Press [3] to batch to host.	FUNCTION MENU 1. Report 2. Batch 3. Review 4. Find
3.	Select Host. Press [1] for MPSHC. Note: If the Host is MPSTC, it will display MPSTC.	SELECT HOST: 1. MPSHC 2. MPSTC
4.	Press [2] to close the batch. Note: The selections in the Batch Menu will vary with the Host Processor With some, there are a number of different choices but others start the batch process immediately. Choosing "MPSHC", will show available options, otherwise only "1. Batch Close" will show.	Batch Menu: 1. Batch Close 2. Force Batch
5.	The terminal will contact the host processor and print a batch report.	
6.	Stop.	

Sample of Batch receipt

Note

Please review the following sample of a force batch report.
"Star *" - to transactions originated as Store & Forward on reports

```
.....  
1-800-555-1234  
Merchant Name  
123 MAIN ST.  
ANYTOWN, NY 11111  
WWW.PAX.US  
  
Batch Report  
  
02/03/2011          11:11:19  
-----  
Terminal Number:    1000934017  
-----  
  
EDC:                ALL  
  
Batch Number:       1234  
Total Records =75  
Overall =30080.00  
  
End of Report  
-----  
.....
```

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5.3 Review

Note

I By this function, the user can review all of the transactions recorded on the POS terminal. Transactions are separated by EDC type or the user can view the total amounts (not including loyalty).

STEP	ACTION	DISPLAY
1.	From the idle prompt press [FUNC] to access via the Function Menu.	INPUT ACCOUNT CREDIT SALE
2.	Use the [▲] & [▼] keys to scroll through the options then press [ENTER] to select. <u>OR</u> Press [4] to print the default report.	FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find
3.	Input the Password and press [ENTER] .	ENTER PASSWORD:
4.	Scroll through the EDC Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.	Scroll Totals <> 1. CREDIT 1000.00 2. DEBIT 100.00 3. EBT 100.00 4. GIFT 100.00
5.	View details of transactions. Use the [▲] & [▼] keys to scroll different transaction	#0001 SALE AMT: 1000.00 TIP: 10.00 *****5454
6.	Press [CANCEL] to go back	
7.	Stop.	

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6.5 Find

Note

I By this function, the user can try to find transacitons recorded on the POS terminal for current batch only. Transations can be traced by Last 4 Digits of card.

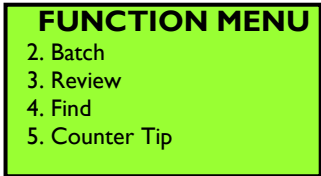
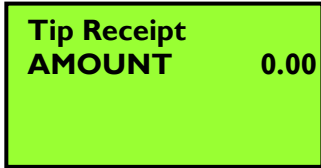
STEP	ACTION	DISPLAY
1.	From the idle prompt press [FUNC] to access via the Function Menu.	INPUT ACCOUNT CREDIT SALE
2.	Use the [▲] & [▼] keys to scroll through the options then press [ENTER] to select. <u>OR</u> Press [5] to print the default report.	FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find
3.	Input the Password and press [ENTER] .	ENTER PASSWORD:
4.	Input Last 4 Digits of the card the user wants to trace	Last 4 Digits
5.	View details of transactions. Use the [▲] & [▼] keys to scroll different transaction	#0001 SALE AMT: 1000.00 TIP: 10.00 *****5454
6.	Press [CANCEL] to go back.	
7.	Stop.	

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6.6 Counter Tip

Note

I Counter Tip can be used in either a Retail or Restaurant location. When the tip is to be entered at the time of the transaction, a Counter Tip receipt can be printed and given to the customer for them to enter the desired tip amount. The customer would enter the tip amount on the receipt and return the receipt along with their card to the cashier for processing. The Counter Tip function can be access via a Hot Key (must be programmed in the POS Terminal Management System before the terminal file is downloaded) or via the Function Menu.

STEP	ACTION	DISPLAY
1.	From the idle prompt press [FUNC] then [6] to access Counter Tip via the Function Menu.	
2.	Enter the base amount of the transaction then press [ENTER] .	
3.	The Tip Receipt will print. Give this receipt to the customer to write the tip amount. The customer should give the receipt back to the cashier along with their credit/debit card.	
4.	Stop.	

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Sample of Counter Tip receipt

.....
1-800-555-1234
Merchant Name
123 MAIN ST.
ANYTOWN, NY 11111
WWW.PAX.US

02/03/2011 11:11:19
Sale:

Bse Amount: \$100.00

Tip: \$_____.____

Total Amt: \$_____.____

THANK YOU!
Please visit us
Again soon!

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6.7 Tip Adjust

6.7.1 Credit RESTAURANT Adjust Tip

Note

I This transaction can be used to adjust the final amount of a transaction. It is supported by RESTAURANTS ONLY. Only FORCED/Online Sales that are not voided can be adjusted. These transactions can be adjusted as many times as you want in the current batch. If transaction cannot be adjusted, “**CANNOT ADJUST**”/”**ALREADY VOIDED**” is displayed.

STEP	ACTION	DISPLAY
1.	From the idle prompt press [FUNC] then [7] to access Tip/Tab Menu via the Function Menu.	FUNCTION MENU 3. Review 4. Find 5. Counter Tip 6. Tip Menu
2.	Select [1] Add Tips.	TIP MENU 1. Add Tips
3.	Select method of finding transaction:	Tip Menu: 1. Scroll Untipped 2. By Invoice# 3. By Srvr/Clerk 4. By Trans.
4.	Scroll untipped: Use the [▲] & [▼] keys to scroll through the displayed transactions then press [ENTER] to select.	#0001 SALE AMT: 2.00 *****4996
	<u>OR,</u>	
	Enter the invoice No. then press [ENTER] to find the transaction.	ENTER INVOICE #:
	<u>OR,</u>	

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	Enter the clerk/server ID then press [ENTER] to find the transaction.	<div>ENTER CLERK ID:</div>
	<u>OR,</u>	
	Input the transaction # to be adjusted.	<div>Enter Trans #:</div> <div>12</div>
	<u>OR,</u>	
	Select card type of scrolling transaction:	<div>Select Card Type</div> <div>1. Visa</div> <div>2. MasterCard</div> <div>3. AMEX</div> <div>4. DCI-DISC</div>
	<u>OR,</u>	
	Enter the corresponding digits then press [ENTER] .	<div>Last 4 Digits:</div>
5.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	<div>#0001 SALE</div> <div>AMT: 2.00</div> <div>*****4996</div>
6.	If the original transaction already has a tip, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	<div>ENTER PASSWORD:</div>
7.	Current tip is displayed in the first line Input new tip Amount then press [ENTER] .	<div>TIP1: 0.10</div> <div>New Rate: 0.00</div>

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8.	<p>This prompt occurs when the Edit Confirm Option has been turned on. Press [ENTER] to accept the tip amount</p> <p><u>OR</u></p> <p>Press [CANCEL] to cancel transaction.</p>	<div>TIP 1:0.20 ENTR=YES, CANC=NO</div>
9.	Stop.	

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6.8 Reprint

Note

I This function allows you to print a Customer copy or a Merchant copy of the receipt for the last processed transaction or for any transaction.

E **Example:** The terminal ran out of paper as the Customer's receipt was printing. Replace the paper and print a copy of the Customer's receipt using the Receipt Copy function.

STEP	ACTION	DISPLAY
1.	From the idle prompt press [FUNC] then [7] to access Tip/Tab Menu via the Function Menu.	<div> FUNCTION MENU 3. Review 4. Find 5. Counter Tip 7. Reprint </div>
2.	Press [1] to print a copy of the Last Customer Receipt. <u>OR</u> Press [2] , choose the EDC type then enter the transaction number to print a copy of Any Receipt. If No last Receipt option is available, then the "Any Receipt" option is selected automatically.	<div> RECEIPT COPY: 1. Last Cust. Rcpt 2. Any Receipt </div>
3.	If Any Receipt was selected . . . Select the EDC Type.	<div> SELECT PMT TYPE: 1. CREDIT 2. DEBIT 3. EBT 4. GIFT </div>
4.	Enter the transaction number then press [ENTER] .	<div> Enter Trans #: 12 </div>
5.	Choose Copy Type. Press [1] for Customer. <u>OR</u> Press [2] for Merchant.	<div> Choose Copy Type 1. Customer 2. Merchant </div>

Receipt Copy, Continued

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STEP	ACTION	DISPLAY
6.	If the terminal does not find the transaction, it displays “ TRANS NOT FOUND! ” and returns to Step 2.	
7.	The requested receipt will print.	
8.	Stop.	

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7. Menu Option

Note

- I** Your POS Terminal menu options allow you to control some terminal settings without the inconvenience of reprogramming. You can choose the options that work best for your business. The menus are divided into main menu options, which have submenu options. You can access your terminal's menu by pressing the **[MENU]** button.

6.1 Accessing the Main Menu

STEP	ACTION	DISPLAY
1.	From the Idle Prompt press [MENU] .	INPUT ACCOUNT CREDIT SALE
2.	Use the [▲] & [▼] keys to scroll through the options then press [ENTER] to select. <u>OR</u> Press the number on the keypad that corresponds with your selection.	MAIN MENU: 1. Reports 2. Merchant Settings 3. Operation Settings 4. Hosts Settings
3.	Press [CANCEL] to return to the Idle Prompt.	INPUT CCOUNT CREDIT SALE
4.	Stop.	

6.2 Main Menu Options

Note



The items available in the terminal's main menu are:

No.	NAME	DESCRIPTION
1	Reports	Configure report settings and print various reports.
2	Merchant Settings	Set security, authorization, receipt header and trailer, etc.
3	Operation Settings	Set receipt printing options, Store & Forward settings, connected peripherals, etc.
4	Hosts Settings	View or modify merchant and terminal IDs, authorization and batch phone numbers, print EDC Report.
5	System Settings	Time & Date, PIN Pad options, Encryption keys, Fraud Control, etc.
6	Communications	Configure communication parameters and settings.

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6.3 Reports

The first menu option is the Report Menu. This generates eight different report options:

MENU DESCRIPTION	<input type="checkbox"/> Default Report
	<input type="checkbox"/> Current Report
	<input type="checkbox"/> History Report
	<input type="checkbox"/> Display Trans
	<input type="checkbox"/> Tip Report
	<input type="checkbox"/> FileSys Report

REPORT TYPES You will be prompted in the Current Report sub-menu to choose a report type. When the setting is saved at the end of the Current Report process, the Report Type specified is the type of report printed for a Default Report and a Batch Report. Below is a list of report types and their definitions.

REPORT	DEFINITION
Condensed Report	This type of report will print the transaction number, card type, transaction type, last four digits of the account number, and the amount of the transaction.
Short Report	This type of report will print the transaction type and the amount of the transaction.
Journal Report	This type of report will print a full copy of each transaction.
Totals Only	This type of report will print daily totals only.

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6.3.1 Default Report

Note

I This report lists the terminal's daily transactions in a format that is configured in the **Current Report** menu. Current Report is described on the next page.

E **Example:** I print out a current report every time there is a change in shifts. To print this report quickly and easily I set it as my default report.

STEP	ACTION	DISPLAY
1.	From the Main Menu press [ENTER] . <u>OR</u> Press [1] to access the Reports Menu.	MAIN MENU: 1. Reports 2. Merchant Settings 3. Operation Settings 4. Hosts Settings
2.	Input the Password and press [ENTER] .	ENTER PASSWORD:
3.	From the Reports Menu press [ENTER] <u>OR</u> Press [1] to select Default Report	REPORTS: 1. Default Report 2. Current Report 3. History Report 4. Display Trans.
4.	Stop.	

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6.3.2 Current Report

Note

I This report lists the terminal's daily transactions in a format that can be customized. You can choose this report as your default report by saving it when the terminal asks: "Save as Default?" If yes, press ENTER, if no then press the CANCEL button.

E **Example:** I want a one-time report of Void transactions only so I printed a current report selecting VOID as the transaction type. I did not want to save it as my default report so I pressed CANCEL when prompted.

STEP	ACTION	DISPLAY
1.	From the Reports menu, press [2] to select Current Report.	<div> REPORTS: 1. Default Report 2. Current Report 3. History Report 4. Display Trans. </div>
2.	<p>Use the [▲] & [▼] keys to scroll through the Report Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.</p> <p>If Clerk/Server mode is enabled, terminal prompts all or specific clerk/server. Refer to Step 5.</p>	<div> CUR. REPORT TYPE: 1. Condensed Rprt 2. Short Report 3. Journal Report 4. Totals Only </div>

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Current Report, Continued

STEP	ACTION	DISPLAY
3.	Scroll through the EDC Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.	SELECT PMT TYPE: 1. ALL 2. CREDIT 3. DEBIT 4. EBT
4.	Scroll through the Card Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.	ENTER CARD TYPE: 1. ALL 2. Visa 3. MasterCard 4. AMEX
5.	Scroll through the options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.	SELECT CLERK 1. ALL 2. Spec. Srvr/Clerk
6.	If a specific clerk/server is selected, terminal prompts for clerk/server ID. Otherwise, skip to Step 5. Enter clerk/server ID then press [ENTER] .	ENTER CLERK ID: _____
7.	If clerk/server mode is not enabled, By Clerk/Server# will not be a choice. Scroll through Sorting Options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.	SORT METHOD: 1. By Trans # 2. By Card Type (3. By Srvr/Clerk#)
8.	Transaction types include All, Sale, Forced, Verify, Return, Void Sale, Void return and Void Forced. Scroll through the Transaction Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection	SELECT TRAN. TYPE 1. ALL 2. SALE 3. FORCED 4. POSTAUTH

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9.	To		THEN	<div>Set Cur. Defaults ENTR=YES, CANC=NO</div>
	Save this as your default report		Press [ENTER]	
	Keep your current default setting		Press [CANCEL]	
10.	Stop.			

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Transaction types on Report

Note

I The Condensed Report will list the different transaction types with 2-letter designations. The following table explains the transaction designators:

DESIGNATOR	TRANSACTION TYPE
SL	Sale
RT	Return
VE	Verify
TK	Forced
VS	Void Sale
VR	Void Return
VF	Void Forced
OP	Open Tab
TB	Closed Tab
CT	Continue Tab

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Sample of Report receipt

Note

Please review the examples below. The examples are Condensed, Short, Journal and Totals Only (next page) versions of the same information.

.....

Current Report

02/03/2011 11:11:19

Terminal Number: 1000123456

EDC: CREDIT
Batch Number: 1

Trn Crd Tp \$Tip \$ Amount

1 AX SL 1.00 12.00
2 MC SL 1.00 45.65
3 AX AT 1.00 12.00
4 AX SL 1.00 122.78
5 MC RT 1.00 15.50
6 AX SL 1.00 88.20
7 AX SL 1.00 9.00
8 AX RT 1.00 300.00
9 MC RT 1.00 272.00

CREDIT Records: 9
CREDIT Total: 522.13
=====
EDC: DEBIT
Trn Tp \$Tip \$ Amount

1 SL 1.00 12.00
2 SL 1.00 67.00

DEBIT Records: 2
DEBIT TOTAL: 79.00
Incl. Cash Back 10.00
Records: 11
Overall: 601.13
End of Report

.....

Condensed Report

.....

Current Report

02/03/2011 11:11:19

Terminal Number: 1000123456

EDC: CREDIT
Batch Number: 1

Sale: 12.00

Sale: 45.65

Void Sale: 12.00

Sale: 122.78

Returned: 15.50

Sale: 88.20

Sale: 9.00

CREDIT Records: 9
CREDIT Total: 522.13
=====
EDC: DEBIT
Batch Number: 1

Sale: 12.00

Sale: 57.00
Cash Back: 10.00
Total: 67.00

DEBIT Records: 2
DEBIT TOTAL: 79.00
Incl. Cash Back 10.00
Records: 11
Overall: 601.13
End of Report

.....

Short Report

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Sample of Report receipt, Continued

Note

Note that the example of the Condensed Report on this page lists Credit transactions for Visa cards only. The Current report can be customized to list specific EDC, card or transaction types only.

```

.....
-----
Current Report
-----
02/03/2011          11:11:19
-----
Terminal Number:    1000123456
-----
EDC:                CREDIT
-----
Batch Number:       1
-----
Sale:               12.00
Transaction #       1
Trans. Date:        02/01/11
Trans. Time:        09:10:00
Entry:              Swiped
Account:            *****6789
Exp. Date:          1211
Auth. Code:         123456
-----
Sale:               45.65
Transaction #       2
Trans. Date:        02/01/11
Trans. Time:        11:11:19
Entry:              Swiped
Account:            *****6789
Exp. Date:          1211
Response:           123456
-----
Records:            11
Overall:            601.13
-----
End of Report
-----
.....

```

```

.....
-----
Current Report
-----
02/03/2011          11:11:19
-----
Terminal Number:    1000123456
-----
TOTALS ONLY
-----
EDC:                CREDIT
-----
Batch Number:       1
*****
CREDIT Records:     9
CREDIT Total:       522.13
=====
EDC:                DEBIT
-----
Batch Number:       1
*****
DEBIT Records:      2
DEBIT TOTAL:        79.00
Incl. Cash Back     10.00
-----
Records:            11
Overall:            601.13
-----
End of Report
-----
.....

