

PAX S80 User Guide

Table of Contents

What's included in the box	2
Installation.....	2
Loading the receipt paper	3
Initial power on of the device	3
Keypad Layout	4
Set the Date/Time.....	5
Process a sale using a stand-alone terminal.....	6
Process a Return.....	7
Void a Transaction.....	8
Force an Authorization	9
Add a Tip.....	10
Force Close a Batch.....	11
Print Current Report	11
View Current Transaction Totals	11
Sample Batch Report print-outs Types.....	11
Change S80 from normal mode to demo mode.....	12
Turn off "Beep on Key Press"	14

What's included in the box

- S80 Device
- AC Power Adapter
- AC Power Cable
- Telephone Cable
- Thermal Receipt Paper roll
- Product Manual

If the S80 is intended to be integrated with a computer, it will also include:

- Serial cable for S80
- Prolific Serial-to-USB Cable

Installation

If the S80 is intended to be a stand-alone unit:

1. (If using Dial-up) Connect Phone cable to LINE Port.
2. (If using Pin Debit) Connect Pinpad to PINPAD Port.
3. (If using Broadband) Connect Ethernet cable to LAN/RS232B
4. Connect Power cable to POWER port.

If the S80 is intended to be integrated (connected to a computer), complete steps 1-4 as well as:

1. Connect Prolific Serial-to-USB cable to S80 Serial Cable
2. Connect Serial Cable end to S80 RS232A Port and Prolific Serial-to-USB to computer USB port.




Loading the receipt paper

1. Press the green button on the top right of the device to spring open the receipt paper roll holder cover
2. Open the cover fully
3. Load the receipt paper roll with the sheet coming from the bottom, underneath the roll
4. Hold the end of the receipt paper with one hand while closing the cover with the other hand
5. While holding the unit with one hand, rip the excess paper off by pulling down and to a side



Initial power on of the device

1. Press the red power button  in the top left corner of the pin pad and hold until the screen lights up.
2. Once powered on, the unit will reach out to BroadPOS to check for updates. If no updates are found, it will continue to the main screen.
3. The main screen displays "Ready" if it is connected to a computer, or "Input Amount" if it is being used as a stand-alone terminal

Keypad Layout



1. Soft buttons F1-F4 used to make selections

2. Scroll buttons used to scroll through to display additional menu options

3. Function button used to select different types of transactions such as refund or preauthorization

4. Menu button used to display menu options

5. Enter button used to enter/confirm information entered or selected

6. Clear button used to: – backspace when entering information into the screen – reverse direction when scrolling through menus







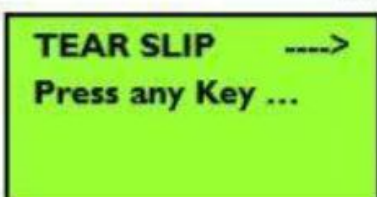
7. Cancel button used to cancel last selection

8. Power button used to switch terminal on/off








Set the Date/Time

Step	Action	Display
1.	Press the [MENU] button	
2.	Enter the current password and press [ENTER]	ENTER PASSWORD:
3.	From the main menu, press [5] to access System Settings	MAIN MENU: 2. Merchant Settings 3. Operation Settings 4. Hosts Settings 5. System Settings
4.	From System Options screen, press [1] to access Date/Time Setup	SYSTEM OPTIONS: 1. Date/Time Setup 2. Batch Number 3. Working Mode 4. Pre-Dial Call
5.	Verify that the current Date and/or Time are correct. If incorrect, input the correct date using MM/DD/YY format. Press [ENTER]	07/31/06 MM/DD/YY 10:02:49 HH:MM:SS
7.	Input the correct hour and minute using Military (24-hour) Format. Press [ENTER] when finished	07/31/06 MM/DD/YY 10:02:49 HH:MM:SS






Process a sale using a stand-alone terminal

Step	Action	Display
1.	From the main screen, insert the amount of the sale and press [ENTER]	
2.	Swipe the card or enter the card number manually if the card is not present and press [ENTER]	
3.	If the card was manually entered, input the expiration date in the format MMY and press [ENTER]	
4.	Press [1] if the card is present. <i>OR</i> Press [2] if the card is not present.	
5.	Enter the CVV-code from the back of the credit card and press [ENTER]	
6.	Enter the street address and press [ENTER] i.e.: if the billing address is 123 Main St., enter 123	
7.	Enter the ZIP Code and press [ENTER]	
8.	The terminal contacts the Host Processor for an approval and prints a receipt	
9.	Tear off the receipt and then press any key for the customer receipt to be printed. If a second receipt is not wanted, press [CANCEL]	





