

PAX S920


Quick Reference Guide




ePAY2PE_PAXS920QRGNew_071019




Credit Sale

Terminal Display	Action
1. CREDIT	Press CREDIT .
1. SALE	Press SALE .
	Enter the amount of the payment and press the green button .
Insert/Tap/Swipe Card	Insert, tap or swipe the card.


Debit Sale

Terminal Display	Action
2. DEBIT	Press DEBIT .
2. SALE	Press SALE .
	Enter the amount of the payment and press the green button .
Insert/Tap/Swipe Card	Insert, tap or swipe the card.


Credit Return

Terminal Display	Action
1. CREDIT	Press CREDIT .
3. RETURN	Press RETURN and enter the amount.
	Enter the amount of the payment and press the green button .
Insert/Tap/Swipe Card	Insert, tap or swipe the card.




Credit Void Sale

Terminal Display	Action
1. CREDIT	Press CREDIT .
4. V/SALE	Press the down arrow .
1. SALE	Press SALE .
	Enter the transaction number and press the green button .


Batch Settlement

Terminal Display	Action
	Press Func key.
2. Batch	Tap Batch .
1. Batch Close	Tap Batch Close .




Re-Print Receipt

Terminal Display	Action
	Press the Func key.
	Press the down arrow .
2. Reprint	Press the Reprint key.
1. Last Cust. Rcpt. OR 2. Any Receipt	Press the Last Cust. Rcpt. or Any Receipt .
1. Las Cust. Rcpt.	Last Cust. Rcpt. will print out the last customer receipt.
2. Any Receipt	If Any Receipt was selected, tap Credit or Debit depending on the sale type.
	Enter the Transaction number and press the green button .


Print Batch Report

Terminal Display	Action
	Press the Func key.
1. Report	Press the Report key.

Change Default Report

Terminal Display	Action
 	Hold green button and press the 1 key .
1. Reports	Tap Reports .
	Enter password and press the green button.
2. Current Report	Press Current Report .
CUR. REPORT TYPE:	Press the report type desired and set the default report and then tap the desired options .
Yes	Press Yes to keep the report as the default report.

Setup or Technical Support Questions?

 1-855-226-7337

 https://www.illinoistreasurer.gov/Local_Governments/ePAY_Overview

Note: Before proceeding, please ensure your S920 packaging has not been tampered with.

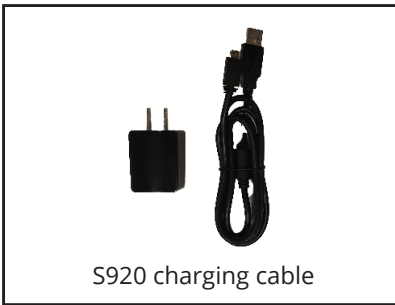
Point to Point Encryption (P2PE)

Immediate data encryption keeping your clients data secure.

Technical Requirements:

- Standard 110 volt power outlet
- An ethernet switch port for each device
- A fixed IP address on your internal network that is reachable from the workstation that will be used for payment processing

What's included:



Connecting your terminal:

1. Verify your bag number in your ePAY portal <https://epay.jtpyportal.com> to ensure you have received the correct terminal. For more information on where to confirm your bag number, please refer to page 9 on our P2PE Instruction Manual (PIM), which can be found at: <https://www.jetpay.com/pim>.
2. To charge your terminal you can either:



OR



- Connect it to the charging cable.
- Place it on the charging dock.
- You will also need to charge your charging dock with the power cord included.



This must be added on to your original order. Additional fees will apply.