```

Totals Only Report

Journal Report

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6.3.3 History Report

Note

I The history reports prints batch totals for the preceding 300 batches. If there are three different EDC types programmed into the terminal, each of the three creates its own batch information. This means that a History Report would be able to print information for the last 100 days.

E **Example:** I want to balance my terminal against last month's statement. Print a History report starting with the first day of last month and ending with the last day. Select the Per Batch option for the individual batch totals and the overall total.

STEP	ACTION	DISPLAY
1.	From the Reports menu, press [3] to select History Report	REPORTS: 1. Default Report 2. Current Report 3. History Report 4. Display Trans.
2.	Using the numeric keypad input the batch date you would like the report to begin with then press [ENTER] .	From Batch Date: MM/DD/YYYY
3.	Using the numeric keypad input the batch date you would like the report to end with then press [ENTER] .	To Batch Date: MM/DD/YYYY
4.	Use the [▲] & [▼] keys to scroll through the EDC Type options then press [ENTER] to select. <u>OR</u> , Press the number corresponding with your selection.	SELECT PMT TYPE: 1. ALL 2. CREDIT 3. DEBIT 4. EBT

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History Report, Continued

STEP	ACTION	DISPLAY
5.	<p>Scroll through the Card Type options then press [ENTER] to select.</p> <p><u>OR</u></p> <p>Press the number corresponding with your selection.</p>	<div> ENTER CARD TYPE: 1. ALL 2. Visa 3. MasterCard 4. AMEX </div>
6.	<p>Transaction types include All, Totals Only, Sale, Forced, Verify, Return, Void Sale, Void return and Void Forced.</p> <p>Scroll through the Transaction Type options then press [ENTER] to select.</p> <p><u>OR</u></p> <p>Press the number corresponding with your selection</p>	<div> SELECT TRAN. TYPE 1. ALL 2. TOTALS ONLY 3. SALE 4. FORCED </div>
7.	Stop.	

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Sample of History receipt

Note

Note the Totals and Per Batch History Reports for the same time period.

```
.....
History Report
-----
02/03/2011                11:11:19
-----
02/01/11      to      02/14/11
-----

EDC: CREDIT                02/01/11
Batch Number                1
-----

VISA:
Sale:      2                134.78
Void Sale: 1                12.00
Total:     3                122.78

Overall:   3                122.78
*****
EDC: DEBIT                02/01/11
Batch Number                2
-----

Sale:      4                75.66
Total:     4                75.66
-----

Overall:   4                75.66
*****

End of Report
-----
```

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6.3.4 Display Transactions

Note

i This function displays the daily transactions on the terminal's LCD display. Use the up and down arrow keys to scroll through the transactions. Use the left and right arrow keys to view additional information about the current transaction and to return to the previous screen. To VOID or print a receipt of the current transaction use the description below.

STEP	ACTION	DISPLAY
1.	From the Reports menu, press [4] to select Display Transaction.	REPORTS: 1. Default Report 2. Current Report 3. History Report 4. Display Trans.
2.	<p>The searching methods include Scroll All, By Invoice Number, By Clerk/Server ID, By Transaction Number, By Card Type and By Card Number. Note that By Invoice Number and By Clerk/Server ID only appear when the corresponding feature is enabled.</p> <p>Use the [▲] & [▼] keys to scroll through the view methods then press [ENTER].</p> <p><u>OR</u></p> <p>Press the number corresponding with your selection.</p>	Display Trans. 1. Scroll All 2. By Trans. # 3. By Card Type 4. By Card Num.
3.	<p>Scroll through the EDC Type options then press [ENTER] to select.</p> <p><u>OR</u></p> <p>Press the number corresponding with your selection.</p>	SELECT PMT TYPE: 1. ALL 2. CREDIT 3. DEBIT 4. EBT

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Display Transactions, Continued

STEP	ACTION		DISPLAY																					
4.	<table><tr><th>IF</th><th colspan="2">THEN</th></tr><tr><td>You selected to scroll through all transaction</td><td colspan="2">The first transaction will show on the display.</td></tr><tr><td>You selected to view by Invoice Number</td><td colspan="2">You will be prompted to input the Invoice Number.</td></tr><tr><td>You selected to view by Clerk/Server ID</td><td colspan="2">You will be prompted to input the Clerk/Server ID.</td></tr><tr><td>You selected to view by Transaction #</td><td colspan="2">You will be prompted to input the Transaction #.</td></tr><tr><td>You selected to view by Card Type</td><td colspan="2">You will be prompted to select a card type.</td></tr><tr><td>If you selected to view by Card Number</td><td colspan="2">You will be prompted to enter the last four digits of the card number.</td></tr></table>			IF	THEN		You selected to scroll through all transaction	The first transaction will show on the display.		You selected to view by Invoice Number	You will be prompted to input the Invoice Number.		You selected to view by Clerk/Server ID	You will be prompted to input the Clerk/Server ID.		You selected to view by Transaction #	You will be prompted to input the Transaction #.		You selected to view by Card Type	You will be prompted to select a card type.		If you selected to view by Card Number	You will be prompted to enter the last four digits of the card number.	
	IF	THEN																						
	You selected to scroll through all transaction	The first transaction will show on the display.																						
	You selected to view by Invoice Number	You will be prompted to input the Invoice Number.																						
	You selected to view by Clerk/Server ID	You will be prompted to input the Clerk/Server ID.																						
	You selected to view by Transaction #	You will be prompted to input the Transaction #.																						
	You selected to view by Card Type	You will be prompted to select a card type.																						
If you selected to view by Card Number	You will be prompted to enter the last four digits of the card number.																							
5.	Stop.																							

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6.3.5 Tip Report

Note

i The Tip Report can be printed for all servers or it can be printed for a specific server. This report lists all tips entered for each transaction and includes a blank line where cash tips can be entered and a signature line for the server to confirm.

STEP	ACTION	DISPLAY
1.	From the Reports menu, press [5] to select Tip Report	REPORTS: 2. Current Report 3. History Report 4. Display Trans. 5. Tip Report
2.	If Clerk/Server mode is enabled, terminal prompts All or Specific clerk/server. Otherwise, skip to Step 4. Press [1] for all servers <u>OR</u> Press [2] for a specific server.	SELECT CLERK 1. ALL 2. Spec. Servr/Clerk
3.	If a specific clerk/server is selected, terminal prompts for clerk/server ID. Otherwise, skip to Step 4. Enter clerk/server ID then press [ENTER] .	ENTER CLERK ID: _____
4.	Use the [▲] & [▼] keys to scroll through the EDC Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection	SELECT PMT TYPE: 1. ALL 2. CREDIT 3. DEBIT 4. EBT .
5.	Scroll through the Card Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection	ENTER CARD TYPE: 1. ALL 2. Visa 3. MasterCard 4. AMEX

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Tip Report, Continued

STEP	ACTION		DISPLAY						
6.	<table><tr><th>To</th><th>THEN</th></tr><tr><td>Save this as your default report</td><td>Press [ENTER]</td></tr><tr><td>Keep your current default setting</td><td>Press [CANCEL]</td></tr></table>		To	THEN	Save this as your default report	Press [ENTER]	Keep your current default setting	Press [CANCEL]	<div>Set Cur. Defaults ENTR=YES, CANC=NO</div>
	To	THEN							
	Save this as your default report	Press [ENTER]							
Keep your current default setting	Press [CANCEL]								
7.	The report will print.								
8.	Stop.								

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Sample of Tip Report receipt

Note

Please review the following sample of Tip Report receipt.

.....	
TIP REPORT	

02/03/2011	11:11:19

Terminal Number:	1000731686

Server ID:	ALL
EDC:	CREDIT
Batch Number:	4
TOTAL SALES:	200.50
Tip:	40.00
GRAND TOTAL:	240.50
=====	
Records:	3
Overall:	240.50
CASH TIPS:	\$ ____ . ____
TIP OUTS:	\$ ____ . ____
End of Report	

.....	

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6.3.6 File System Report

Note

i The File System Report is available as an Optional feature of the application. This report will list the number of records (transactions) currently stored in the terminal for each EDC type. The report also lists how many more transactions of each EDC type the terminal can store if only that EDC type is processed.

STEP	ACTION	DISPLAY
1.	From the Reports menu, press [6] to select File System Report	<div style="background-color: yellow; border: 1px solid black; padding: 5px;"> REPORTS: 3. History Report 4. Display Trans. 5. Tip Report 6. FileSys Report </div>
2.	The File System Report will be printed.	
3.	Stop.	

Sample of File System Report receipt

Note

The values displayed in the sample reports are reflective of one POS Terminal model. Reports printed from other models will reflect the memory capacity of that model.

<pre>===== FILE SYSTEM REPORT ===== 02/03/2011 11:11:19 Free Space: 1495040 EDC R.Sz Records Max ----- CREDIT 334 0 4380 DEBIT 204 0 7300 EBT 212 0 5840 CASH 88 0 16060 ----- *Number of transactions that can be stored if only one EDC used</pre>	<p>No Transactions</p> <p>Transactions for each EDC</p> <p>Note that transactions of one EDC affect the memory capacity of all EDC types.</p>	<pre>===== FILE SYSTEM REPORT ===== 02/03/2011 11:11:19 Free Space: 1495040 EDC R.Sz Records Max ----- CREDIT 334 5 4372 DEBIT 204 2 7288 EBT 212 2 5830 CASH 88 3 16035 ----- *Number of transactions that can be stored if only one EDC used</pre>
--	---	--

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6.4 Merchant Settings

This menu contains eight different functions that can be changed manually, if necessary. They are:

	<input type="checkbox"/> Authorizations
	<input type="checkbox"/> Security Settings
	<input type="checkbox"/> Edit Header
	<input type="checkbox"/> Edit Trailer
MENU	<input type="checkbox"/> Set Batch Time
DESCRIPTION	<input type="checkbox"/> Additional Prompts
	<input type="checkbox"/> Set Cash EDC
	<input type="checkbox"/> Clerk/Server Name

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6.4.1 Authorizations

6.4.1.1 Trans. Types

Note


I This function enables, disables or sets password protection for specific transaction types, such as Voids, Returns, Forced Sales, etc. For all EDC Types the Sale transaction cannot be disabled or password protected. Some transaction types are disabled by the Host and cannot be enabled.

E **Example:** As the Manager of the store, I don't want anyone to process a Void or Return but me. Set the Void and Return functions to Manager Only. The password will then be required to process those transactions.
***Remember the password is either the default current date, MMDDYYYY, or the user specified 8-digit password.**

STEP	ACTION	DISPLAY
1.	From the Main Menu press [2] to access Merchant Settings	MAIN MENU: 1. Reports 2. Merchant Settings 3. Operation Settings 4. Hosts Settings
2.	Press [1] to access Authorization	MERCHANT PARAMS: 1. Authorizations 2. Security Settings 3. Edit Header 4. Edit Trailer

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Transaction Type, Continued

STEP	ACTION	DISPLAY
3.	Input the Password and press [ENTER]	ENTER PASSWORD:
4.	Press [1] to edit authorization for Transaction Types	AUTHORIZATION 1. Trans. Types 2. Card Types 3. Debit Prompt
5.	Use the [▲] & [▼] keys to scroll through the EDC Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.	SELECT PMT TYPE: 1. CREDIT 2. DEBIT 3. EBT 4. GIFT
6.	Scroll to select the Transaction Type then press [ENTER] . <u>OR</u> Press the number corresponding with your selection.	CREDIT 1. FORCED (EN) 2. AUTH (EN) 3. RETURN (EN) 4. VOID/SALE (EN)  Information in the parenthesis is the current setting EN – Always Enabled DIS – Disabled MGR – Password Protected
7.	Scroll to select Enable, Disable or Manager Only for the Transaction Type then press [ENTER] . <u>OR</u> Press the number corresponding with your selection.	CREDIT FORCED 1. Disabled 2. Always Enabled 3. Pswd Protected
8.	Stop.	

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6.4.1.2 Card Types

Note

I This function allows the user to enable or disable specific card types, such as Visa, MasterCard and American Express.

E **Example:** We are not set up to accept American Express cards but sometimes my cashier takes them by mistake, which is a problem. Disable the AMEX card type and the terminal will post an error as soon as the card is swiped.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [1] to access Authorizations	MERCHANT PARAMS: 1. Authorizations 2. Security Settings 3. Edit Header 4. Edit Trailer
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [2] to edit authorization for Card Types	AUTHORIZATION 1. Trans. Types 2. Card Types 3. Debit Prompt
4.	Use the [▲] & [▼] keys to select the Card Type then press [ENTER]. <u>OR</u> , Press the number corresponding with your selection	Choose Card Type 1. Visa + 2. MasterCard + 3. AMEX + 4. DCI-DISC +
5.	Scroll to select Enable or Disable for Card Type then press [ENTER]. <u>OR</u> Press the number corresponding with your selection.	Visa + 1. Disabled 2. Always Enabled I * A '+' indicates the card type is enabled and a '-' indicates disabled.
6.	Stop.	

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6.4.1.3 Debit Prompt

Note

I When this function is enabled the terminal will prompt the user to select CREDIT or DEBIT when a card is swiped. It will only prompt the user to make a selection when the payment type is CREDIT. And it will be invalid for choosing debit when it is in on paper mode.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [1] to access Authorizations	MERCHANT PARAMS: 1. Authorizations 2. Security Settings 3. Edit Header 4. Edit Trailer
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [3] to select Debit Prompt	AUTHORIZATION 1. Trans. Types 2. Card Types 3. Debit Prompt
4.	Current setting is displayed in the first line. Press [1] to turn Debit Prompt OFF. <u>OR</u> Press [2] to turn Debit Prompt ON.	DEBIT PROMPT: I 1. OFF 2. ON
5.	Stop.	

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6.4.2 Security Settings

Security settings have five sub-menus. See the chart below option information.

	● User Password
	● Batch
MENU	● Secure Card
DESCRIPTION	● Card Manual Entry

FUNCTION	OPTIONS
User Password	<ul style="list-style-type: none"> Set the User defined password
Batch	<ul style="list-style-type: none"> Always Enabled Password Protected (Manager Only)
Secure Card	<ul style="list-style-type: none"> No Security Last 4 Digits – Manually enter last four digits of account number and to be compared with the last four digits swiped(Default setting) All Digits – Manually enter the complete account number and to be compared with the account number swiped Display Account – Account number swiped is displayed on screen and to be compared against the embossed account number by the user Last 4 Digits & Display Account – Manually enter last four digits of account number, to be compared with the last four digits swiped, and, Account number swiped is displayed on screen and to be compared against the embossed account number by the user All Digits & Display Account – Manually enter the complete account number, to be compared with the account number swiped, and, Account number swiped is displayed on screen and to be compared against the embossed account number by the user
Card Manual Entry	<ul style="list-style-type: none"> Disabled Always Enabled(Default setting) Password Protected

6.4.2.1 User Password

Note

I This function allows you to set a user specified password. The POS Terminal POS terminal password defaults to the current date (MMDDYYYY). This password changes daily.

It is advised that this default password be changed upon receipt of

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the terminal. The new password should be a series of eight non-sequential numbers that can be easily remembered. Using birthdays or anniversaries is not advised as unauthorized persons can easily discover these passwords.

If the new User Password is forgotten, you must redownload the Parameters to re-establish the default password.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu press [2] for Security Settings.	MERCHANT PARAMS: 1. Authorizations 2. Security Settings 3. Edit Header 4. Edit Trailer
2.	Press [1] for User Password.	SECURITY SWITCH: 1. User Password 2. Batch 3. Secure Card
3.	Press [ENTER] to change the password.	Change Password? ENTR=YES, CANC=NO
4.	The password is anything other than the default password (MMDDYYYY), enter the OLD password then press [ENTER] .	Old Password:
5.	Enter the NEW password then press [ENTER] . Note: The password must be one to sixteen digits in length.	ENTER PASSWORD: *****
6.	Re-enter the NEW password then press [ENTER] .	REENTER PASSWORD *****
7.	Stop.	

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6.4.2.2 Security Batch

Note

I Use this sub-menu to secure the Batch function.

E **Example:** I want to make sure that no one closes the batch but me. Set the Batch function to be password protected.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [2] to access Security Settings.	MERCHANT PARAMS: 1. Authorizations 2. Security Settings 3. Edit Header 4. Edit Trailer
2.	Press [2] to secure the Batch function.	SECURITY SWITCH: 1. User Password 2. Batch 3. Secure Card
3.	Press [1] to Password Protect the function <u>OR</u> Press [2] to enable the function.	Batch: I 1. Pswd Protected 2. Always Enabled
4.	Stop.	

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6.4.2.3 Security Card

Note

I Use this sub-menu to change the settings to help you to verify that the account number swiped matches the number on the front of the card.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [2] to access Security Settings.	MERCHANT PARAMS: 1. Authorizations 2. Security Settings 3. Edit Header 4. Edit Trailer
2.	Press [4] for Secure Card.	SECURITY SWITCH: 1. User Password 2. Batch 3. Secure Card
3.	The current setting is displayed in the first line. Scroll to select the option then press [ENTER] .	Secure Card: I 1. No Security 2. Last 4 Digits 3. All Digits 4. Display Account
4.	Stop.	