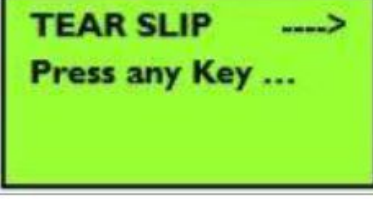
Process a Return

Step	Action	Display
1.	From the main screen, press the [FUNC] button	 <p>FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find</p>
2.	Press [8] for Return	
3.	Enter password and press [ENTER]	 <p>ENTER PASSWORD:</p>
4.	Select the payment type. Press [1] for a Credit return or [2] for a Debit return	 <p>SELECT PMT TYPE: 1. CREDIT 2. DEBIT 3. EBT 4. GIFT</p>
5.	Enter the amount of the return and then press [ENTER]	 <p>CREDIT RETURN AMOUNT 0.00</p>
6.	Swipe the card or enter the card number manually if the card is not present and press [ENTER]	
7.	If the card was manually entered, input the expiration date in the format MMY and press [ENTER]	 <p>Exp. Date: MMYY</p>
8.	Press [1] if the card is present. <i>OR</i> Press [2] if the card is not present.	 <p>IS CARD PRESENT? 1. Yes 2. No</p>
9.	Tear off the receipt and then press any key for the customer receipt to be printed. If a second receipt is not wanted, press [CANCEL]	 <p>TEAR SLIP ----> Press any Key ...</p>


Void a Transaction

Step	Action	Display
1.	From the main screen, press the [FUNC] button	 <p>FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find</p>
2.	Press [7] for Void	
3.	Enter password and press [ENTER]	 <p>ENTER PASSWORD:</p>
4.	Input the transaction # to be voided and press [ENTER]	 <p>Enter Trans #: 12</p>
5.	The terminal searches the database for a transaction that matches the criteria. If the terminal does not find the transaction, it displays "TRANS. NOT FOUND" and reverts back to the function menu.	
6.	View the transaction on the display to verify it is the correct transaction then Press [ENTER]	 <p>#0001 FRC D AMT: 2.00 *****4996</p>
7.	Press [ENTER] to void or [CANCEL] to cancel	
8.	Tear off the receipt and then press any key for the customer receipt to be printed. If a second receipt is not wanted, press [CANCEL]	 <p>TEAR SLIP ----> Press any Key ...</p>



Force an Authorization

Step	Action	Display
1.	From the main screen, press "SALE" [F4] button until FORCED displays	 <pre> INPUT ACCOUNT CREDIT FORCED </pre>
2.	Enter the amount of the forced sale and then press [ENTER] within 5 seconds or a timeout will occur and the terminal will return to the main screen	 <pre> CREDIT FORCED AMOUNT 0.00 </pre>
3.	Swipe the card or enter the card number manually if the card is not present and press [ENTER]	
4.	If the card was manually entered, input the expiration date in the format MMY and press [ENTER]	 <pre> Exp. Date: MMYY </pre>
5.	Input the authorization number previously obtained and press [ENTER]	 <pre> ENTER AUTH #: </pre>
6.	Tear off the receipt and then press any key for the customer receipt to be printed. If a second receipt is not wanted, press [CANCEL]	 <pre> TEAR SLIP ----> Press any Key ... </pre>



Force Close a Batch

Step	Action	Display
1.	From the main screen, press the [FUNC] button	
2.	Press [2] for Batch	
3.	Press [1] to close the batch and print the report	

Print Current Report

Step	Action	Display
1.	From the main screen, press the [FUNC] button	
2.	Press [1] for Report	
3.	Enter password and press [ENTER]	

View Current Transaction Totals

Step	Action	Display
1.	From the main screen, press the [FUNC] button	
2.	Press [3] for Review	
3.	Enter password and press [ENTER]	

