paystri

Pax A Series Restaurant Reference Guide

Running a Sale

1. Press 'Sale'
2. Enter amount and press Confirm
3. Insert/ Tap/ Swipe Card
4. Terminal communicates with host
5. Receipt Prints

Voiding a Transaction

1. Press 'Void Sale'
2. Enter transaction number press Confirm
3. Press Confirm to Void
4. Terminal communicates with Host
5. Receipt Prints

Refund a Transaction

1. Press 'Refund'
2. Enter amount and press Confirm
3. Insert / Swipe / Key Card info press OK
4. Terminal Communicates with Host
5. Receipt Prints

Settling the Batch

1. Press FUNC
2. Press Batch
3. Press Yes on 'Close Batch?'
4. Batch will settle out and print report

Reprint Receipt

1. Press FUNC
2. Press Reprint
3. Choose which report to print
4. Receipt Prints

Reports

1. Press FUNC
2. Press Reports
3. Select the report type
4. Press Print

Tip Adjust

1. Press FUNC
2. Press History
3. Select sale to adjust
4. Press Adjust
5. Enter tip amount and Confirm