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6.4.2.4 Card Manual Entry

Note


I Use this sub-menu to enable, disable or password protect manual entry of a credit transaction.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [2] to access Security Settings.	MERCHANT PARAMS: 1. Authorizations 2. Security Settings 3. Edit Header 4. Edit Trailer
2.	Press [4] for Card manual Entry.	SECURITY SWITCH: 2. Batch 3. Secure Card 4. Card Man. Entry
3.	Press [1] for all EDC types. <u>OR</u> Select the specific EDC type.	SELECT PMT TYPE: 1. ALL 2. CREDIT 3. EBT 4. CHECK
4.	Enter the password then press [ENTER] .	ENTER PASSWORD:
5.	Scroll to select the option then press [ENTER] .	Card Man. Entry:2 1. Disabled 2. Always Enabled 3. Pswd Protected
6.	Stop.	

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6.4.3 Edit Header/Trailer

Note

 These functions allow you to customize the receipt header and trailer. Both the header and trailer are five-lines with 32-characters per line.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [3] to Edit the Receipt Header <u>OR</u> , Press [4] to Edit the Receipt Trailer	MERCHANT PARAMS: 1. Authorizations 2. Security Settings 3. Edit Header 4. Edit Trailer
2.	Scroll to select the option then press [ENTER] .	EDIT HEADER: 1. Header Text 1 2. Header Text 2 3. Header Text 3 4. Header Text 4
3.	Press ↓ to move cursor to the right Press [FUNC] to switch Insert/Overwrite Mode Press ↑ to move cursor to the left	HEADER TEXT 1 PAX TOWN
4.	Input in the text that you want printed out on the receipt. (See instructions below)	
5.	To change the letters, first press the number key that has the letter engraved on the top then press the [ALPHA] key to cycle through the other characters also on that key <u>For example:</u> The #2 key on the keypad also has the letters A , B and C printed on it. When you first press this key, the display will show the number 2 , by pressing the [ALPHA] key it will cause the display to change from a 2 to the letter A . Press [ALPHA] again and it becomes a B and finally C . Pressing another numeric key will advance the cursor on the display to the next position. Use the ↓ key to move the cursor to the right.	
6.	Press [ENTER] to Save Changes <u>OR</u> Press [CANCEL] to Abort Changes	

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7.	Stop.
----	--------------

6.4.4 Set Batch Time

Note

I This function sets the specific time the terminal prints a batch report and clears its memory for the next day. Set Batch Time is for Host Based Auto Batch EDC types only. The Host is not contacted during this process. Please note the batched transactions are cleared from memory with the first transaction of the new batch.

E **Example:** The AutoBatch report is printing in the middle of the day. I accessed the Set Batch Time function and changed the time. Now the report prints after we have closed for the day.

STEP	ACTION	DISPLAY						
1.	From the Merchant Settings menu, press [5] to set the batch time.	<div>MERCHANT PARAMS: 2. Security Settings 3. Edit Header 4. Edit Trailer 5. Set Batch Time</div>						
2.	Input the Password and press [ENTER]	<div>ENTER PASSWORD:</div>						
3.	Scroll to select the host then press [ENTER] . Note: If the Host is MPSTC, it will display MPSTC.	<div>SELECT HOST 1. MPSHC 2. MPSGC</div>						
4.	<table><tr><th>If AutoBatch is</th><th>Then</th></tr><tr><td>supported by Host</td><td>Proceed to #5,</td></tr><tr><td>not supported by Host</td><td>Than skip to #7.</td></tr></table>	If AutoBatch is	Then	supported by Host	Proceed to #5,	not supported by Host	Than skip to #7.	
If AutoBatch is	Then							
supported by Host	Proceed to #5,							
not supported by Host	Than skip to #7.							

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5.	Select whether to support auto batch	AUTO BATCH:I 1. OFF 2. ON
6.	Input the desired time in military (24-hour) time and press [ENTER]	SET BATCH TIME: 05:30
7.	“Auto Batch” is not supported by Host.	NO AUTOBATCH
8.	Stop.	

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6.4.5 Additional Prompts

This menu contains different functions that can be enabled or disabled. They are:

	<input type="checkbox"/> Clerk/Server ID Mode
MENU	<input type="checkbox"/> Invoice Mode
DESCRIPTION	<input type="checkbox"/> CashBack Prompt
	<input type="checkbox"/> Table Mode(RESTAURANT)
	<input type="checkbox"/> Guest No. Mode(RESTAURANT)

6.4.5.1 Clerk/Server ID Mode

Note

I This feature prompts you to enter the server/clerk ID number and is implemented in both **restaurant (server) and retail (clerk)** applications. You can also designate up to one-hundred (100) server/clerk name—ID combinations starting from ID #1 up to ID #100. For Retail, this display name is “Clerk”, and for Restaurant, display name is “Server”.

E **Example:** I would like the receipts to list the clerk who made the sale. Enable Clerk mode and enter all of the clerk’s names starting with Clerk ID#1.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [7] to set the Additional Prompts.	MERCHANT PARAMS: 4. Edit Trailer 5. Merchant Fee 6. Set Batch Time 7. Additional Prompts
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	The display represents a retail setup. Press [1] to select Clerk ID mode.	Additional Prmpt 1. Server ID Mode 2. Invoice Mode 3. CashBack Prompt

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Clerk/Server ID Mode, Continued

STEP	ACTION	DISPLAY
4.	<p>The default setting is OFF.</p> <p>Press [1] to disable Clerk ID mode.</p> <p><u>OR</u></p> <p>Press [2] to enable Clerk ID Mode.</p>	<div> Clerk ID Mode: I 1. OFF 2. ON </div>
5.	<p>Enter the first clerk number/name designation to be saved then press [ENTER]. (System defaults to clerk number 1).</p>	<div> ENTER CLERK ID: I </div>
6.	<p>Enter the clerk name using the same method as editing the header information (maximum 19 characters). Press [ENTER] when name is complete.</p>	<div> ID #I Name: </div>
7.	<p>When all of the clerk names have been entered, press [CANCEL] to accept the entered names.</p>	<div> ID#32 Name : </div>
8.	Stop.	

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6.4.5.2 Invoice Mode

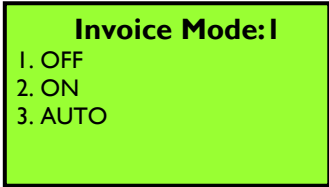
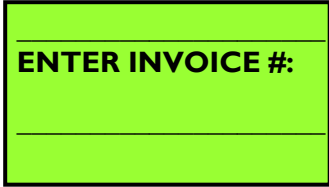
Note

- I** Invoice mode can be disabled, enabled (terminal prompts for invoice number) or set to Auto. (A starting number is entered when enabled; the terminal then increments the number with each transaction.)
- The Invoice Mode sub-menu cannot be accessed if there are current transactions in the open batch. The message “BATCH OUT PLEASE” is displayed.
- If there are failed Offline transactions, the message “MUST UPLOAD OR DELETE FAILED TRN” is displayed when the invoice mode feature is selected.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu press [7] for Additional Prompts.	MERCHANT PARAMS: 5. Merchant Fee 6. Set Batch Time 7. Additional Prompts 8. Cash EDC Setup
2.	Input the Password and press [ENTER] .	ENTER PASSWORD:
3.	If there are no transactions in the terminal database, press [2] for Invoice Mode.	Additional Prmpt 1. Clerk ID Mode 2. Invoice Mode 3. Debit Account 4. CashBack Prompt
4.	Press [2] for Invoice Mode. If there are transactions in the database, they must be batched out before Invoice Mode can be accessed.	BATCH OUT PLEASE

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Invoice Mode, Continued

STEP	ACTION	DISPLAY
5.	<p>The defaulting setting is OFF.</p> <p>Press [1] to disable Invoice Mode</p> <p><u>OR</u></p> <p>Press [2] to enable Invoice Mode (terminal will prompt for invoice number when processing transaction).</p> <p><u>OR</u></p> <p>Press [3] for automatic numbering (terminal will increment invoice number with each transaction).</p>	
6.	<p>If Auto was selected, enter the starting invoice number then press [ENTER].</p>	
7.	Stop.	

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6.4.5.3 CashBack Prompt

Note

I CashBack Prompt can be disabled, or enabled (terminal prompts for cashback amount).

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu press [7] for Additional Prompts.	MERCHANT PARAMS: 5. Merchant Fee 6. Set Batch Time 7. Additional Prompts 8. Cash EDC Setup
2.	Input the Password and press [ENTER] .	ENTER PASSWORD:
3.	If there is no transaction in the terminal database, press [4] for CashBack Prompt.	Additional Prmpt 1. Clerk ID Mode 2. Invoice Mode 3. Debit Account 4. Cashback Prompt
4.	The defaulting setting is OFF. Press [1] to disable CashBack Prompt. <u>OR</u> Press [2] to enable CashBack Prompt.	CashBack Prmpt: I 1. OFF 2. ON
5.	Stop.	

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6.4.5.4 Table Mode

Note

I Table mode can be disabled, enabled (terminal prompts for table number). This option is only applicable for Restaurant versions of the software.

STEP	ACTION	DISPLAY
6.	From the Merchant Settings menu press [7] for Additional Prompts.	MERCHANT PARAMS: 6. Set Batch Time 7. Additional Prompts 8. Cash EDC Setup 9. Clerk/Server Name
7.	Input the Password and press [ENTER] .	ENTER PASSWORD:
8.	If there is no transaction in the terminal database, press [5] for Table Mode.	Additional Prmpt 2. Invoice Mode 3. Debit Account 4. Cashback Prompt 5. Table Mode
9.	The defaulting setting is OFF. Press [1] to disable Table Mode. <u>OR</u> Press [2] to enable Table Mode.	Table Mode:I 1. OFF 2. ON
10.	Stop.	

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6.4.5.5 Guest No. Mode

Note

I Guest No. Mode can be disabled, enabled (terminal prompts for guest number). This option is only applicable for Restaurant versions of the software.

STEP	ACTION	DISPLAY
11.	From the Merchant Settings menu press [7] for Additional Prompts.	MERCHANT PARAMS: 6. Set Batch Time 7. Additional Prompts 8. Cash EDC Setup 9. Clerk/Server Name
12.	Input the Password and press [ENTER] .	ENTER PASSWORD:
13.	If there is no transaction in the terminal database, press [6] for Guest No. Mode	Additional Prmpt 3. Debit Account 4. Cashback Prompt 5. Table Mode 6. Guest No. Mode
14.	The defaulting setting is OFF. Press [1] to disable Guest No. Mode. <u>OR</u> Press [2] to enable Guest No. Mode.	Guest No. Mode:! 1. OFF 2. ON
15.	Stop.	

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6.4.6 Set Cash EDC

Note

I Your POS Terminal allows you to record cash sales in your reporting. To do so, the Cash EDC mode must be enabled. Cash EDC is for record keeping only. Cash transactions are totaled and listed on reports.

E **Example:** I'm taking my POS Terminal to a craft show this weekend. Is there any way I can use the terminal to keep track of my cash transactions? Yes, Enable Cash EDC and change the payment mode to Cash for every cash sale. This will help you to keep track and give you a receipt with your business information for the customer.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [8] to Set Cash EDC	MERCHANT PARAMS 6. Set Batch Time 7. Additional Prompts 8. Cash EDC Setup 9. Clerk/Server Name
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	With Cash is the default setting. Press [1] to Set EDC With Cash <u>OR</u> Press [2] to Set EDC Without Cash	CASH EDC SET: 1. WITH CASH 2. WITHOUT CASH
4.	Stop.	

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6.4.7 Clerk/Server Name

Note



Change the clerk and/or server name.

STEP	ACTION	DISPLAY
1.	From the Merchant Settings menu, press [9] to access Clerk/Server Name	MERCHANT PARAMS: 6. Set Batch Time 7. Additional Prompts 8. Cash EDC Setup 9. Clerk/Server Name
2.	Input the Password and Press [ENTER]	ENTER PASSWORD:
3.	Clear the current entries or not.	CLEAR CURRENT? ENTER=YES,CANC=NO
4.	Enter the new Clerk ID then press [ENTER] .	ENTER CLERK ID:
5.	Stop.	

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6.5 Operation Settings

This Menu has nine options that can be enabled or disabled, manually through the terminal.

They are:

	<input type="checkbox"/> No-Paper Mode
	<input type="checkbox"/> Buzzer Setup
	<input type="checkbox"/> Operation Mode
	<input type="checkbox"/> Battery Saver
	<input type="checkbox"/> Disclaimer Setup
MENU	<input type="checkbox"/> Halo Setup
DESCRIPTION	<input type="checkbox"/> Print Setup
	<input type="checkbox"/> Receipt Print
	<input type="checkbox"/> Peripherals

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6.5.1 No Paper Mode

Note

I This function enables or disables the printer or sets NPM to automatic. When disabled, the terminal will not print a receipt for any transaction and reports are not accessible. When set to **AUTO**, the terminal automatically puts itself in **NPM** when it runs out of paper. When NPM is enabled, the idle screen is flashing NPM instead of arrow.

E **Example #1:** I need to process a few Forced transactions and I don't need receipts for them so I will put the terminal in No Paper Mode. This way I will not waste any paper.

Example #2: The screen is flashing NPM. This means that the terminal is in No Paper Mode. I will replace the paper if necessary and disable NPM.

STEP	ACTION	DISPLAY
1.	From the Operation Settings menu, press [1] to access No Paper mode.	OPER. SETTINGS: 1. No-Paper Mode 2. Buzzer Setup 3. Operation Mode 4. Battery Saver
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Use the [▲] & [▼] keys to your selection and then press [ENTER] . <u>OR</u> , Press the number corresponding with your selection.	NoPaper Mode: 3 1. OFF 2. ON 3. AUTO
4.	Press [ENTER] to complete <u>OR</u> Press [CANCEL] to abort	ARE YOU SURE? ENTR=YES, CANC=NO
5.	Stop.	

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6.5.2 Buzzer Setup

Note

I This feature enables and disables the terminal's built-in buzzer, which sounds a tone when specific functions are performed or buttons are pressed.

E **Example:** I would like to know when the Menu button is pressed so I enabled the Buzzer function. The terminal now beeps whenever the Menu button is pressed.

STEP	ACTION	DISPLAY
1.	From the Operation Settings menu, press [2] for Buzzer Setup.	OPER. SETTINGS: 1. No-Paper Mode 2. Buzzer Setup 3. Operation Mode 4. Battery Saver
2.	Default setting is ON. Press [1] to disable the buzzer. <u>OR</u> Press [2] to enable the buzzer.	Buzzer Setting: 2 1. OFF 2. ON
3.	Stop.	

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6.5.3 Operation Mode

Note

I This feature sets the terminal to one of two modes: **Normal Mode**, which is used for real transactions and **Demo Mode**, which is used for training.
After working in Demo Mode, make sure to return to Normal Mode in order to perform real transactions.

E **Example:** I have a new employee that needs to be trained on the POS Terminal. I'll put the terminal in Demo Mode. That way the new employee can be trained without interfering with business.

STEP	ACTION	DISPLAY
1.	From the Operation Settings menu, press [3] for Operation Mode.	OPER. SETTINGS: 1. No-Paper Mode 2. Buzzer Setup 3. Operation Mode 4. Battery Saver
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	The defaulting setting is Normal Mode. Use the [▲] & [▼] keys to make your selection and then press [ENTER] . <u>OR</u> , Press the number corresponding with your selection	Operation Mode:I 1. Normal Mode 2. Demo Mode
4.	Press [ENTER] to accept the change. OR Press [CANCEL] to cancel.	ARE YOU SURE? ENTR=YES, CANC=NO
5.	Stop.	

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6.5.4 Battery Saver

Note



This function is for wireless terminals and for models equipped with back-up batteries, or else “NOT AVAILABLE” is displayed

Not available for S80.

6.5.5 Disclaimer Setup

Note



This function prints the following disclaimer at the bottom of every credit card transaction.



Disclaimer:

"I AGREE TO PAY ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)."

STEP	ACTION	DISPLAY
1.	From the Operation Settings menu, press [5] for Print Disclaimer.	<div> OPER. SETTINGS: 2. Buzzer Setup 3. Operation Mode 4. Battery Saver 5. Disclaimer Setup </div>
2.	The default setting is ON. Scroll to make your selection and then press [ENTER] . <u>OR</u> Press the number corresponding with your selection.	<div> Prt Dscl. Mode:2 1. OFF 2. ON </div>
3.	Stop.	

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6.5.6 Halo Setup

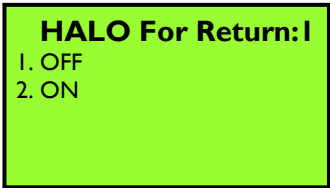
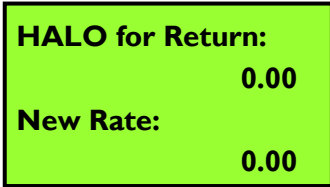
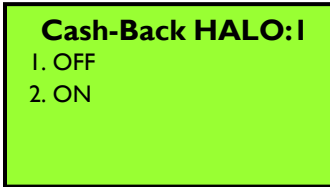
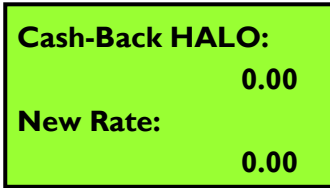
Note

I The Set Halo option sets an amount limit that cannot be exceeded. This option can be set for all types of sales, all types of returns, and cash back on debit transactions.

