

PAX A920 USER GUIDE



CONFIGURE WiFi

1. On main screen, select **SETTINGS** icon
2. On Settings screen, press the **PLEASE INPUT PASSWORD** field and use keypad to type the password: 9876 or pax9876@@.
3. Touch **CHECKMARK** icon on keypad when done and press **OK**.
4. In **WIRELESS & NETWORKS** section, select **Wi-Fi**.
5. If **Wi-Fi is Off**, touch the toggle to turn it on.
If **Wi-Fi is already on**, a list of available networks appear.
6. From list of available networks, select name of network you want to connect to.
7. Enter the password for the selected network and press **CONNECT**.

TIP: You can press **SHOW PASSWORD** before typing to ensure you are entering the password correctly.

8. After terminal displays **CONNECTED** for selected network, touch the **BACK** icon to return to **SETTINGS** screen.
9. Press **BACK** icon again to return to home screen.

CREDIT / DEBIT SALE

1. Select from the options Credit, Debit, or EBT
2. Using the number pad, enter the sale amount
3. Touch **SALE**
4. Hand terminal to customer
5. Customer inserts / swipes / taps their card
6. The terminal prints **MERCHANT COPY**. To print customer copy, press OK or CANCEL

REFUND / DEBIT / CREDIT

1. On Main screen, select **RETURN**
2. Enter password
3. Enter amount of refund
4. Select **CONFIRM**
5. Insert/tap card to complete refund

CREDIT OR DEBIT CARD VOID

1. Select card type: credit, debit or EBT
2. Select **V/SALE**
3. Enter password
4. Enter transaction number from sales receipt
5. Confirm transaction void request

SETTLEMENT

1. Select **FUNC** option
2. Press **BATCH**
3. Select **BATCH CLOSE**
4. Enter Merchant password and Press **OK**
5. Terminal prints Settlement report