

SIGNAPAY

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PAX

**Quick Reference Guide for models:
A80 & A920**



Customer Support




800.944.1399

Hours: Monday - Friday 8:00AM - 6:00PM CST





Retail Quick Reference Guide for models: A80 & A920



To Run a Credit Sale

1. From the idle screen insert **Clerk ID**
2. Touch the **Credit Card icon** 
3. Touch the **Sale (Shopping Cart) icon** 
4. Enter the amount of the sale then click **Next**
The terminal will show you the amount with the customer assistance fee.
5. Click **Next**
6. You will then **Swipe, insert or tap** card to process the sale
7. The terminal will show the receipts on the screen and you can email it, click the **Printer icon** to print it or click done if you do not want a receipt. 




Process a Voice

1. From the idle screen insert **Clerk ID**
2. Touch the **Credit Card icon** 
3. Touch the **Void Card icon**
4. Enter the **PNREF** number on the receipt
5. The terminal will show you the receipt on the screen and you can email it, click the **Printer icon** to print it or click done if you do not want a receipt. 




Close the Batch

1. From the idle screen insert **Clerk ID**
2. Touch the **Credit Card icon** 
3. Touch the **Batch Close icon** 
4. It will ask you if you want to close the batch. Select **Yes**
5. The batch report will print.



Print Reports

1. From the idle screen insert **Clerk ID**
2. Touch the **Credit Card icon** 
3. Swipe to the left and touch the **Reports icon** 
4. Touch **credit card**
5. Touch **All**
6. The terminal will show you the report on the screen and click the **Printer icon** to print it or click the back arrow at the top of the screen if you do not want a printed copy 

Tip Adjust

1. From the idle screen insert **Clerk ID**
2. Touch the **Credit Card icon** 
3. Touch the **Tip Adjust icon** 
4. Enter the **PNREF** off the receipt and tip amount below then select next
5. The terminal will show you the receipt on the screen and you can email it, click the **Printer icon** to print it or click done if you do not want a receipt. 

Process a Refund

1. From the idle screen insert **Clerk ID**
2. Touch the **Credit Card icon** 
3. Touch the **Refund icon** 
4. Enter the amount of the refund
5. You will then **Swipe, insert or tap** card to process the sale
6. The terminal will show you the receipt on the screen and you can email it, click the **Printer icon** to print it or click done if you do not want a receipt. 