

CREDIT SALE

1. Confirm that **Credit** is highlighted
2. Select **Sale**
3. Enter the **Amount**
4. Enter **Tip Amount** (optional)
5. **Swipe, Insert or Tap** the Credit Card
6. The **receipt** will print
7. Select **OK** to print a customer copy
8. Select **Cancel** if you do not want to print a customer copy
9. The terminal will go back to the **main screen**

CREDIT RETURN

1. Confirm that **Credit** is highlighted on the main screen.
2. Select **Return**.
3. Enter the **Amount**.
4. **Swipe, Insert, or tap** the card that you want to return the funds to
5. A **receipt** will print
6. To print a customer copy of the receipt, select **OK**.
7. To bypass printing a customer receipt, select **Cancel**.

CREDIT VOID (SAME DAY/OPEN BATCH)

1. Confirm that **Credit** is highlighted on the main screen
2. Select **V/SALE**
3. Enter the **Original Transaction Number**, Select **Confirm**
4. Scroll down, Select **Confirm**
5. A **receipt** will print

REPRINT RECEIPT

1. Select **FUNC** from the main screen
2. Select **Re-Print**
3. Select **Print Last**
4. A **receipt** will print
5. Select **Print Any** to print a receipt other than the last receipt
6. Enter the **Transaction Number**
7. Select **Receipt type, Customer or Merchant Copy**
8. A **receipt** will print

DEBIT SALE

1. Confirm that **debit** is highlighted on the main screen
2. Select **Sale**
3. Enter the **Amount**
4. **Swipe, insert or tap** the debit card
5. The customer will enter their **pin number**
6. Select the **green button**
7. The **receipt** will print
8. Select **OK** if you would like to print a customer copy

ADJUST A TIP

1. Select **FUNC** from the main screen
2. Select **Tip Menu**
3. Select **View Untipped Transactions**
4. Select the **original transaction**
5. Enter the **tip amount**
6. Select **Confirm**
7. The **tip** will be added to the transaction

CONNECT VIA WIFI

1. Navigate to the **main screen** of the terminal (not the Processing app)
2. Select **Settings**
3. Select **Wifi**
4. Select the name of your **Wifi network**
5. Enter the **password**
6. Select **Connect**
7. If successfully connected, the name of the Wifi network will say **Connected**.

CLOSE OUT BATCH

1. If you are accepting tips, ensure your tips have **been adjusted** ([click here to learn how to adjust your tips](#))
2. Select **FUNC** from the main screen
3. Select **Batch**
4. Select **Close Batch**
5. The batch will close and the batch **report** will print

CLOSE OUT BATCH

Transactions from a previous, closed batch will no longer show on the terminal. To see these transactions, log into Stax Pay

1. Select **FUNC** from the main screen
2. Select **History**
3. Select the **transaction**
4. Review the **transaction**
5. Select **Confirm**
6. The terminal will go back to the **history page**

