

# Pax A920 Quick Reference Guide

\*\*\*\* APP Password is: 1234 \*\*\*\*

\*\*\*\* Terminal Setting Password is: 9876 \*\*\*\*

ALL TRANSACTIONS NEED TO BE DONE IN BROADPOS OMAHA APP.

## Sales

1. Hit sale on screen. In the BroadPos Omaha APP.
2. Input amount when terminal shows "Please Input Account", And then press CONFIRM.
3. Enter tip amount and then press CONFIRM if terminal prompt out tip option.
4. Swipe card/Insert Chip Card into Card Slot (Chip Facing Up) or enter card Number

\*\*\*\*Hit Enter to Bypass if Require to enter Pin\*\*\*\*

\*\*\*\*Press confirm to Print merchant receipt if signature prompt appears\*\*\*\*

5. Tear slip, and then press OK to Print customer receipt or press Cancel to abandon it.  
\*\*\*\*Note: Transaction that are manually entered (Not Swiped) will require you to enter the card number, expiration date, customer zip code and credit card cvv value.

## Void

1. Hit V/ Sale on screen. In the BroadPos Omaha APP.
2. Enter Device Password, and then input Transaction #, then press ENTER
3. Check Transaction detail, and then press Confirm

\*\*\*\*Press confirm to Print merchant receipt if signature prompt appears\*\*\*\*

4. Tear slip, and then press OK to Print customer receipt or press Cancel to abandon it.

## Refund

1. Hit Return on screen. In the BroadPos Omaha APP.
2. Enter Device Password, and then input refund amount.
3. Insert/ Swipe Card or Enter Card Number

\*\*\*\*Press confirm to Print merchant receipt if signature prompt appears\*\*\*\*

4. Tear slip, and then press OK to Print customer receipt or press Cancel to abandon it.

## Void Refund

1. Hit V/ RTRN on screen. In the BroadPos Omaha APP.
2. Enter Device Password, and then input Refund Transaction #
3. Check Transaction detail, and then press Confirm
4. Press Confirm to void transaction

\*\*\*\*Press confirm to Print merchant receipt if signature prompt appears\*\*\*\*

5. Tear slip, and then press OK to Print customer receipt or press Cancel to abandon it.

## Settlement

1. Hit Func on screen. In the BroadPos Omaha APP.
2. Press Batch
3. Hit Batch Close
4. Hit Ok to confirm closing batch

## Tip Adjustment

1. Hit Func on screen. In the BroadPos Omaha APP.
2. Press Tip Menu
3. Choose Scroll Untipped

\*\*\*\*Or Choose by Trans # and input the Transaction. Skip step 4 if chose BY Trans #\*\*\*\*

4. Choose the transaction found, and then hit adjust
5. Input the tip amount using the number keys and Press Confirm
6. Press Ok to continue

## Report

1. Hit Func on screen. In the BroadPos Omaha APP.
2. Choose Reports
3. Enter Device Password, and then choose report type
4. Press Print and Ok to Confirm

## Pax A920 使用说明书

\*\*\*\* APP 密码为: 1234 \*\*\*\*

\*\*\*\*Wi-Fi 所在机器设置密码为: 9876 \*\*\*\*

所有交易需在 BroadPos OMAHA APP 里面操作

### 刷卡交易

当屏幕显示如下时

|        |        |          |
|--------|--------|----------|
| SALE   | AUTH   | POSTAUTH |
| FORCED | RETURN | V/ SALE  |
| V/POST | V/FRCD | v/RTRN   |

首先点击 SALE, 输入金额, 点击确定'Confirm',假如机器询问小费金额(Tip Amount),请输入小费金额后点击确定,然后进行刷卡或插卡(芯片卡)。如果没有提示输入小费的话,则直接进行刷卡或者插卡(芯片卡)。

\*\*如使用芯片卡, 请将芯片朝上插入机器底部卡槽, 当屏幕显示 REMOVE CARD 再拔出卡片\*\*  
通过后,卡机自动开始打印小票,然后让客户签字.

按 FUNC 菜单后,机器屏幕上会显示如下的功能选项:

|                  |                        |                 |
|------------------|------------------------|-----------------|
| SETTING<br>设置    | REPORT<br>报告           | HISTORY<br>历史交易 |
| RE-PRINT<br>重新打印 | OPERATOR<br>操作人员       | BATCH<br>结账     |
| TIP MENU<br>小费菜单 | STORE&FORWARD<br>存储和转发 |                 |

## 手动输入卡号

當屏幕右下角顯示如下時

|        |        |          |
|--------|--------|----------|
| SALE   | AUTH   | POSTAUTH |
| FORCED | RETURN | V/ SALE  |
| V/POST | V/FRCD | v/RTRN   |

首先点击 SALE, 输入金额, 点击确定'Confirm'然后输入卡号,过期日期, 邮编,卡后三位安全码等信息, 然后点击 确定"ENTER"。通过后, 卡机自动开始打印小票, (如有需要, 在第一张小票上填写小费), 然后让客户签字。

## VOID 取消一笔交易 (必須在结账前。如果在结账之后, 只能 refund)

先点击 "V/ SALE", 然后输入密码(1234),输入单号后, 确认交易信息无误后按 enter,卡机自动打印小票后即可。

## REFUND 退款

首先点击 RETURN, 然后输入密码 (1234) , 输入金额然后进行刷卡或插卡 (或者输入卡号,过期日期) , 卡机自动打印小票后让客户签字。

## 添加小费

首先点击 FUNC, 然后选择 "Tip Menu", 再选 By Trans Num, 接着输入小票号 (Transaction #) , 确认信息无误后, 点击 Adjust, 输入小费金额, 确认即可添加, 修改同一笔交易小费需要输入密码。

## BATCH 结账

先点击 "FUNC", 然后选择 Batch, 再选择 Batch Close, 然后 OK

## 对于 Customer Copy 的打印问题

在机子打印出来第一张 Merchant Copy 之后, 屏幕上会显示"Tear Slip-->YES/NO" 这个时候, 如果你点击 NO, 即可马上取消打印客户小票。如果您点击 YES, 则会立刻打印出 Customer Copy。如果你打印出 Merchant Copy 之后不进行任何操作的话, 机器会在大约十秒能自动打印顾客小票。