



Quick Reference Guide

NOTE: Transactions that are manually entered (not swiped) will require you to enter the card number, expiration date, customer zip code and credit card CVV (on back of card) value.

The buttons on the right of the screen are F1, F2, F3 and F4

Credit Transactions

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

Campus Transactions

Sale	Press the F3 until CAMPUS CARD is displayed Swipe or Enter card number Enter Amount, and then press ENTER Enter Tip amount, and then press ENTER Tear Slip, and then press ENTER to print customer receipt
Return	Press the F3 until CAMPUS CARD is displayed Press the ▼ key until RETURN is displayed Swipe or Enter card number Enter Amount, and then press ENTER Tear Slip, and then press ENTER to print customer receipt
Add Tip	Press the F3 until CAMPUS CARD is displayed Press the ▼ key until ADDTIP is displayed Press ENTER Enter Trans #, and then press ENTER twice Enter Amount, and then press ENTER Tear Slip.
Void	Press the F3 until CAMPUS CARD is displayed Press the ▼ key until VOID is displayed Enter Trans #, and then press ENTER twice Tear Slip, and then press ENTER to print customer receipt

Settlements / Reports

Default Report	Press the MENU key Choose 1 – Reports, press ENTER Enter the device password, and then press ENTER Choose 1 - Default Report, press ENTER Tear Slip
Current Report	Press the FUNC key Choose 1 – Reports, press ENTER Enter the device password, and then press ENTER Tear Slip
Settlement	Press the FUNC + CLEAR keys simultaneously Choose 1 – tpihc for Credit CARD or 2 – campushc for CAMPUS CARD, and press ENTER Choose 1 – Batch Close, and press ENTER Tear Slip

Loading Paper

Pull up on the paper-cover tab to open the paper compartment, insert the paper roll as shown, and then close the paper cover.



Charging

Plug the power supply adaptor to the unit power port located on the left side of the unit. The red LED located by the smart card reader will lit as shown. When charging is done the LED will be green.



Need Help

Please contact PAX Customer Care with questions about using your PAX S90 device.

PAX Customer Care

1-631-247-9660 and support@pax.us

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