E **Example:** Store policy is not to allow a Cash Back amount on a debit sale to exceed \$20. If I set the cash back Halo of that amount, my new counter people will not be able to give back an amount greater than \$20 in error.

STEP	ACTION	DISPLAY
1.	From the Operation Settings menu, press [6] to Set Halo values.	OPER. SETTINGS: 3. Operation Mode 4. Battery Saver 5. Disclaimer Setup 6. Halo Setup
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	The default setting is OFF. Press the number corresponding with your selection. <i>If the Halo was disabled, continue with step 5.</i>	HALO For Sale:I 1. OFF 2. ON
4.	The current HALO is displayed in the first line. Input the new maximum amount for a sale then press [ENTER] .	HALO for Sale: 0.00 New Rate: 0.00

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5.	<p>The default setting is OFF.</p> <p>Use the [▲] & [▼] keys to find your selection and then press [ENTER].</p> <p><u>OR</u></p> <p>Press the number corresponding with your selection.</p> <p><i>If the Halo was disabled, continue with step 7.</i></p>	
6.	<p>The current HALO is displayed in the first line.</p> <p>Input the new maximum amount for a return then press [ENTER].</p>	
7.	<p>The default setting is OFF.</p> <p>Use the [▲] & [▼] keys to find your selection and then press [ENTER].</p> <p><u>OR</u></p> <p>Press the number corresponding with your selection.</p>	
8.	<p>The current HALO is displayed in the first line.</p> <p>Input the new maximum amount for cash back then press [ENTER].</p>	
9.	Stop.	

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6.5.7 Print Setup

Note



This function prints a setup report. The report lists the settings of all the terminal options.



Example #1: How do I know what my Fraud Control options are set to? Print a Setup Report.

Example #2: I just changed the address in the receipt header. I want to see what it looks like when printed so I will print a Setup Report.

STEP	ACTION	DISPLAY
1.	From the Operation Settings menu, press [7] to print a Setup Report.	<div> OPER. SETTINGS: 4. Battery Saver 5. Disclaimer Setup 6. Halo Setup 7. Print Setup </div>
2.	Input the Password and press [ENTER] .	<div> ENTER PASSWORD: </div>
3.	The terminal prints out the setup report.	
4.	Stop.	

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Sample of Print Setup receipt

Note

Please review the following sample of Print Setup receipt.

```

.....
02/03/2011          11:11:19

-----
                                US POS CORE+
File name:              USPOSCORE
Appl. version:          01.00.007
Appl. vendor:    PAX Technology, Inc
Description: Apriva Direct Interface

...(varies according to app)
-----
Graphic Logo/Header:

                1-800-555-1234
                Merchant Name
                123 MAIN ST.
                ANYTOWN, NY 11111
                WWW.PAX.US

Trailer:
                THANK YOU
                Please visit us
                Again soon!

Comment Line:
-----
VISA +
MasterCard +
AMEX +
Diners -
CarteBlanche -
Disc/NOVUS +
EnRoute +
JCB +
Extended +

Transaction types
TransType      Host      Mrch      Chgd
SALE           +         -         -
FORCED         +         -         -
VERIFY         +         -         -
RETURN         +         -         -
VOID/SALE      +         -         +
VOID/RTRN      +         -         +
VOID/FRCD      +         -         -

Transaction types
TransType      Host      Mrch      Chgd
SALE           +         -         -
FORCED         -         -         -
VERIFY         -         -         -
RETURN         +         -         -
VOID/SALE      -         -         -
VOID/RTRN      -         -         -
VOID/FRCD      -         -         -

```

This area reflects the Application currently loaded in the terminal.

Individual Merchant Header, Trailer and Comment Line information is listed in this area.

A plus (+) indicates the Credit Card is supported. A minus (-) indicates the card is not supported.

This area of the Set Up Report lists the transaction types that are supported by the different EDC Hosts. If the character in the **Host** column is a plus (+), the Host supports that type of transaction. If the character is a minus (-), the transaction type is not supported.

If the character in the **Chngd** (Changed) column is a plus (+), a change in the setting has been made.

If the character in the **Mrch** (Merchant) column is a minus (-) and the Chngd character is also a minus, the Host setting is in effect. If the Mrch character is a minus and the Chngd character is a plus, the transaction type has been disabled by the Merchant.

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Sample of Print Setup receipt, Continued

Menu	Always Enabled	These functions are set under the Security Level option in Merchant Parameters.
Batch	Always Enabled	
Secure Card:	No Security	
Card Man.	Entry	
CREDIT	Always Enabled	
DEBIT	Disabled	
Secure	Print Account	
CREDIT	Full on report	
DEBIT	Full on report	
PAPER TYPE:	Always two	
Merch Fee:	1.50	PIN Pad parameters and settings.
On CashBack Only		
Built-in Pin Pad		
DEBIT		
Pin Pad Type:		
MastrSession		
PP Version	02.41.00	
Working Key =	1234567890ABCDEF	
MasterKeyLocation =	0	
With Cash		Cash EDC and Industry Prompts from Merchant Parameters. Disclaimer and Menu Type from Merchant Options.
Server Mode	OFF	
Table Mode	OFF	
Guest Mode	OFF	
Invoice Mode	OFF	
CashBack Prompt	ON	
Print Credit Discl:	Yes	
Menu Type=	Manual Scroll	
Default Report:		
Condensed Rprt		
Detail Recs:	ALL	Default Report settings.
Sorted:	by Trans #	
Gn AutoBatchTime =	5:30	
HALO for sale:	No Limit	
HALO for refund:	No Limit	
Cash Back HALO:	20.00	
FPS Mode:		
OFF		
Visa		
MCC:	5814	
Limit for auth	10.00	HALO and FPS settings
Limit for sign	20.00	
Limit for recpt	30.00	

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Sample of Print Setup receipt, Continued

Predial Mode:			
CREDIT	Swipe Only		
DEBIT	OFF		
Working Mode:			
Restaurant Mode			
Demo Mode:	OFF		
Test Mode:	OFF		
Credit/Debit Mode:	OFF		
DCC Mode	OFF		
With Built in Pin Pad			
VISA			
AVS On Swipe:	None		
AVS OnCardPrsn:	Zip		
AVS onCrdNotPr:	Addr&Zip		
Card Present:	Ask In Man		
V-Code:	On Man Ent		
MasterCard			
AVS On Swipe:	None		
AVS OnCardPrsn:	Zip		
AVS onCrdNotPr:	Addr&Zip		
Card Present:	Ask In Man		
V-Code:	On Man Ent		
AMEX			
AVS On Swipe:	None		
AVS OnCardPrsn:	Zip		
AVS onCrdNotPr:	Addr&Zip		
Card Present:	Ask In Man		
V-Code:	On Man Ent		
TIP Setup			
CREDIT	+		
DEBIT	-		
CASH	+		
TIP 1:			
Mode:	In Tip Menu		
Name:	Tip		
Discounted:	ON		
TIP 2:			
Mode:	OFF		
TIP 3:			
Mode:	OFF		
Tip Edit Confirm	ON		

Predial settings

Terminal Mode settings

Fraud Control settings for VISA,
MasterCard and American Express.

Tip settings from Working Mode in the
System Options menu.

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6.5.8 Receipt Print


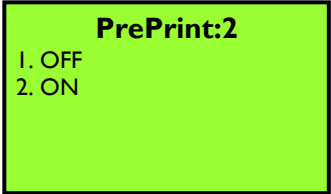
Note

I This function sets preprint and customer copy options.

E **Example #1:** *I don't want to print the customer copy.*
Option is changed in Receipt Print Setup.
Example #2: *I want to disable preprint.*
Option is changed in Receipt Print Setup.

STEP	ACTION		DISPLAY						
1.	From the Operation Settings menu, press [8] to print a Setup Report.		<div>OPER. SETTINGS: 5. Disclaimer Setup 6. Halo Setup 7. Print Setup 8. Receipt Print</div>						
2.	Input the Password and press [ENTER].		<div>ENTER PASSWORD:</div>						
3.	Select functions.		<div>RECEIPT PRINT 1. Customer Copy 2. Preprint</div>						
4.	<table><tr><th>If</th><th>Then</th></tr><tr><td>Customer Copy is selected</td><td>Proceed to #5 #6, and then skip to #8.</td></tr><tr><td>Preprint is selected</td><td>Then skip to #7.</td></tr></table>		If	Then	Customer Copy is selected	Proceed to #5 #6, and then skip to #8.	Preprint is selected	Then skip to #7.	
If	Then								
Customer Copy is selected	Proceed to #5 #6, and then skip to #8.								
Preprint is selected	Then skip to #7.								
5.	Scroll through the EDC Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.		<div>SELECT PMT TYPE: 1. ALL 2. CREDIT 3. DEBIT 4. EBT</div>						

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6.	<p>The defaulting setting is OFF.</p> <p>Press [1] to disable Customer Copy.</p> <p><u>OR</u></p> <p>Press [2] to enable Customer Copy.</p>	
7.	<p>The defaulting setting is ON.</p> <p>Press [1] to disable Preprint.</p> <p><u>OR</u></p> <p>Press [2] to enable Preprint.</p>	
8.	The terminal prints out the setup report.	
9.	Stop.	

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6.5.9 Peripherals

Note



This function allows the user to select an external device, i.e. card reader.

STEP	ACTION	DISPLAY
1.	From the Operation Settings menu, use the [▼] key to scroll to 10. Peripherals then press [ENTER]	OPER. SETTINGS: 7. Print Setup 8. Receipt Print 9. Store&Forward 10. Peripherals
2.	Press [1] to select external card reader.	PERIPHERALS: 1. Ext. CardRdr
3.	The defaulting setting is OFF. Press [1] to disable External Card Reader. <u>OR</u> Press [2] to enable External Card Reader.	Ext. CardRdr: I 1. OFF 2. ON
4.	Stop.	

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6.6 Host Settings


This menu allows you to view/edit the Host Parameter, and Phones, prints an EDC Setup Report, view the Protocol versions and set the Auto Dial parameters.

MENU DESCRIPTION	<input type="checkbox"/> Hosts Parameters
	<input type="checkbox"/> Hosts Phones
	<input type="checkbox"/> Print EDC Setup
	<input type="checkbox"/> Host URL Params
	<input type="checkbox"/> AutoDial Setup

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6.6.1 Host Parameters

Note

 This function is used for editing host parameters.

STEP	ACTION	DISPLAY
1.	From the Hosts Settings menu press [1] to enter Host parameters.	HOST PARAMS: 1. Host Parameters 2. Host Phones 3. Print EDC Setup 4. Host URL Params
2.	Input the Password and press [ENTER] .	ENTER PASSWORD:
3.	Scroll to select the host then press [ENTER] . <u>Note:</u> If the Host is MPSTC, it will display MPSTC.	SELECT HOST 1. MPSHC 2. MPSGC
4.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	HOST PARAMS: 1. Merchant ID 2. Bank ID 3. Terminal Type
5.	Input the Merchant ID if [1] is selected in Step 4.	Merchant ID
6.	Input the Bank ID if [2] is selected in Step 4.	Bank ID 000000
7.	Input the Bank ID if [3] is selected in Step 4.	Terminal Type MER

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8.	Stop.
----	--------------

6.6.2 Host Phones

Note

1 This function is used for editing host parameters.

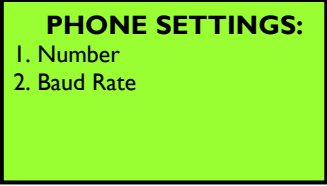
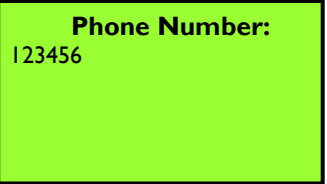
STEP	ACTION	DISPLAY
1.	From the Hosts Settings menu press [2] to enter host phones.	HOST PARAMS: 1. Host Parameters 2. Host Phones 3. Print EDC Setup 4. Host URL Params
2.	Input the Password and press [ENTER] .	ENTER PASSWORD:
3.	Scroll to select the host then press [ENTER] . <u>Note:</u> If the Host is MPSTC, it will display MPSTC.	SELECT HOST 1. MPSHC 2. MPSGC
4.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	PHONE TYPE: 1. Auth. Phones 2. Batch Phones
5.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	EDIT PHONE: 1. Phone #1 2. Phone #2 3. Phone #3
6.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	PHONE SETTINGS: 1. Number 2. Baud Rate

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6.6.2.1 Phone Number

Note


 This function sets the phone number.

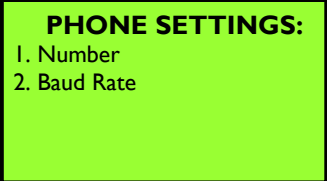
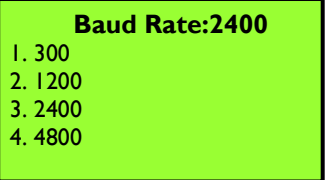
STEP	ACTION	DISPLAY
1.	Press [1].	 <p>PHONE SETTINGS: 1. Number 2. Baud Rate</p>
2.	Input the phone number and press [ENTER]	 <p>Phone Number: 123456</p>
3.	Stop.	

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6.6.2.2 Baud Rate

Note

 This function sets the baud rate.

STEP	ACTION	DISPLAY
1.	Press [2].	
2.	Use the [▲] & [▼] keys to find your selection and then press [ENTER]. Or Press the number corresponding with your selection.	
3.	Stop.	

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6.6.3 Print EDC Setup

Note

I A report listing every EDC Host with its capture type, merchant parameters, authorization and batch phone numbers and AutoDial settings is printed with the Print EDC Setup function.

E **Example:** I need to see what the Capture types of all of the EDC Hosts are to know if manual batching is required.

STEP	ACTION	DISPLAY
1.	From the Hosts Settings menu press [3] to print an EDC Setup Report.	HOST PARAMS: 1. Host Parameters 2. Host Phones 3. Print EDC Setup 4. Host URL Params
2.	Input the Password and press [ENTER] .	ENTER PASSWORD:
3.	The terminal prints EDC Setup.	Printing...
4.	Stop.	

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Sample of Print EDC Setup Report

Note

Please review the following samples of receipts.

02/03/2011	11:11:19	
=====		
EDC Setup		
=====		
Terminal Number:	1000731686	
Serial Number:	000000731686	

Host Name	14.6D CREDIT	
TERMINAL BASE		
Merchant Number:	123456	
Terminal_ID:	123456	
Auth. Phones:		
Phone1:	18005551234	
Baud Rate:	1200, 7E	
Phone2:	18005552345	
Baud Rate:	1200, 7E	
Phone 3:	18005553456	
Baud Rate:	1200, 7E	
# of tries:	1	
Batch Phones:		
Phone1:	18005551234	
Baud Rate:	1200, 7E	
Phone2:	18005552345	
Baud Rate:	1200, 7E	
Phone 3:	18005553456	
Baud Rate:	1200, 7E	
# of tries:	1	

Host Name	14.6D DEBIT	
HOST BASE AUTOBATCH		
Params Same as CREDIT		
Auth. Phones:		
Phone1:	18005554567	
Baud Rate:	1200, 7E	
Phone2:	18005555678	
Baud Rate:	1200, 7E	
Phone 3:	18005556789	
Baud Rate:	1200, 7E	
# of tries:	1	
DBT BATCH THROUGH CREDIT		

Host Name	21.4B CHECK
HOST BASE AUTOBATCH	
Client_Number	123456
Auth. Phones:	
Phone1:	18005554321
Baud Rate:	1200, 7E
Phone2:	18005555432
Baud Rate:	1200, 7E
Phone 3:	18005556543
Baud Rate:	1200, 7E
# of tries:	1

Host Name	4.41A EBT
HOST BASE MANUAL	
Merchant_Number:	123456
Terminal_ID:	123456
BIN_Number:	123456
Auth. Phones:	
Phone1:	18005551111
Baud Rate:	1200, 7E
Phone2:	18005552222
Baud Rate:	1200, 7E
Phone 3:	18005553333
Baud Rate:	1200, 7E
# of tries:	1
Batch Phones:	
Phone1:	18005554444
Baud Rate:	1200, 7E
Phone2:	18005555555
Baud Rate:	1200, 7E
Phone 3:	18005556666
Baud Rate:	1200, 7E
# of tries:	1
=====	
AutoDial Settings:	
CREDIT	ON
AutoDial Begins:	03:00
AutoDial Ends:	04:00
Interval:	5
Retries:	13
DEBIT:	
	OFF
CHECK:	
	OFF
EBT	
AutoDial Begins:	22:00
AutoDial Ends:	23:00
Interval:	5
Retries:	13

Notice the AutoBatch Hosts do
not have AutoDial settings.

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6.6.4 Host URL Params

Note



This function is used for IP address and Port editing manually in the terminal.

STEP	ACTION	DISPLAY
1.	From the Hosts Settings menu press [4] to enter connection settings.	HOST PARAMS: 1. Host Parameters 2. Host Phones 3. Print EDC Setup 4. Host URL Params
2.	Input the Password and press [ENTER] .	ENTER PASSWORD:
3.	Scroll to select the host then press [ENTER] . <u>Note:</u> If the Host is MPSTC, it will display MPSTC.	SELECT HOST 1. MPSHC 2. MPSGC
4.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	PHONE TYPE: 1. Auth. URLs 2. Batch URLs
5.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	EDIT URL: 1. Host URL #1 2. Host URL #2
6.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	URL SETTINGS: 1. URL 2. Port
7.	Input the desired URL address or port number then press [ENTER] .	Host URL:

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8.	Stop.
----	--------------

6.6.5 AutoDial Setup

Note

I The AutoDial function is the automatic execution of the manual batch process. If the terminal capture type is Host Manual or Terminal Capture, the AutoDial feature will automatically perform the manual batch function. AutoDial is not applicable if the terminal capture type is AutoBatch.

