



PAX A920

Quick Reference Guide



Note: If multi MID/TID, first select the display name that will be used for this transaction.

Credit Sale

Terminal Display	Action
Select Sale Icon	Input the amount of the transaction either on the screen or keyboard. Press CONFIRM or [ENTER] .
Insert/Tap/Swipe Card	Insert, Tap, or Swipe the card.

Debit Sale

Terminal Display	Action
Select DEBIT followed by the Sale Icon	Input the amount of the transaction either on the screen or keyboard. Press CONFIRM or [ENTER] .
Swipe Card	Swipe the card.
ENTER PIN	Input PIN number and press [ENTER] .

Debit Void Sale

Terminal Display	Action
Select DEBIT followed by the V/Sale Icon	Input the Original Transaction Number either on the screen or keyboard. Press CONFIRM or [ENTER] .
TRANSACTION DETAIL	Validate the transaction detail to be voided. Move the screen up with your finger to display CONFIRM. Press CONFIRM to void the transaction.

Credit Return

Terminal Display	Action
Select The Return Icon	Input the amount of the transaction either on the screen or keyboard. Press CONFIRM or [ENTER] .
Insert/Tap/Swipe Card	Insert, Tap, or Swipe the card.

Credit Void Sale

Terminal Display	Action
Select The V/Sale Icon	Input the Original Transaction Number either on the screen or keyboard. Press Confirm or [ENTER] .
TRANSACTION DETAIL	Validate the transaction detail to be voided. Move the screen up with your finger to display CONFIRM. Press CONFIRM to void the transaction.
AMOUNT: X.XX	Confirm transaction to void by pressing [ENTER] .

Batch Settlement

Terminal Display	Action
Select FUNC followed by the Batch Icon	Select Batch Close.

Re-Print Receipt

Terminal Display	Action
Select FUNC	Select Re-Print
Print Last, Print Detail or Print Any	Select which receipt type required. Note: When Print Any the terminal requests more input.
ENTER Trans No and Receipt Type	Input transaction number and receipt type, Customer or Merchant. Press PRINTING.

Print Batch Report

Terminal Display	Action
Select FUNC	Select Reports.
Default – Current – History – EMV	Select Default Report.

Change Default Report

Terminal Display	Action
Select FUNC	Select Reports.
Default – Current – History – EMV	Select Current Report.
Select Report Type	<ul style="list-style-type: none"> • Condensed Report • Short Report • Journal Report • Totals Only Report
Select Payment Type	<ul style="list-style-type: none"> • All • Credit • Debit
Select Card Type	<ul style="list-style-type: none"> • All • Visa • MasterCard • AMEX • Etc
Select Trans Type	<ul style="list-style-type: none"> • All • Sale • Rturn • V/Sale • V/Rtrn • Etc
Select Sorted by	<ul style="list-style-type: none"> • By Trans No. • By Card Type Select PRINTING
Default Report	Select Cancel or OK

Setup or Technical Support Questions?



1-855-226-7337



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

Note: Before proceeding, please ensure your A920 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://payments.ncr.com/pim/>.

A920 Wi-Fi Setup :

1. Select settings.
2. Input the default Android Settings password (9876 or pax9876@@).
3. Use the slide button on the right to enable Wi-Fi.
4. Turn on the Local Wi-Fi option. Only local Wi-Fi networks that have the SSID enabled will be visible. To view or edit the network settings select the desired network.
5. After selecting the desired Wi-Fi network, input the Wi-Fi case sensitive password and connect.