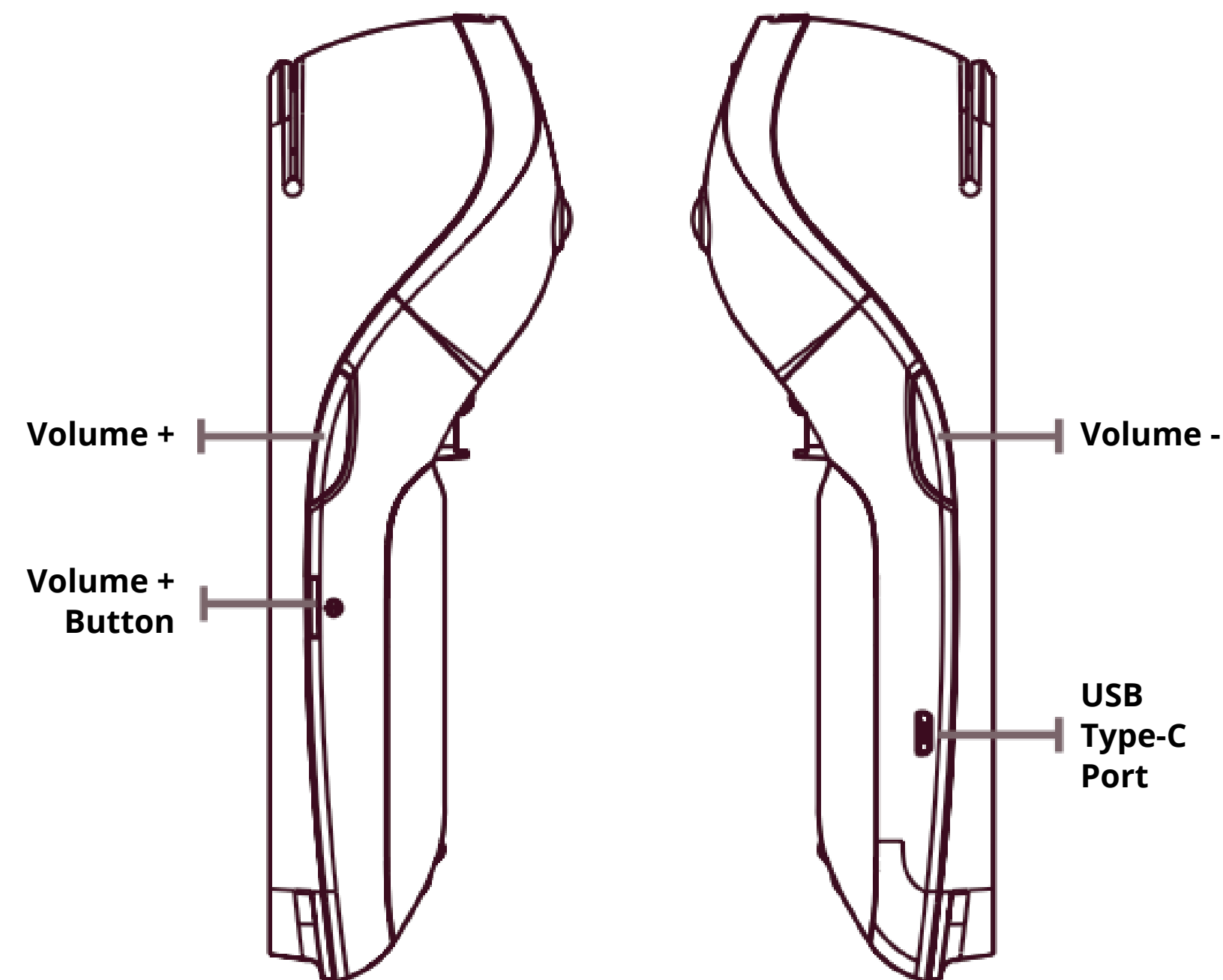
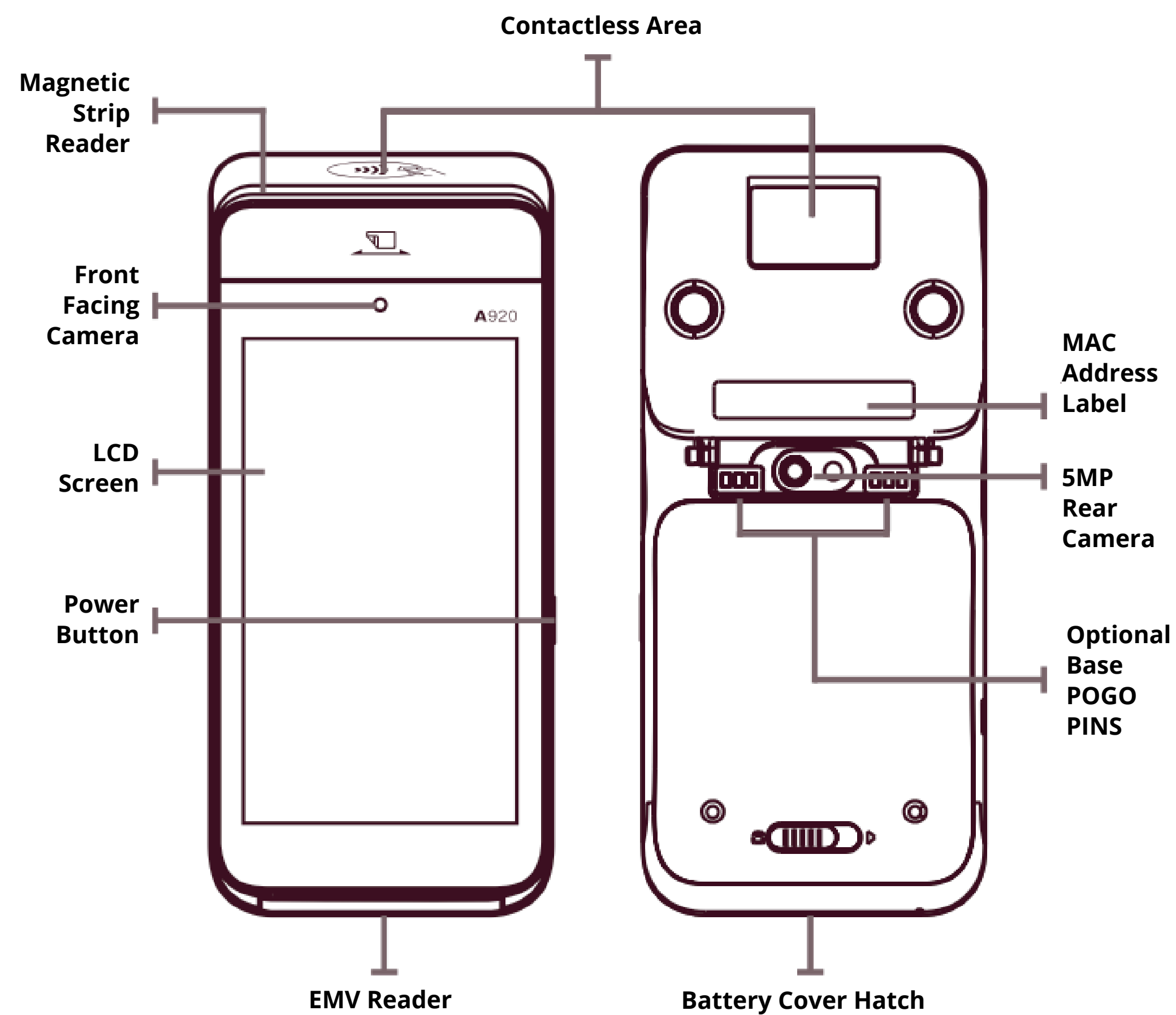
Quick Tips -

PAX Processing App Password: Current Date Format MM/DD/YYYY

PAX Settings/Wifi: pax9876@@ or 9876

PRODUCT DESCRIPTION

Note: Product images shown may be different than actual product received.



INSTALLATION AND USAGE TIPS

1. If any cables become damaged, seek a replacement.
2. Do not insert unknown materials into any port on the A920; this may cause serious damage.
3. If repairs are required, please contact a professional technician instead of attempting them on your own.
4. Avoid exposing the device to an excessively hot, dusty, or strong electromagnetic environment.
5. Do not vibrate, shake, or drop the device.

CLEANING THE DEVICE

- Do not use industrial strength or abrasive cleaner as it may damage or scratch the screen.
- Do not immerse the device in water or liquid.
- Do not spray water or cleaner into EMV Card Reader or ports.
- To clean the screen, apply distilled water or mild glass cleaner onto a soft, lint-free cloth and gently wipe terminal.