

SIGNAPAY

PAX S80 Retail Quick Reference Guide



SIGNAPAY



Customer Support

800.944.1399

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



S80 Basic Credit Sale

1. From the idle prompt . Input the transaction amount and then **press Enter**
2. **Insert, Tap, Swipe OR Manually Enter** Card # number and if prompted expiration date.
3. If prompted enter the pin number and **press Enter**
4. The terminal contacts the Host Processor for an approval and then prints a receipt. Press any key to print the second receipt or **press Cancel**

Issue/Activate Gift Card

1. From the idle prompt select the **F3 button** until GIFT is displayed, then **press the F4 button** until ISSUE is displayed.
2. Input the issue/activation amount and then **press Enter**
3. Swipe the gift card or manually enter the card account number and **press Enter** and then if prompted enter the expiry date and **press Enter**
4. The terminal contacts the Host Processor for an approval and then prints a receipt. Press any key to print the second receipt or **press Cancel**

S80 Credit Sale Void

1. From the idle prompt select the **F4 button** until V/SALE displays and then **press Enter**
2. Input the transaction # to be voided and then **press Enter**
3. The terminal searches the database for a Sale transaction that matches the criteria. Once found the transaction will be displayed, confirm the transaction and then **press Enter** If the terminal does not find the transaction, it displays **“TRANS NOT FOUND!”** and returns to the idle screen. If the transaction has already been voided, it displays **“ALREADY VOIDED”** and returns to the idle screen. If the card is not the same one by which sale transaction is done, it displays **“ACCOUNT MISMATCH”** and returns to the idle screen. View the transaction on the display to verify it is the correct transaction then **press Enter**
4. **Insert, Tap, Swipe OR Manually Enter** Card # and expiration date. The terminal contacts the Host Processor for an approval and then prints a receipt. Press any key to print the second receipt or **press Cancel**

S80 Credit Refund

1. From the idle prompt select the **F4 button** until **RETURN** displays.
2. Input the return amount and then **press Enter**
3. **Insert, Tap, Swipe OR Manually Enter** Card # and **press Enter** if prompted enter the expiration date and **press Enter**
4. The terminal contacts the Host Processor for an approval and then prints a receipt. Press any key to print the second receipt or **press Cancel**

S80 Batch Close

1. From the idle screen press **FUNC** to access the Function Menu.
2. Press **[2]** for the batch close options.
3. 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. The terminal will contact the host processor and print a batch report.