Sample Batch Report print-outs Types

Report	Definition
Condensed Report	This type of report will print the transaction number, card type, transaction type, last four digits of the account number, and the amount of the transaction.
Short Report	This type of report will print the transaction type and the amount of the transaction.
Journal Report	This type of report will print a full copy of each transaction
Totals Only	This type of report will print daily totals only

```

.....
Current Report
-----
02/03/2011      11:11:19
Terminal Number: 1000123456
-----
EDC:              CREDIT
Batch Number:    1
-----
Trn  Crd  Tp  $Tip  $ Amount
-----
1    AX  SL  1.00  12.00
2    MC  SL  1.00  45.65
3    AX  AT  1.00  12.00
4    AX  SL  1.00  122.78
5    MC  RT  1.00  15.50
6    AX  SL  1.00  88.20
7    AX  SL  1.00   9.00
8    AX  RT  1.00  300.00
9    MC  RT  1.00  272.00
-----
CREDIT Records:  9
CREDIT Total:    522.13
-----
EDC:              DEBIT
-----
Trn  Tp  $Tip  $ Amount
-----
1    SL  1.00  12.00
2    SL  1.00  67.00
-----
DEBIT Records:  2
DEBIT TOTAL:    79.00
Incl. Cash Back 10.00
-----
Records:         11
Overall:         601.13
-----
End of Report
.....
    
```

Condensed Report

```

.....
Current Report
-----
02/03/2011      11:11:19
Terminal Number: 1000123456
-----
EDC:              CREDIT
Batch Number:    1
-----
Sale:             12.00
-----
Sale:             45.65
-----
Void Sale:        12.00
-----
Sale:             122.78
-----
Returned:         15.50
-----
Sale:             88.20
-----
Sale:             9.00
-----
CREDIT Records:  9
CREDIT Total:    522.13
-----
EDC:              DEBIT
Batch Number:    1
-----
Sale:             57.00
Cash Back:        10.00
Total:            67.00
-----
DEBIT Records:  2
DEBIT TOTAL:    79.00
Incl. Cash Back 10.00
-----
Records:         11
Overall:         601.13
-----
End of Report
.....
    
```

Short Report

```

.....
Current Report
-----
02/03/2011      11:11:19
Terminal Number: 1000123456
-----
EDC:              CREDIT
Batch Number:    1
-----
Sale:             12.00
Transaction #     1
Trans. Date:     02/01/11
Trans. Time:     09:10:00
Entry:           Swiped
Account:         *****6789
Exp. Date:       1211
Auth. Code:      123456
-----
Sale:             45.65
Transaction #     2
Trans. Date:     02/01/11
Trans. Time:     11:11:19
Entry:           Swiped
Account:         *****6789
Exp. Date:       1211
Response:        123456
-----
Records:         11
Overall:         601.13
-----
End of Report
.....
    
```

Journal Report

```


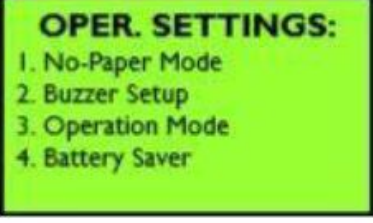

.....
Current Report
-----
02/03/2011      11:11:19
Terminal Number: 1000123456
-----
TOTALS ONLY
-----
EDC:              CREDIT
Batch Number:    1
-----
CREDIT Records:  9
CREDIT Total:    522.13
-----
EDC:              DEBIT
Batch Number:    1
-----
DEBIT Records:  2
DEBIT TOTAL:    79.00
Incl. Cash Back 10.00
-----
Records:         11
Overall:         601.13
-----
End of Report
.....
    
```

Totals Only Report

Change S80 from normal mode to demo mode

Step	Action	Display
1.	Press the [MENU] button	MAIN MENU: 2. Merchant Settings 3. Operation Settings 4. Hosts Settings 5. System Settings
2.	Press [3] for Operation Settings	OPER. SETTINGS: 1. No-Paper Mode 2. Buzzer Setup 3. Operation Mode 4. Battery Saver
3.	Press [3] for Operation Mode	Operation Mode: I 1. Normal Mode 2. Demo Mode
4.	Enter password and press [ENTER]	ENTER PASSWORD:
5.	The default setting is Normal. Press [2] to put the terminal in Demo Mode.	Operation Mode: I 1. Normal Mode 2. Demo Mode
6.	Press [ENTER] to accept or [CANCEL] to cancel.	ARE YOU SURE? ENTR=YES, CANC=NO

Turn off "Beep on Key Press"

Step	Action	Display
1.	Press the [MENU] button	 <p>MAIN MENU: 2. Merchant Settings 3. Operation Settings 4. Hosts Settings 5. System Settings</p>
2.	Press [3] for Operation Settings	 <p>OPER. SETTINGS: 1. No-Paper Mode 2. Buzzer Setup 3. Operation Mode 4. Battery Saver</p>
3.	The default is on. Press [1] to disable the buzzer or [2] to enable the buzzer.	 <p>Buzzer Setting: 2 1. OFF 2. ON</p>