E **Example:** Since I don't always have time to batch the terminal at the end of the business day, I set the AutoDial time to automatically batch out an hour after the store closes.

STEP	ACTION	DISPLAY
1.	From the Hosts Settings menu press [5] to enter connection settings.	HOST PARAMS: 2. Host Phones 3. Print EDC Setup 4. Host URL Params 5. AutoDial Setup
2.	Input the Password and press [ENTER] .	ENTER PASSWORD:
3.	Scroll to select the host then press [ENTER] . Note: If the Host is MPSTC, it will display MPSTC.	SELECT HOST 1. MPSHC 2. MPSGC
4.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	AUTODIAL SETUP: 2 1. ON 2. OFF
5.	If [1] is selected in step 4, enter the start time and then press [ENTER] .	START AD AT: HH:MM

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6.	Enter the stop time then press [ENTER] . Stop time is usually one hour after start time.	<div>STOP AD AT: HH:MM</div>
7.	Enter the AutoDial time interval then press [ENTER] . The interval is usually 5 minutes.	<div>AD INTERVAL:</div>
8.	Stop.	

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6.7 System Settings

This menu consists of different functions that can be changed manually.

MENU DESCRIPTION	<input type="checkbox"/> Date/Time Setup
	<input type="checkbox"/> Batch Number
	<input type="checkbox"/> Working Mode
	<input type="checkbox"/> Pre-Dial Call
	<input type="checkbox"/> Database
	<input type="checkbox"/> PIN Pad Settings
	<input type="checkbox"/> Keys Injection
	<input type="checkbox"/> App Management

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6.7.1 Date/Time Setup

Note



All POS Terminals include an internal clock that keeps the time and date. The clock keeps time in a 24-hour or military format. This function sets the internal clock.

STEP	ACTION	DISPLAY
1.	From the Main Menu press [5] to access System Settings	MAIN MENU: 2. Merchant Settings 3. Operation Settings 4. Hosts Settings 5. System Settings
2.	Press [ENTER]	SYSTEM OPTIONS: 1. Date/Time Setup 2. Batch Number 3. Working Mode 4. Pre-Dial Call
3.	Verify that the current Date and/or Time are incorrect. Input the correct date using MM/DD/YY format. Input the correct hour and minutes using Military (24-hour) Format.	07/31/06 MM/DD/YY 10:02:49 HH:MM:SS
4.	Verify the time is now correct and press [CANCEL] <u>OR</u> Press [ENTER] to save the modified time.	
5.	Stop	

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6.7.2 Batch Number

Note



This menu option allows the batch number to be changed. Not all Host processors use batch numbers so care should be taken when accessing this function. Verify the current or last closed batch number with the Host Processor before changing.

STEP	ACTION	DISPLAY
1.	From the System Settings menu press [2] to set batch number.	SYSTEM OPTIONS: 1. Date/Time Setup 2. Batch Number 3. Working Mode 4. Pre-Dial Call
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Select the EDC host. Note: If the Host is MPSTC, it will display MPSTC.	SELECT HOST: 1. MPSHC 2. MPSGC
4.	Terminal displays the current batch No. Input the New Batch # and press [ENTER]	New Batch No:
5.	Press [ENTER] to complete <u>OR</u> Press [CANCEL] to cancel	ARE YOU SURE? ENTR=YES, CANC=NO
6.	Stop.	

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6.7.3 Working Mode


This sub-menu has three options:

MENU	<input type="checkbox"/> Tip Options
DESCRIPTION	<input type="checkbox"/> Fraud Control
	<input type="checkbox"/> Local Dup Check

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6.7.3.1 Tip Options

Note

 These features (listed below) provide the user with multiple Tip options.

The following sub menu options can be found in the Tip Options menu.

	<input type="checkbox"/> EDC Tip
	<input type="checkbox"/> Tip 1
	<input type="checkbox"/> Tip 2
	<input type="checkbox"/> Tip 3
MENU	<input type="checkbox"/> Edit Confirm
DESCRIPTION	<input type="checkbox"/> Print TIP Setup

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6.7.3.1.1 EDC Tip

Note

i EDC Tip allows the user to enable/disable the active tips for individual EDC types.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [3] for Working Mode.	SYSTEM OPTIONS: 1. Date/ Time Setup 2. Batch Number 3. Working Mode 4. Pre-Dial Call
2.	Press [ENTER]	WORKING MODE: 1. Tip Options 2. Fraud Control 3. Comment Opt.
3.	Input the Password and press [ENTER]	ENTER PASSWORD:
4.	Press [ENTER] for EDC Tips.	TIP OPTIONS: 1. EDC Tip 2. Tip 1: (OFF) 3. Tip 2: (OFF) 4. Tip 3: (OFF)
5.	Select the EDC type.	SELECT PMT TYPE: 1. CREDIT 2. DEBIT 3. EBT 4. GIFT
6.	Current setting is displayed in the first line. Press [1] to disable tips for the selected EDC type. OR Press [2] to enable tips for the selected EDC type.	EDC Tip: 2 1. OFF 2. ON
7.	Stop.	

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6.7.3.1.2 Tip1-Tip3

Note

I This function allows you to include up to three tips with each transaction, as well as naming the tips, choosing to have the terminal calculate the tip or total amount and entering a default amount for each tip. For Retail, all tips are processed with the transaction. The following instructions are for Retail terminals only.

E **Example:** The first tip is enabled but the receipt lists it as Tip with no default amount and the Merchant wants it listed as Processing with a default charge of \$10. The tip name can be changed and a default amount set in the Tip Options in Working Mode.

STEP	ACTION	DISPLAY
1.	From the Tip Options menu use the [▲] & [▼] to select the tip you wish to edit then press [ENTER]. <u>OR</u> Press the number corresponding with your selection.	<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> TIP OPTIONS: 1. EDC Tip 2. Tip 1: (OFF) 3. Tip 2: (OFF) 4. Tip 3: (OFF) </div> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> I * The current Tip status is displayed in parenthesis. </div>
2.	Press [1] to disable the tip or [2] to enable the tip.	<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> Tip 1 (OFF) 1. OFF 2. ON </div>
	<p>After turning a tip option ON you will then be prompted to Edit the Tip name.</p> <p>To change the letters, first presses the number key with the letter engraved on top then press the [ALPHA] key to cycle through the other characters on that key.</p> <p><u>For example:</u></p> <p>The #2 key on the keypad also has the letters A, B and C printed on it. When you first press this key, the display will show the number 2, by pressing the [ALPHA] key it will cause the display to change from 2 to the letter A. Continue pressing the [ALPHA] key for the required letter.</p> <p>Modify the tip name then press [ENTER].</p>	<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> TIP 1 Name: I N Tip </div>

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3.	<p>Press [1] to have the terminal calculate the Transaction Total after the Tip amount is entered.</p> <p><u>OR</u></p> <p>Press [2] to have the terminal calculate the Tip amount after the Transaction Total is entered.</p>	<div style="border: 1px solid black; background-color: #00FF00; padding: 5px;"> TIP Entry Method 1. Calculate Total 2. Calculate Tip </div>
4.	<p>If in Step 3, Calculate Total is selected, enter the default tip amount then press [ENTER].</p> <p><u>OR</u></p> <p>Press [ENTER] to bypass.</p> <p>Note: Current rate is displayed in the first line.</p> <p>The default tip amount will automatically be added to all transactions.</p>	<div style="border: 1px solid black; background-color: #00FF00; padding: 5px;"> Tip: 0.00 New Rate: 0.00 </div>
5.	Stop.	

6.7.3.1.3 Edit Confirm

Note


- 1** Enabling Edit Confirm will cause the terminal to prompt the user to press **[ENTER]** to accept the tip amount or press **[CANCEL]** to prompt for a new tip amount. Edit confirm is supported in **Restaurant only**.

STEP	ACTION	DISPLAY
1.	From the Tip Options menu press [5] for Edit Confirm.	<div style="border: 1px solid black; background-color: #00FF00; padding: 5px;"> TIP OPTIONS: 2. Tip 1: (OFF) 3. Tip 2: (OFF) 4. Tip 3: (OFF) 5. Edit Confirm </div>
2.	<p>The current setting is displayed in the first line.</p> <p>Press [1] to disable Edit Confirm.</p> <p><u>OR</u></p> <p>Press [2] to enable Edit Confirm.</p>	<div style="border: 1px solid black; background-color: #00FF00; padding: 5px;"> Edit Confirm: 2 1. OFF 2. ON </div>
3.	Stop.	

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6.7.3.1.4 Print Tip Setup

Note

 This function prints a report listing the terminal's tip configuration.

STEP	ACTION	DISPLAY
1.	From the Tip Options menu press [7] to print the Tip Setup report.	TIP OPTIONS: 4. Tip 3: (OFF) 5. Tab Option 6. Edit Confirm 7. Print TIP Setup
2.	Stop.	

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Sample of Tip Setup Report

```
-----  
TIP Setup:  
CREDIT                      +  
DEBIT                       -  
CHECK                       -  
EBT                         -  
CASH                        +  
  
TIP 1:  
Mode:                      In Transaction  
Name:                      Tip  
Entry:                     Calculate Total  
  
TIP 2:  
Mode:                      In Transaction  
Name:                      Delivery  
Preset Amount:             5.00  
  
Tip 3:  
Mode:                      OFF  
  
Tip Edit Confirm           OFF  
-----
```

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6.7.3.2 Fraud Control Option

Note

I These features (listed below) provide the user with multiple options when setting the parameters for individual card types. This can be accomplished on the POS Terminal or on the terminal.

The following sub menu options can be found in the Fraud Control menu.

	<input type="checkbox"/> AVS On Swipe
	<input type="checkbox"/> AVS On Card Present
	<input type="checkbox"/> AVS on Card Not Present
MENU	<input type="checkbox"/> Card Present
DESCRIPTION	<input type="checkbox"/> V-Code

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6.7.3.2.1 AVS On Swipe

Note

I AVS On Swipe enables AVS prompts on all swiped transactions for individual Credit Card types or for all card types.

E **Example:** The Merchant does not want any AVS prompts when the card is swiped. The AVS On Swipe setting will be changed to None. This will disable the AVS prompts on swiped transactions.

OPTION	DEFINITION
None	There will be no AVS prompts(default)
Address	AVS will prompt for address only
Zip	AVS will prompt for zip code only
Address & Zip	AVS will prompt for address and zip code

STEP	ACTION	DISPLAY
1.	From the Main Menu, press [5] for System Settings	MAIN MENU: 2. Merchant Settings 3. Operation Settings 4. Hosts Settings 5. System Settings
2.	Press [3] for Working Mode.	SYSTEM OPTIONS: 1. Date/Time Setup 2. Batch Number 3. Working Mode 4. Pre-Dial Call

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AVS On Swipe, Continued

STEP	ACTION	DISPLAY
3.	Press [2] for Fraud Control.	WORKING MODE: 1. Tip Options 2. Fraud Control 3. Comment Opt.
4.	Input the Password and press [ENTER] .	ENTER PASSWORD:
5.	Press [1] to set the AVS On Swipe.	Fraud Control 1. AVS On Swipe 2. AVS On CardPrsnt 3. AVS OnCardNotPrsnt 4. Card Present
6.	Select the card type you wish to modify or press [1] for all card types.	Select Card Type 1. ALL 2. Visa 3. MasterCard 4. AMEX
7.	Press the number that corresponds to the desired AVS Prompt.	AVS On Swipe 1. None 2. Address 3. Zip 4. Address & Zip
8.	Stop.	

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6.7.3.2.2 AVS On Card Present

Note

I AVS On Card Present is a feature that enables AVS prompts on all manual transactions where the card is present for individual Credit Card types or for all card types.

OPTION	DEFINITION
None	There will be no AVS prompts
Address	AVS will prompt for address only
Zip	AVS will prompt for zip code only(default)
Address & Zip	AVS will prompt for address and zip code

STEP	ACTION	DISPLAY
1.	From the Fraud Control menu press [2] to set AVS On Card Present.	Fraud Control 1. AVS On Swipe 2. AVS On CardPrsnt 3. AVS OnCardNotPrsnt 4. Card Present
2.	Select the card type you wish to modify or press [1] for all card types.	Select Card Type 1. ALL 2. Visa 3. MasterCard 4. AMEX
3.	Press the number that corresponds to the desired AVS Prompt.	AVS On CardPr 1. None 2. Address 3. Zip 4. Address&Zip
4.	Stop.	

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6.7.3.2.3 AVS On Card Not Present

Note

I AVS On Card Not Present is a feature that enables AVS prompts on all manual transactions where the card is **not** present for individual Credit Card types or for all card types.

E **Example:** For added security, the AVS feature that prompts for Address and Zip on all manual entries where the card is not present should be enabled.

OPTION	DEFINITION
None	There will be no AVS prompts
Address	AVS will prompt for address only
Zip	AVS will prompt for zip code only
Address & Zip	AVS will prompt for address and zip code(default)

STEP	ACTION	DISPLAY
1.	From the Fraud Control menu press [3] to set AVS On Card Not Present.	Fraud Control 1. AVS On Swipe 2. AVS On CardPrsnt 3. AVS OnCardNotPrsnt 4. Card Present
2.	Select the card type you wish to modify or press [1] for all card types.	Select Card Type 1. ALL 2. Visa 3. MasterCard 4. AMEX
3.	Press the number that corresponds to the desired AVS Prompt.	AVS On CardNPr 1. None 2. Address 3. Zip 4. Address&Zip
4.	Stop.	

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6.7.3.2.4 Card Present

Note

I On manual transactions, different data is required depending upon whether or not the card is present. This feature sets the option to assume the card **is** or **is not** present or to **ask** if the card is present.

E **Example:** To be assured that the AVS prompts are always displayed, I will set the Card Present option to **No, if manual**.

OPTION	DEFINITION
No, If manual	It is assumed that the card is NOT present on all manual entry transactions.
Always Yes	It is assumed that the card is always present.
Ask, If manual	The terminal will ask if the card is present on all manual entry transactions.(default)

STEP	ACTION	DISPLAY
1.	From the Fraud Control menu press [4] to set the Card Present options.	Fraud Control 1. AVS On Swipe 2. AVS On CardPrsnt 3. AVS OnCardNotPrsnt 4. Card Present
2.	Select the card type you wish to modify or press [1] for all card types.	Select Card Type 1. ALL 2. Visa 3. MasterCard 4. AMEX
3.	Press the number that corresponds to the desired Card Present option.	Card Present 1. No, if manual 2. Always Yes 3. Ask, if manual
4.	Stop.	

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6.7.3.2.5 V-Code

Note

I This feature enables the user to determine how to set up the CVV, CVC and CID security feature for individual card types or for all card types.

OPTION	DEFINITION
Off	Will not prompt for Code
On if Manual	Will prompt for Code on manual entry transactions(default)
On if Manual, Card not Present	Will prompt for Code if card is not present
On Always	Will always prompt for Code

STEP	ACTION	DISPLAY
1.	From the Fraud Control menu press [5] for V-Code.	Fraud Control 2. AVS On CardPrsnt 3. AVS OnCardNotPrsnt 4. Card Present 5. V-Code
2.	Select the card type you wish to modify or press [1] for all card types.	Select Card Type 1. ALL 2. Visa 3. MasterCard 4. AMEX
3.	Press the number that corresponds to the desired CVV Mode.	V-Code 1. OFF 2. On if manual 3. OnIfMan.CrdNotPrsnt 4. On always
4.	Stop.	

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6.7.3.3 Local Dup Check

Note

- 1** This feature will notify the user when there are duplicated transactions of the same amount and same card account number.

STEP	ACTION	DISPLAY
1.	From the Main Menu, press [5] for System Settings	MAIN MENU: 2. Merchant Settings 3. Operation Settings 4. Hosts Settings 5. System Settings
2.	Press [3] for Working Mode.	SYSTEM OPTIONS: 1. Date/Time Setup 2. Batch Number 3. Working Mode 4. Pre-Dial Call
3.	Press [3] for Local Dup Check.	WORKING MODE: 1. Tip Options 2. Fraud Control 3. Local Dup Check
4.	If the security for Card Manual Entry is on, the terminal will prompt for the manager password. When prompted, enter the password and then press [ENTER] .	ENTER PASSWORD:
5.	The default setting is OFF. Press [1] to disable Clerk ID mode. <u>OR</u> Press [2] to enable Clerk ID Mode.	Dup Check : I 1. OFF 2. ON
6.	STOP.	

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6.7.4 Pre-Dial Call

Note

I This feature provides the user options of whether to enable the Pre-Dial Call function or not. If it is enabled, terminal will make a pre-dial call to the host.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [4] for Pre-Dial Call.	SYSTEM OPTIONS: 2. Batch Number 3. Working Mode 4. Pre-Dial Call 5. Database
2.	Scroll through the EDC Type options then press [ENTER] to select. <u>OR</u> Press the number corresponding with your selection.	SELECT PMT TYPE: 1. ALL 2. CREDIT 3. DEBIT 4. EBT
3.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	PreDial Call 1. Predial OFF 2. Predial ON 3. Predial on SWIPE
4.	Stop.	

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6.7.5 Database

This sub-menu has three options:

	<input type="checkbox"/> Void
MENU	<input type="checkbox"/> Post Auth
DESCRIPTION	<input type="checkbox"/> Clear Database
	<input type="checkbox"/> Clear Reversal

6.7.6.1 Void

Note

I The Void sub-menu under Edit Database is an easy way to void transactions. All the void transactions will behave as manually entered void transactions.

E **Example:** I need to void transactions 1 through 14. This can be done quickly by using the Edit Database function.
If it is not necessary to have a Void Receipt for all of the transactions, put the terminal in No Paper Mode. Remember to disable NPM after all of the transactions have been voided.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [5] for Edit Database.	SYSTEM OPTIONS: 3. Working Mode 4. Pre-Dial Call 5. Database 6. Pin Pad Settings
2.	Input the Password and Press [ENTER]	ENTER PASSWORD:
3.	Press [1] for void transactions	EDIT DATABASE: 1. Void 2. Post Auth 3. Clear Database 4. Clear Reversal
4.	When the void is not supported or is disabled. Else go next step.	NOT AVAILABLE

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5.	Select an EDC Type	SELECT PMT TYPE: 1. CREDIT 2. EBT 3. GIFT
6.	Input the transaction # to be voided.	Enter Trans #: 12
7.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	#0001 SALE AMT: 2.00 *****4996
8.	Press [ENTER] to complete <u>OR</u> Press [CANCEL] to cancel.	Void #0001? ENTR=YES, CANC=NO
9.	Stop.	

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6.7.6.2 Post Auth

Note

I The Post Auth Transaction sub-menu under Edit Database is an easy way for completion transactions.

E **Example:** I need to complete transactions 1 through 14. This can be done quickly by using the Edit Database function.
If it is not necessary to have a Completion Receipt for all of the transactions, put the terminal in No Paper Mode. Remember to disable NPM after all of the transactions have been completed.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [5] for Edit Database.	SYSTEM OPTIONS: 3. Working Mode 4. Test Mode 5. Pre-Dial Call 6. Database
2.	Input the Password and Press [ENTER] .	ENTER PASSWORD:
3.	Press [2] for Post Auth transactions.	EDIT DATABASE: 1. Void 2. Post Auth 3. Clear Database 4. Clear Reversal
4.	When Post Auth is not support or is disabled. Else go next step.	NOT AVAILABLE
5.	Input the transaction # to be completed.	Enter Trans #: 12
6.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	#0001 AUTH AMT: 52.00 *****4996

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7.	Terminal goes to the normal steps for a Post Auth transaction.
8.	Stop.

6.7.6.3 Clear Database

Note

I It is possible to clear the database for each EDC type individually or all of them together. Before clearing the database, make sure there are receipts with the full account number for all of the transactions. If necessary, run a Journal Report.

For detail about reversal flag, it will also delete if you choose "ALL" in select PMT Type screen.

Before clearing the database, it is strongly recommended to make sure there are receipts with the full account number for all of the transactions. If necessary, run a Journal Report.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [5] for Edit Database.	SYSTEM OPTIONS: 3. Working Mode 4. Test Mode 5. Pre-Dial Call 6. Database
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [3] for Clear Database	EDIT DATABASE: 1. Void 2. Post Auth 3. Clear Database 4. Clear Reversal
4.	Press [ENTER] to continue <u>OR</u> Press [CANCEL] to cancel	ARE YOU SURE? ENTR=YES, CANC=NO

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5.	Select EDC type you wish to clear the database for then press [ENTER] . <u>OR</u> Press [ENTER] to clear all databases.	SELECT PMT TYPE: 1. ALL 2. CREDIT 3. DEBIT 4. EBT
6.	A short report listing the cleared databases is printed.	
7.	Stop.	

6.7.6.4 Clear Reversal

Note

- 1** If an authorization request is sent to host, but there is no response received, the terminal will try to reverse that transaction to avoid mistake. But sometimes it may happen that the reversal will never succeed. **This will make the terminal unable to process anymore transactions.** To avoid this situation, you can clear the reversal flag in this menu, so that the terminal will not try the reversal anymore.

Note that the original transaction may already be approved in host, so the total transactions may not match while Batch Close.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [5] for Edit Database.	SYSTEM OPTIONS: 3. Working Mode 4. Test Mode 5. Pre-Dial Call 6. Database
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [4] for Clear Reversal	EDIT DATABASE: 1. Void 2. Post Auth 3. Clear Database 4. Clear Reversal
4.	Press [ENTER] to continue <u>OR</u> Press [CANCEL] to cancel	ARE YOU SURE? ENTR=YES, CANC=NO


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5.	Stop.
----	--------------

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6.7.6 Pin Pad Settings

Note


 Use this function to modify the Pin pad Settings.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [6] to Select the Key Location.	SYSTEM OPTIONS: 4. Test Mode 5. Pre-Dial Call 6. Database 7. Pin Pad Settings
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [1] to select the Internal PIN pad. <u>OR</u> Press [2] to select the External PIN pad.	PIN Pad Type:I 1. Internal PIN pad 2. External PIN pad
4.	Stop.	

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6.7.7 Keys Injection

Note


 Use this function to enter the Key Load sub application.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [7] to Select the Keys Injection.	SYSTEM OPTIONS: 4. Pre-Dial Call 5. Database 6. Pin Pad Settings 7. Keys Injection
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [1] or [2] to enter the function: [1] Will start the Key Injection process, after you see the screen in step 4 then skip to step #7. [2] If you need to set baud rate, skip to step #5.	KEY INJECT 1. Start 2. Set Baudrate
4.	Session Started	KEY INJECT Receiving...
5.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	BaudRate 1200 1. Set to 1200 2. Set to 2400 3. Set to 4800 4. Set to 9600
6.	After setting the baud rate return to step 3 in this process.	
7.	Stop.	

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6.7.8 Application Management

Note

 Use this function to enter the App Load sub application.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [8] to Select App Management.	SYSTEM OPTIONS: 5. Database 6. Pin Pad Settings 7. Keys Injection 8. App Management
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	APP LOAD 1. Activate 2. App Update 3. Configuration 4. Terminal SN
4.	Stop.	

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6.7.9.1 Activate

Note

I Use this function to activate the App Load.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [9] to Select App Management.	SYSTEM OPTIONS: 6. Database 7. Pin Pad Settings 8. Keys Injection 9. App Management
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [1] to activate App Load.	APP LOAD 1. Activate 2. App Update 3. Configuration 4. Terminal SN
4.	Press [1] for online activation. The POS terminal connects to the LCS server to communicate. Then POS terminal will display either Activated or error messages.	ACTIVATE 1. Online
5.	Stop.	

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6.7.9.2 App Update

Note

I Use this function to download applications, parameters, signatures, certifications from ADS and download advertisements from ADD.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [9] to Select the App Management.	SYSTEM OPTIONS: 6. Database 7. Pin Pad Settings 8. Keys Injection 9. App Management
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [2] for App Update.	APP LOAD 1. Activate 2. App Update 3. Configuration 4. Terminal SN
4.	If Terminal prompt "Please do batch close at first" so do batch close first then back to this menu. If there is no this prompt, skip to Step 5.	APP UPDATE Please do batch close first
5.	Terminal displays " Checking... " while checking if there are available applications on the ADS.	Checking...
6.	If there is no available download, the Terminal displays " No Available DownLD ".	No Available DownLD.

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7.	If there are available, the Terminal automatic starts the download process; and displays “ Downloading... ” with the download progress percentage. After finish downloading, the terminal displays “ Success ” and lists the downloaded applications.
8.	Stop.

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6.7.9.3 Configuration

Note

I Use this function to configure the communication parameters of the App Load application, and Phone Setting is the function that allows user to set phone number to link to the BroadPOS Terminal Server.


STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [9] to Select the App Management.	SYSTEM OPTIONS: 6. Database 7. Pin Pad Settings 8. Keys Injection 9. App Management
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [3] for Configuration.	APP LOAD 1. Activate 2. App Update 3. Configuration 4. Terminal SN
4.	Press [1] to set Server URL and skip to Step 5. Press [2] to set Server Port and skip to Step 6. Press [3] for Phone Settings. Please refer to Host Phones .	CONFIGURATIONS 1. Server URL 2. Server Port 3. Phone Setting
5.	Set Server URL and press [ENTER] .	SERVER URL ■
6.	Set Server Port and press [ENTER] .	SERVER PORT ■

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7.	Stop.
----	--------------

6.7.9.4 Terminal SN

Note

 This function displays the SN and other information of the terminal.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [9] to Select the App Management.	SYSTEM OPTIONS: 6. Database 7. Pin Pad Settings 8. Keys Injection 9. App Management
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [4] for Terminal SN.	APP LOAD 1. Activate 2. App Update 3. Configuration 4. Terminal SN
4.	Screen displays the SN and other information of the terminal.	
5.	Stop.	

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6.7.9.5 App Info

Note

I This function displays the App Info of each application.

STEP	ACTION	DISPLAY
1.	From the System Settings menu, press [9] to Select the App Management.	SYSTEM OPTIONS: 6. Database 7. Pin Pad Settings 8. Keys Injection 9. App Management
2.	Input the Password and press [ENTER]	ENTER PASSWORD:
3.	Press [5] for App Info.	APP LOAD 2. App Update 3. Configuration 4. Terminal SN 5. App Info
4.	Screen displays the App Info of each application. Press [ENTER] to go forward.	
5.	Stop.	

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6.7 Communications

This Menu has following sub-menus pertaining to communication. These parameters affect communications during authorization and batching only. The following features are part of the Communication Menu:

MENU DESCRIPTION	<input type="checkbox"/> Main Communication
	<input type="checkbox"/> Backup Comm
	<input type="checkbox"/> Maximum Tries
	<input type="checkbox"/> Connect Timeout
	<input type="checkbox"/> Receive Timeout
	<input type="checkbox"/> Dial Parameters
	<input type="checkbox"/> LAN Parameters(for Terminal with LAN)
	<input type="checkbox"/> Wireless Parameters(for Terminal with Wireless Module)

1.8.1 Main Communication

Note


 Use this feature to set the main method of communication. If a method of communication not supported by the terminal is selected, the error message “**NOT AVAILABLE**” is displayed.

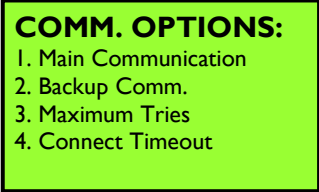
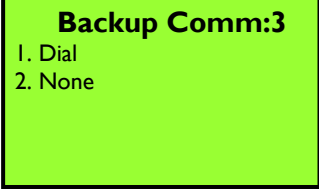
STEP	ACTION	DISPLAY
1.	From the Communication Options menu press [1] for Main Communication.	COMM. OPTIONS: 1. Main Communication 2. Backup Comm. 3. Maximum Tries 4. Connect Timeout
2.	Use the [▲] & [▼] keys to select the primary communication type.	Main Comm.:I 1. LAN 2. Dial
3.	Stop	

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1.8.2 Backup Communication

Note


 Use this feature to set the backup method of communication. If a method of communication not supported by the terminal is selected, the error message “**NOT AVAILABLE**” is displayed.

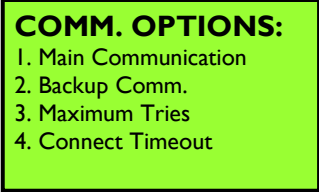

STEP	ACTION	DISPLAY
1.	From the Communication Options menu press [2] for Backup Communication.	 <p>COMM. OPTIONS: 1. Main Communication 2. Backup Comm. 3. Maximum Tries 4. Connect Timeout</p>
2.	<p>Default setting is [2] None.</p> <p>Use the [▲] & [▼] keys to select the primary communication type.</p> <p>Note: If in Main Communication menu Dial is selected, then in this menu the first option is LAN.</p>	 <p>Backup Comm:3 1. Dial 2. None</p>
3.	Stop	

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1.8.3 Maximum Tries

Note


 Use this feature to set the maximum number of tries for communication.

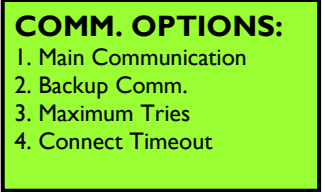
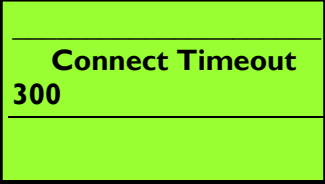
STEP	ACTION	DISPLAY
1.	From the Communication Options menu press [3] for Maximum Tries.	
2.	Terminal displays the current tries setting. Input the New tries # and press [ENTER]	
3.	Stop	

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1.8.4 Connect Timeout

Note


 Use this feature to set the timeout for connection.

STEP	ACTION	DISPLAY
4.	From the Communication Options menu press [4] for Connect Timeout.	
5.	Terminal displays the current timeout setting. Input the New timeout and press [ENTER]	
6.	Stop	

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1.8.5 Receive Timeout

Note

 Use this feature to set the timeout for receiving messages from host.

STEP	ACTION	DISPLAY
7.	From the Communication Options menu press [5] for Receive Timeout.	COMM. OPTIONS: 2. Backup Comm. 3. Maximum Tries 4. Connect Timeout 5. Receive Timeout
8.	Terminal displays the current timeout setting. Input the New timeout and press [ENTER]	Receive Timeout 450
9.	Stop	

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1.8.6 Dial Parameters

Note




All of the parameters that can be set for phone line communication are sub-menus under the Dial Parameters menu.

STEP	ACTION	DISPLAY
1.	From the Communication Options menu press [6] for Dial Parameters.	<div> Comm. Options 4. Connect Timeout 5. Receive Timeout 6. Dial Parameters 7. LAN Parameters </div>
2.	Press [1] to enter the Dial Type menu. <u>OR</u> Press [2] for Dialing Prefix.	<div> Dial Params: 1. Dial Type 2. Dialing Prefix </div>
3.	If in Step 2, [1] Dial Type is selected, the Dial Type menu will be displayed. Use the [▲] & [▼] keys to find your selection and then press [ENTER] . Or Press the number corresponding with your selection.	<div> Dial Type: 1 1. Tone 2. Pulse </div>
4.	If in Step 2, [2] Dialing Prefix is selected, enter the Dialing Prefix.	<div> Dialing Prefix: </div>
5.	Stop	

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6.8.7 LAN Parameters

Note

 All of the parameters that can be set for LAN communication are sub-menus under the LAN Parameters menu.

STEP	ACTION	DISPLAY
6.	From the Communication Options menu press [7] for LAN Parameters.	Comm. Options 4. Connect Timeout 5. Receive Timeout 6. Dial Parameters 7. LAN Parameters
7.	Press [1] to enter the LAN Type menu.	LAN Params: 1. LAN Type
8.	Press [1] for DHCP and press [2] for Static	LAN Type: 1 1. DHCP 2. Static
9.	If [2] Static is selected, new options will show.	LAN Params: 2. IP Address 3. Subnet Mask 4. Gateway IP 5. DNS IP
10.	Press [2] for IP Address and then input it.	IP Address 000.000.000.000
11.	Press [3] for Subnet Mask and then input it.	Subnet Mask 000.000.000.000

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12.	Press [4] for Gateway IP and then input it.	<div>Gateway IP 000.000.000.000</div>
13.	Press [5] for DNS IP and then input it.	<div>DNS IP 000.000.000.000</div>
14.	Stop	

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APPENDIX A - Receipts

A.1 Credit Card Receipts Template

Items in blue are conditionally optional. If not given, these items should not be printed.

.....	→	Halving Line
Header Line #1	→	Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2	→	Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3	→	Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4	→	Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5	→	Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo	→	Host logo which is from host (Only available when the host provides)
<DEMO MODE>	→	Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH		
Terminal ID: 7777777	→	The Terminal ID assigned by Host
04/09/2011 13:54:08	→	Print the current date and time
Sale:	→	Transaction Type. Here are the definitions of legal transactions.
Transaction # 24	→	Transaction Number is incremental; do not print if it is a duplicated transaction.
Card Type: MasterCard	→	Card Type [Please refer to requirement specifications]
Account: *****5454	→	Card Number,
Exp. Date: 1214	→	
Entry: Manual	→	Entry. [Swiped / Manual / Contactless]
Server[132]: Lily	→	Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
Invoice # 31492	→	Invoice # [Merchant Settings – Additional Prompts – Invoice Mode]
Table No.: 2	→	Number of table Only supported in Restaurant Industry. [Merchant Settings – Additional Prompts – Table Mode]
No. of Guests: 5	→	Number of Guests. Only supported in Restaurant Industry. [Merchant Settings – Additional Prompts – Guest No. Mode]
Amount: 200.00	→	Base transaction amount
[TIP 1]: 1.00	→	Amount of tip 1, if enabled. Tip name should be printed to replace “Tip 1”. In Restaurant industry, Tip 1 is always on. When In Tip Menu is selected or In Transaction is bypassed, it will display “\$____.” for the cardholder to write tip amount. When Auto Percent is selected, it will display high amount percent , low amount and “\$____.”
	→	Halving line
Total: 201.00	→	Base amount and tip In Transaction. It is a reference for the merchant to calculate the total amount.
[TIP 2]: \$_____	→	Amount of tip 2, if enabled. Tip name should be printed to replace “Tip 2”. In Restaurant industry, When In Tip Menu is selected or In Transaction is bypassed, it will display “\$____.” for the cardholder to write tip amount. When Auto Percent is selected, it will display high amount percent , low amount and “\$____.”
Tip Amt: 1% 2.00	→	Low amount percent for tip
Tip Amt: 90% 180.00	→	High amount percent for tip

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Appendix A Receipt



[TIP 3]:	\$ _____, __	→	Amount of tip 3, if enabled. Tip name should be printed to replace "Tip 3". In Restaurant industry, When In Tip Menu is selected or In Transaction is bypassed, it will display "\$ _____" for the cardholder to write tip amount. When Auto Percent is selected, it will display high amount percent, low amount and "\$ _____."
Total:	\$ _____, __	→	Total amount of the above tip and amount. In Restaurant industry, When In Tip Menu and Auto Percent is selected or In Transaction is bypassed, it will display "\$ _____" for the cardholder to write total amount.
Ref. Number	88888888	→	Reference Number (do not print if null)
Auth. Code:	000000	→	Approval Code. If no auth code, the value will be null.
AVS Response:	0	→	Available for Sale, Return and Auth transaction.
AVS Code	AVS	→	Print the AVS code message from the host
Message:			
CVD Response:	P	→	Available for Sale, Return and Auth transaction.
CVD Message	CVD	→	Print the CVD message from the host
Response:	APPROVED OFFLINE	→	Print "APPROVED OFFLINE" in demo mode
	Detailed Information	→	Print the detailed information from the host
	Merchant Receipt Data	→	Print the merchant receipt data from the host
APP DUPE!		→	Print this line if it is a duplicated transaction.
I AGREE TO PAY ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)		→	Disclaimer [Operation Settings - Disclaimer]
X.....		→	Signature Line
SIGNATURE		→	Print "SIGNATURE" in Manual Entry, Print Cardholder name in Swiped Entry
IMPRINT CARD		→	Only print this line in manual entry and card is present
MERCHANT COPY			
Trailer Line #1		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
.....		→	Halving Line
.....		→	Halving Line
Header Line #1		→	Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2		→	Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3		→	Editable. [Merchant Settings –Edit Header – Header Text 3]

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Appendix A Receipt






Header Line #4	→	Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5	→	Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo	→	Host Logo which is from host (Only available when the host provides)
COPY	→	Print “COPY” on customer receipt
<DEMO MODE>	→	Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH	→	
Terminal ID: 7777777	→	The Terminal ID assigned by Host
04/09/2011 13:54:08	→	Print the current date and time
Sale:	→	Transaction Type. Here are the definitions of legal transactions.
Transaction # 24	→	Transaction Number is incremental; do not print if it is a duplicated transaction.
Card Type: MasterCard	→	Card Type
Account: *****5454	→	Card Number
Entry: Manual	→	Entry. [Swiped / Manual / Contactless]
Server[132]: Lily	→	Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
Invoice # 31492	→	Invoice # [Merchant Settings – Additional Prompts – Invoice Mode]
Table No.: 2	→	Number of table Only supported in Restaurant Industry. [Merchant Settings – Additional Prompts – Table Mode]
No. of Guests: 5	→	Number of Guests. Only supported in Restaurant Industry. [Merchant Settings – Additional Prompts – Guest No. Mode]
Amount: 200.00	→	Base transaction amount
[TIP 1]: 1.00	→	Amount of tip 1, if enabled. Tip name should be printed to replace “Tip 1”. In Restaurant industry, Tip 1 is always on. When In Tip Menu is selected or In Transaction is bypassed, it will display “\$____.” for the cardholder to write tip amount. When Auto Percent is selected, it will display high amount percent , low amount and “\$____.”
	→	Halving line
Total: 201.00	→	Base amount and tip In Transaction. It is a reference for the merchant to calculate the total amount.
[TIP 2]: \$____.	→	Amount of tip 2, if enabled. Tip name should be printed to replace “Tip 2”. In Restaurant industry, When In Tip Menu is selected or In Transaction is bypassed, it will display “\$____.” for the cardholder to write tip amount. When Auto Percent is selected, it will display high amount percent , low amount and “\$____.”
Tip Amt: 1% 2.00	→	Low amount percent for tip
Tip Amt: 90% 180.00	→	High amount percent for tip
[TIP 3]: \$____.	→	Amount of tip 3, if enabled. Tip name should be printed to replace “Tip 3”. In Restaurant industry, When In Tip Menu is selected or In Transaction is bypassed, it will display “\$____.” for the cardholder to write tip amount. When Auto Percent is selected, it will display high amount percent , low amount and “\$____.”
Total: \$____.	→	Total amount of the above tip and amount. In Restaurant industry, When In Tip Menu and Auto Percent is selected or In Transaction is bypassed, it will display “\$____.” for the cardholder to write total amount.

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Appendix A Receipt



Ref. Number	88888888	→	Reference Number (do not print if null)
Auth. Code:	000000	→	Approval Code
AVS Response:	0	→	Available for Sale, Return and Auth transaction.
AVS Code Message:	AVS	→	Print the AVS code message from the host
CVD Response:	P	→	Available for Sale, Return and Auth transaction.
CVD Message	CVD	→	Print the CVD message from the host
Response:	APPROVED OFFLINE	→	Print "APPROVED OFFLINE" in demo mode
	Detailed Information	→	Print the detailed information from the host
	Customer Receipt Data	→	Print the customer receipt data from the host
	APP DUPE	→	Print this line if it is a duplicated transaction.
	CUSTOMER COPY		
	Trailer Line #1	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
	Trailer Line #2	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
	Trailer Line #3	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
	Trailer Line #4	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
	Trailer Line #5	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
		→	Advertisement 1
		→	Advertisement 2
		→	Advertisement 3
	→	Halving Line

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A.2 Debit Card Receipts Template

Items in blue & bold are conditionally optional. If not given, these items should not be printed.

.....		→	Halving Line
Header Line #1		→	Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2		→	Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3		→	Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4		→	Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5		→	Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo		→	Host Logo which is from BroadPOS server.
<DEMO MODE>		→	Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH			
Terminal ID:	7777777	→	Terminal ID of the POS terminal, Terminal ID value should be blank if POS terminal is in Demo Mode.
04/09/2011	13:54:08	→	Print the current date and time
DebitSale:		→	Legal Value: [Debit Sale Debit Refund]
Transaction #	24	→	Transaction Number is incremental; do not print if it is a duplicated transaction.
Account:	*****4393	→	Card Number,
Entry:	Swiped	→	Entry. [Swiped]
Server[132]:	Lily	→	Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
Invoice #	31492	→	Invoice # [Merchant Settings – Additional Prompts –Invoice Mode]
Table No.:	2	→	Number of table Only supported in Restaurant Industry. [Merchant Settings – Additional Prompts – Table Mode]
No. of Guests:	5	→	Number of Guests. Only supported in Restaurant Industry. [Merchant Settings – Additional Prompts – Guest No. Mode]
Amount:	200.00	→	Base transaction amount
[Tip 1]:	1.00	→	Amount of tip 1, if enabled. Tip name should be printed to replace “Tip 1”
[Tip 2]:	2.00	→	Amount of tip 2, if enabled. Tip name should be printed to replace “Tip 2”
[Tip 3]:	3.00	→	Amount of tip 3, if enabled. Tip name should be printed to replace “Tip 3”
Cash Back:	20.00	→	Cash Back amount [Merchant Settings – Additional Prompts – Cash Back Prompt]
Merchant Fee:	20.00	→	Merchant Fee [Merchant Settings – Merchant Fee]
Total:	246.00	→	Total amount (Do not print if only one amount exists)
Ref. Number	88888888	→	Reference Number (do not print if null)
Auth. Code:	000000	→	Auth Code
Response:	APPROVED OFFLINE	→	Print “APPROVED OFFLINE” in demo mode
VERBIAGE 1		→	Message available only when host provides
VERBIAGE 2		→	Message available only when host provides
VERBIAGE 3		→	Message available only when host provides
APP DUPE		→	Print this line if it is a duplicated transaction.

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Appendix A Receipt



MERCHANT COPY		
Trailer Line #1		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
.....		→ Halving Line
.....		→ Halving Line
Header Line #1		→ Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2		→ Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3		→ Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4		→ Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5		→ Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo		→ Host Logo which is from host (Only available when the host provides)
COPY		→ Print “COPY” on customer receipt
<DEMO MODE>		→ Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH		
Terminal ID:	7777777	→ Terminal ID of the POS terminal, Terminal ID value should be blank if POS terminal is in Demo Mode.
04/09/2011	13:54:08	→ Print the current date and time
Debit Sale:		→ Legal Value: [Debit Sale Debit Refund]
Transaction #	24	→ Transaction Number is incremental; do not print if it is a duplicated transaction.
Account:	*****4393	→ Card Number
Entry:	Swiped	→ Entry. [Swiped]
Server[132]:	Lily	→ Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
Invoice #	31492	→ Invoice # [Merchant Settings – Additional Prompts – Invoice Mode]
Amount:	200.00	→ Base transaction amount
[Tip 1]:	1.00	→ Amount of tip 1, if enabled. Tip name should be printed to replace “Tip 1”
[Tip 2]:	2.00	→ Amount of tip 2, if enabled. Tip name should be printed to replace “Tip 2”
[Tip 3]:	3.00	→ Amount of tip 3, if enabled. Tip name should be printed to replace “Tip 3”
Cash Back:	20.00	→ Cash Back amount [Merchant Settings – Additional Prompts – Cash Back Prompt]
Merchant Fee:	20.00	→ Merchant Fee [Merchant Settings – Merchant Fee]

Total:	246.00	→ Total amount (Do not print if only one amount exists)
Ref. Number	88888888	→ Reference Number (do not print if null)
Auth. Code:	000000	→ Auth Code
Response:	APPROVED OFFLINE	→ Print “APPROVED OFFLINE” in demo mode
VERBIAGE 1		→ Message available only when host provides
VERBIAGE 2		→ Message available only when host provides

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VERBIAGE 3	→ Message available only when host provides
APP DUPE	→ Print this line if it is a duplicated transaction.
CUSTOMER COPY	
Trailer Line #1	→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2	→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3	→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4	→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5	→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
	→ Advertisement 1
	→ Advertisement 2
	→ Advertisement 3
.....	→ Halving Line

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A.3 EBT Card Receipts Template

Items in blue & bold are conditionally optional. If not given, these items should not be printed.

.....	→	Halving Line
Header Line #1	→	Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2	→	Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3	→	Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4	→	Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5	→	Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo	→	Host Logo which is from host (Only available when the host provides)
<DEMO MODE>	→	Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH	→	
Terminal ID: 7777777	→	Terminal ID of the POS terminal, Terminal ID value should be blank if POS terminal is in Demo Mode.
04/09/2011 13:54:08	→	Print the current date and time
EBT Sale:	→	EDC Type, Transaction Type. Here are the definitions of legal transactions.
Food Stamps	→	Account Type [Food Stamps / Cash Benefit / Voucher]
Transaction # 24	→	Transaction Number is incremental (Do not print on balance receipt, do not print if it is a duplicated transaction)
Account: *****4393	→	Card Number,
Entry: Swiped	→	Entry [Swiped / Manual / Contactless]
Server[132]: Lily	→	Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
Invoice # 31492	→	Invoice # [Merchant Settings – Additional Prompts – Invoice Mode]
Voucher No. 1234567	→	Voucher number. Only printed in voucher transaction
Amount: 200.00	→	Base transaction amount, balance receipt doesn't have this field.
[Tip 1]: 1.00	→	Amount of tip 1, if enabled. Tip name should be printed to replace "Tip 1"
[Tip 2]: 2.00	→	Amount of tip 2, if enabled. Tip name should be printed to replace "Tip 2"
[Tip 3]: 3.00	→	Amount of tip 3, if enabled. Tip name should be printed to replace "Tip 3"
Cash Back: 20.00	→	Cash Back amount [Merchant Settings – Additional Prompts – Cash Back Prompt]
Merchant Fee: 20.00	→	Merchant Fee [Merchant Settings – Merchant Fee]
Total: 246.00	→	Total amount (Do not print if only one amount exists)
Ref. Number 88888888	→	Reference Number (do not print if null)
Auth. Code: 000000	→	Balance Inquiry should not print this line, void transactions should print the original auth code. If no auth code, the value will be null.
Response: APPROVED OFFLINE	→	Print "APPROVED OFFLINE" in demo mode
Food Stamps Balance: 32.00	→	Print on inquiring EBT food stamps balance or both balance
Cash Benefit: Balance: 40.00	→	Print on inquiring EBT cash benefit balance or both balance
VERBIAGE 1	→	Message available only when host provides
VERBIAGE 2	→	Message available only when host provides
VERBIAGE 3	→	Message available only when host provides

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Appendix A Receipt



APP DUPE		→	Print this line if it is a duplicated transaction.
MERCHANT COPY			
Trailer Line #1		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
.....		→	Halving Line
.....		→	Halving Line
Header Line #1		→	Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2		→	Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3		→	Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4		→	Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5		→	Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo		→	Host Logo which is from host (Only available when the host provides)
COPY		→	Print “COPY” on customer receipt
<DEMO MODE>		→	Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH			
Terminal ID:	7777777	→	Terminal ID of the POS terminal, Terminal ID value should be blank if POS terminal is in Demo Mode.
04/09/2011	13:54:08	→	Print the current date and time
EBT Sale:		→	EDC Type, Transaction Type. Here are the definitions of legal transactions.
Food Stamps		→	Account Type [Food Stamps Cash Benefit Voucher]
Transaction #	24	→	Transaction Number is incremental (Do not print on balance receipt, do not print if it is a duplicated transaction)
Account:	*****4393	→	Card Number
Entry:	Swiped	→	Entry [Swiped Manual Contactless]
Server[132]:	Lily	→	Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
Invoice #	31492	→	Invoice # [Merchant Settings – Additional Prompts – Invoice Mode]
Amount:	200.00	→	Base transaction amount, balance receipt doesn't have this field.
[Tip 1]:	1.00	→	Amount of tip 1, if enabled. Tip name should be printed to replace “Tip 1”
[Tip 2]:	2.00	→	Amount of tip 2, if enabled. Tip name should be printed to replace “Tip 2”
[Tip 3]:	3.00	→	Amount of tip 3, if enabled. Tip name should be printed to replace “Tip 3”
Cash Back:	20.00	→	Cash Back amount [Merchant Settings – Additional Prompts – Cash Back Prompt]
Merchant Fee:	20.00	→	Merchant Fee [Merchant Settings – Merchant Fee]

Total:	246.00	→	Total amount (Do not print if only one amount exists)
Ref. Number	88888888	→	Reference Number (do not print if null)

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Appendix A Receipt



Auth. Code:	000000	→	Balance Inquiry should not print this line, void transactions should print the original auth code. Approval Code. If no auth code, the value will be null.
Response:	APPROVED OFFLINE	→	Print "APPROVED OFFLINE" in demo mode
Food Stamps:	32.00	→	Print on inquiring EBT food stamps or both balance
Cash Benefit:	40.00	→	Print on inquiring EBT cash benefit or both balance
VERBIAGE 1		→	Message available only when host provides
VERBIAGE 2		→	Message available only when host provides
VERBIAGE 3		→	Message available only when host provides
APP DUPE		→	Print this line if it is a duplicated transaction.
CUSTOMER COPY			
Trailer Line #1		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
		→	Advertisement 1
		→	Advertisement 2
		→	Advertisement 3
.....		→	Halving Line

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A.4 Gift Card Receipts Template

Items in blue & bold are conditionally optional. If not given, these items should not be printed.

.....		→	Halving Line
Header Line #1		→	Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2		→	Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3		→	Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4		→	Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5		→	Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo		→	Host Logo which is from host (Only available when the host provides)
<DEMO MODE>		→	Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH			
Terminal ID:	7777777	→	Terminal ID of the POS terminal, Terminal ID value should be blank if POS terminal is in Demo Mode.
04/09/2011	13:54:08	→	Print the current date and time
Gift Redemption:		→	EDC Type, Trans Type Here are the definitions of legal transactions
Transaction #	24	→	Transaction Number is incremental (Do not print on balance receipt, do not print if it is a duplicated transaction)
Account:	*****4393	→	Card Number
Exp. Date:	1214	→	Replace/Merge transactions requires new card only.
Entry:	Swiped	→	Issue Virtual requires full card number.
Server[132]:	Lily	→	Expiration Date
Invoice #	31492	→	Entry. [Swiped], [Manual]
Amount:	200.00	→	Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
[Tip 1]:	1.00	→	Invoice # [Merchant Settings – Additional Prompts – Invoice Mode]
[Tip 2]:	2.00	→	Base transaction amount, balance, deactivation receipt doesn't have this field.
[Tip 3]:	3.00	→	Amount of tip 1, if enabled. Tip name should be printed to replace "Tip 1"
Cash Back:	20.00	→	Amount of tip 2, if enabled. Tip name should be printed to replace "Tip 2"
		→	Amount of tip 3, if enabled. Tip name should be printed to replace "Tip 3"
Total:	226.00	→	Total amount (Do not print if only one amount exists)
Ref. Number	88888888	→	Reference Number (do not print if null)
Unlock ID:	2	→	Only for Pre-Auth
Auth. Code:	000000	→	Approval Code
Response:	APPROVED OFFLINE	→	Print "APPROVED OFFLINE" in demo mode
Balance:	20.00	→	Print on inquiring balance, issue, sale, void and a deact without refund, and could be replaced by "Refund:" while doing a deact with refund.
Detailed Information		→	Print the detailed information from the host
Merchant Receipt Data		→	Print the merchant receipt data from the host
APP DUPE		→	Print this line if it is a duplicated transaction.

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Appendix A Receipt



MERCHANT COPY		
Trailer Line #1		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5		→ Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
.....		→ Halving Line
.....		→ Halving Line
Header Line #1		→ Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2		→ Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3		→ Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4		→ Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5		→ Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo		→ Host Logo which is from host (Only available when the host provides)
COPY		→ Print “COPY” on customer receipt
<DEMO MODE>		→ Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH		
Merchant ID:	0	→ The current merchant ID. Print it if multi merchant mode is on.
Terminal ID:	7777777	→ Terminal ID of the POS terminal, Terminal ID value should be blank if POS terminal is in Demo Mode.
04/09/2011	13:54:08	→ Print the current date and time
Gift Redemption:		→ EDC Type, Trans Types. Here are the definitions of legal transactions
Transaction #	24	→ Transaction Number is incremental (Do not print on balance receipt, do not print if it is a duplicated transaction)
Account:	*****4393	→ Card Number,].
Exp. Date:	1214	→ Replace/Merge transactions requires new card only.
Entry:	Swiped	→ Issue Virtual requires full card number.
Server[132]:	Lily	→ Expiration Date
Invoice #	31492	→ Entry. [Swiped]
Amount:	200.00	→ Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
[Tip 1]:	1.00	→ Invoice # [Merchant Settings – Additional Prompts – Invoice Mode]
[Tip 2]:	2.00	→ Base transaction amount, balance, deactivation receipt doesn't have this field.
[Tip 3]:	3.00	→ Amount of tip 1, if enabled. Tip name should be printed to replace “Tip 1”
Cash Back:	20.00	→ Amount of tip 2, if enabled. Tip name should be printed to replace “Tip 2”
	-----	→ Amount of tip 3, if enabled. Tip name should be printed to replace “Tip 3”
Total:	226.00	→ Total amount (Do not print if only one amount exists)
Ref. Number	88888888	→ Reference Number (do not print if null)
Unlock ID:	2	→ Only for Pre-Auth

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Appendix A Receipt



Auth. Code:	000000	→	Approval Code
Response:	APPROVED OFFLINE	→	Print "APPROVED OFFLINE" in demo mode
Balance:	20.00	→	Print on inquiring balance, issue, sale, void and deact without refund, and could be replaced by "Refund:" while do deact with refund.
Detailed Information		→	Print the detailed information from the host
Customer Receipt Data		→	Print the customer receipt data from the host
APP DUPE		→	Print this line if it is a duplicated transaction.
CUSTOMER COPY			
Trailer Line #1		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
		→	Advertisement 1
		→	Advertisement 2
		→	Advertisement 3
.....		→	Halving Line

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A.5 Cash Receipts Template

Cash Sale & Void Receipts Template

Items in blue & bold are conditionally optional. If not given, these items should not be printed.

.....		→	Halving Line
Header Line #1		→	Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2		→	Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3		→	Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4		→	Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5		→	Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo		→	Host Logo which is from BroadPOS server.
<DEMO MODE>		→	Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH			
04/09/2011	13:54:08	→	Print the current date and time
Cash Sale:		→	Legal Value: [Cash Sale/Cash Void/Sale/Cash Void/Return]
Transaction #	24	→	Transaction Number is incremental; do not print if it is a duplicated transaction.
Server[132]:	Lily	→	Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
Invoice #	31492	→	Invoice # [Merchant Settings – Additional Prompts –Invoice Mode]
Paid Cash		→	The method of payment is cash.
Amount:	200.00	→	Base transaction amount
[Tip 1]:	1.00	→	Amount of tip 1, if enabled. Tip name should be printed to replace “Tip 1”
[Tip 2]:	2.00	→	Amount of tip 2, if enabled. Tip name should be printed to replace “Tip 2”
[Tip 3]:	3.00	→	Amount of tip 3, if enabled. Tip name should be printed to replace “Tip 3”
Total:	206.00	→	Total amount (Do not print if only one amount exists)
MERCHANT COPY			
Trailer Line #1		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5		→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
.....		→	Halving Line

(Cash Void receipt is the same, except transaction type is “Cash Void”).

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Cash Return (Refund) Receipts Template

Items in blue & bold are conditionally optional. If not given, these items should not be printed.

.....	→	Halving Line
Header Line #1	→	Editable. [Merchant Settings –Edit Header – Header Text 1]
Header Line #2	→	Editable. [Merchant Settings –Edit Header – Header Text 2]
Header Line #3	→	Editable. [Merchant Settings –Edit Header – Header Text 3]
Header Line #4	→	Editable. [Merchant Settings –Edit Header – Header Text 4]
Header Line #5	→	Editable. [Merchant Settings –Edit Header – Header Text 5]
Host Logo	→	Host Logo which is from BroadPOS server.
<DEMO MODE>	→	Print this mark only when the POS terminal is in DEMO MODE
DO NOT CASH		
04/09/2011	→	Print the current date and time
13:54:08	→	Transaction Type.
Cash Refund:		
Transaction #	→	Transaction Number is incremental; do not print if it is a duplicated transaction.
24		
Server[132]:	→	Server ID and name [Merchant Settings – Additional Prompts –Server ID Mode] Void trans don't require.
Lily		
Invoice #	→	Invoice # [Merchant Settings – Additional Prompts –Invoice Mode]
31492		
Paid Cash	→	The way of the payment is cash.
Amount:	→	Base transaction amount
200.00		
MERCHANT COPY		
Trailer Line #1	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 1]
Trailer Line #2	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 2]
Trailer Line #3	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 3]
Trailer Line #4	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 4]
Trailer Line #5	→	Editable. [Merchant Settings – Edit Trailer – Trailer Text 5]
.....	→	Halving Line

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APPENDIX B - Troubleshooting

Note

- 1** This section briefly describes how to troubleshoot some possible common problems that may arise during the normal operation of the POS Terminal POS terminal. Check the list below for a possible cause of the problem you are experiencing before requesting service for this unit. A few simple checks that you can perform yourself may solve your specific problem and restore proper operation. If you are still unable to solve this problem, contact your technical support help desk.

B.1 General Troubleshooting

Where is the Serial Number located?

There is a white label on the underside of the terminal; the serial number is under the bar code on this label.

The serial number begins with S/N and is composed of, followed by 8 digits.

The terminal seems to have no power.

- Check the connections of the AC electrical power adapter. The electrical plug should be fully plugged into the electrical wall outlet, and the power adapter's barrel connector is properly inserted into the connector labeled **PWR** on the terminal's rear connections panel.
- If the terminal is equipped with a back-up battery or is a wireless terminal, press and hold the ON/OFF key for three seconds.
- Try plugging a different device into the electrical wall outlet.
- If possible, try a different power adapter.
- If using a wireless terminal, allow the battery to charge 10 to 12 hours with the terminal on and the AC adapter plugged into an electrical wall outlet.
- The screen contrast might be too high or too low causing the terminal to appear to be powered off.

General Troubleshooting, Continued

“App. Incompatible Data will be lost!”

A new application has been loaded. This application is not compatible with the previous application's data (transaction) format.

If there are transactions still in the terminal they need to be batched, the previous application should be re-loaded so that the transactions can be batched. If this is the case, reboot the terminal and press **MENU** to return to the monitor download menu. Re-load the old application and parameters and close the batch. Load the new application again.

If there are no open batches, press **ENTER** to complete the new load.

“Application: Error In Parameters!”

An error occurred while reading the protocol parameters. Re-load the terminal's parameters. This error can also occur if the Baud rate on the setting tab on PC LOADER is not set to 115200.

“EDC ERROR!”

Perform a file system Rebuild from Monitor Menu with the PC LOADER.

WARNING, a file system Rebuild erases all transaction data and restarts the application.

“PARAMETERS ERROR”

Phone card parameters are either missing or are corrupted. Re-load the terminal's parameters.

“Prm Err: From:”

An error occurred while reading the protocol parameters. Re-load the terminal's parameters.

“WRONG PRM BLOCK RELOAD PARAMS!”

Re-load the terminal's parameters.

“FILE OPEN ERROR”

Perform a file system Rebuild from Monitor Menu with the PC LOADER.

WARNING, a file system Rebuild erases all transaction data and restarts the application.

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General Troubleshooting, Continued

“Storage is Full Need to Batch”

Close the current batch.

- Press FUNC + MENU, select the Batch.

“User F/S wasn’t created or incorrect. Call Center to create User F/S”

Perform a file system Rebuild from Monitor Menu with the PC LOADER.

WARNING, a Database Reset erases all transaction data and restarts the application.

“TRANS TYPE DISABL FOR THIS CARD”

The card type (VISA for example) has been disabled.

“Not relevant in this application”

A menu selection not supported by the terminal type was accessed. I.e., Radio Parameters was selected in a landline only terminal.

“Invalid Date!”

A month greater than 12 or a date greater than the number of days in the month was entered in the date field.

“Invalid Time!”

- An hour greater than 24 was entered as the current time.
- A STOP Time was entered that is earlier than the START Time (AutoDial Setup for example).

Receipt Prints “CANCELLED”

The terminal displays a host response, or other error message, stating the reason the transaction was cancelled. Contact your technical support help desk for assistance.

Error message when printing Print Setup Report.

Press ENTER to continue printing the report.

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General Troubleshooting, Continued

The terminal time reverts to 1/1/1995 or 1/1/2000 after being removed from power source.

The internal battery needs to be replaced. This requires repair by a certified repair center.

The eight-digit user password has been forgotten.
--

Reload the parameters using BroadPOS.

Screen display is too light / dark.
--

The screen contrast is too high or too low. Adjust the Contrast by rebooting the terminal and press the MENU key. Then scroll down until you see the LCD Adjust Menu option.

“Invalid Terminal ID” or “Invalid Merchant ID”.
--

This is usually displayed when trying to authorize a transaction directly after a download. Verify all of the Parameters for the Host Processor. One or more of the parameters are most likely incorrect.

“Bad Credit Batch”

“Bad Credit Batch” or “Bad Debit Batch” is a system message that is displayed and printed when an EDC batch will not close. This is usually due to the Host and terminal being out of balance. This means that the terminal has a balance that is different from the balance that the Host has. This message should be followed by a Host Specific message. Contact the Host Processor for more information.
--

New Batch Opened.

Close the current Batch.

Need to Batch! More Offlines.

The maximum number of stored (offline) transactions has been reached. Upload and batch the current transactions.
--

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General Troubleshooting, Continued

Wrong Auth No, Try Again. (Auth No must be 6 digits only.)

Verify then enter the correct authorization number.

Re-enter ZIP Code

ZIP code format was not correct, must be 5 or 9 digits long.
--

Incorrect ZIP, Try Again. (ZIP code must be 5 or 9 digits only.)

The incorrect number of digits was entered three times when the Zip code was requested. Try the transaction again; enter either 5 or 9 digits when the ZIP code is requested.

The terminal appears to be locked up; pressing the MENU key does nothing.
--

Terminal needs to be reset.

- | |
|---|
| <ul style="list-style-type: none">• Remove power source from terminal. (Unplug from current. If terminal has battery option, power terminal off.)• The terminal will be reset. |
|---|

The display is a line of black boxes.
--

The terminal needs to be repaired.

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B.2 Communication Errors

“NO LINE” appears on the display of a Land Line Terminal.

- Check that the telephone (RJ-11) connector is securely inserted into the connector labeled LINE on the terminal's rear connections panel and into the telephone wall outlet.
- The POS Terminal was designed to use a dedicated analog telephone line. It should not be connected to a splitter or to a rollover telephone system.
- An exchange prefix may be required. Make sure terminal has correct settings for an exchange prefix.
- Disconnect the terminal from the phone line and connect the phone line to a telephone. Verify that the phone has a dial tone.
- If a phone or fax machine is daisy-chained to the terminal, disconnect the second device.
- If a digital line, turn off the CHECK LINE and DIAL TONE CHECK functions in the Communications menu.

“NO LINE” appears on the display of a Wireless Terminal.

- If using a wireless terminal, make sure that you are receiving radio coverage in the area where you are located.
- Turn Battery Saver off (see Menu Option).
- Try processing a transaction on a landline.

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B.3 Printer Troubleshooting

The printer does not function properly.

- Check that the correct type of thermal paper is loaded in the print paper compartment and that it has been properly fed to the printer (underhand). Replace if required.
- If the terminal is on battery power only, fully charge the battery or put the terminal on the power adapter.
- Verify that the paper is not jammed or damaged.
 1. Try ejecting the jammed paper with the FEED function (if applicable).
 2. Slowly and carefully pull the paper backward through the feed mechanism.
- If printer continues working even though the paper has been used up, check that the 'end of paper' detector in the printer mechanism is not blocked by debris or a torn piece of paper.
- If the printer is printing but the characters are incorrect or off-center, reload the font library using PC LOADER.
- If the paper does not feed into the printer mechanism:
 1. Make sure the leading edge is even and undamaged
 2. Cut the paper at a slight angle with the left edge feeding first.

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B.3 Pin Pad Troubleshooting

PIN Pad Inactive.

On Secure terminals the message "PIN PAD INACTIVE" is displayed. The PIN Pad must be activated. Access PIN Pad Function in the System Option menu.

Error! Check PIN Pad.

- Verify that the terminal is equipped with an internal PIN Pad.
- Check the connection to the external PIN Pad.

Error! Check MAC Keys.

- External PIN Pad is not encrypted correctly.
- External PIN Pad is not encrypted.

Internal PIN Pad not Detected.

Terminal is not equipped with an internal PIN Pad. An external PIN Pad must be used.

Invalid Entry! Key Not Accepted.

An incorrect key was entered in the Master / Working Key field. Re-enter the key.

ERROR: No Key.

- Internal PIN Pad is not encrypted correctly.
- Internal PIN Pad is not encrypted.

Internal Error #23.

Temporary Error, wait a while and try the transaction again.

Internal Error #24.

Try transaction again.

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Pin pad Troubleshooting, Continued

Internal Error #. . .
<ul style="list-style-type: none">• Re-load keys.• Call Customer Support.
Packet Error #1, 5, 6 or 7
Try transaction again.
Packet Error #2, 3 or 4
<ul style="list-style-type: none">• Try transaction again.• Verify the check account number.

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B.4 Download Troubleshooting

“Out of Rx-TX” error at the start of an AutoLoad or Parameter Load.

The “Out of Rx-Tx” message displayed on the terminal is followed by an “Open Com Error” message. The TMS error is “Terminal ##### not found”.

The incorrect Site ID was entered during the download setup process. The ID entered does not exist in the TMS database. Correct the Site ID and start the DL process again.

Warning

Care must be taken when entering the Site ID. If the ID entered belongs to an existing file but that file was created for a different Merchant, the file might still load into the terminal. Always verify the information loaded after a DL completes.

“NO LINE” or no connection when attempting a download.

- Check that the telephone (RJ-11) connector is securely inserted into the connector labeled LINE on the terminal’s rear connections panel and into the telephone wall outlet.
- The POS Terminal was designed to use a dedicated telephone line. It should not be connected to a splitter or to a rollover telephone system.
- Verify the DL Phone Number.
- Verify that the VIA function is set to Modem.
- Verify the baud rate. If rate is correct, try a lower rate.
- An exchange prefix may be required. Make sure terminal has correct settings for an exchange prefix.
- Verify that the DIAL function is set correctly for the phone system.
- Try another phone connection.
- Connect a phone on the line currently connected to the terminal. Do you hear a dial tone? If not, there is a problem with either the cable or the phone jack.

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APPENDIX D- Glossary

A

AVS: Address Verification System. Address Verification System (AVS) is a system used to verify the identity of the person claiming to own the credit card.

B

Batch: The collection of current transactions stored in the terminal's database.

C

CID: Card Identification Number

CVC: Card Verification Code

CVV: Card Verification Value

E

EBT: Electronic Benefit Transfer

H

HALO: High Amount Lock Out - maximum amount limit on sales, returns, and cash back

P

PIN: Personal Identification Number – 4 to 16-digit confidential code used by cardholders to identify themselves as the proper users of a credit or debit card to the Host computer.

PIN Pad: A small terminal used for entering Personal Identification Numbers (PINs). PIN Pads can encrypt PINs before sending them to a terminal or other controller. Some PIN Pads are equipped with built-in magnetic stripe card readers or are built into the terminal.

Pre-Dial Call: allows user to enable/disable pre-dial for faster processing time

POS: Point of Service

POS Terminal: Point of Sale Terminal - a terminal used at the purchase location, which is usually at a merchant's locale where the customer pays for goods or services received. Information concerning the sale can be entered into the terminal and transmitted to a remote Host computer for verification and processing.

S

S80: terminal from PAX

SMA: Speed Messaging Application

V

V-Code: A unique 3-4 digit value printed on the back (front for American Express) of a card to validate card information during the authorization process. CID – American Express and Discover Card. CVC – MasterCard; CVV – Visa

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