PAX D210 Quick Reference Guide

CREDIT SALE

Enter sale amount, press OK

Press OK again and pass terminal to customer

Customer inserts/swipes/taps card and confirms sale amount

TIP: Customer chooses: % or $ then inputs amount

Customer confirms total and enters PIN #

Terminal will process transaction, press OK

Terminal prints merchant copy and prompts to print customer copy

REFUND

Press F2 - TRANS to access Transaction Menu

Press F2 to scroll to next screen and 5 for Refund function

Enter Merchant Password, press OK

Enter Host Invoice # of the transaction to be refunded, press OK

Enter refund amount, press OK

Press OK again and pass terminal to customer

Customer inserts/swipes card and confirms sale amount Terminal will process refund, press OK

Terminal prints merchant copy and prompts to print customer copy

PRE-AUTHORIZATION

Press F2 -TRANS to access Transaction Menu

Press 2 for Pre-authorization function

Enter amount of pre-authorization, press OK

Press OK again and pass terminal to customer

Customer inserts/swipes card and confirms sale amount

Customer enters PIN #

Terminal will process transaction

Terminal prints merchant copy and prompts to print customer copy

PRE-AUTHORIZATION COMPLETION

Press F2 -TRANS to access Transaction Menu

Press 3 for (pre-authorization) Completion function, press OK

Enter Terminal Invoice #, press OK

Confirm correct transaction to be completed, press OK

Enter final total amount of sale, press OK

Confirm completion amount, press OK

Terminal prints merchant copy and prompts to print

FORCE CREDIT CARD TRANSACTION

Press F2 - TRANS to access Transaction Menu

Press F2 to scroll to next screen and 4 for Force Post, press OK

Enter Voice Authorization number, press OK

Customer swipes/inserts card

Enter amount of forced (manual) transaction, press OK

Customer enters PIN #

Terminal will process transaction

Terminal prints merchant copy and prompts to print customer copy

Device Version with F1 – F2 Keys

Menu Layout

▸ For On/Off press button on left side of terminal.

▸ Terminal functions are arranged in two menus: Transaction and Administration

▸ F1 and F2 buttons are used to scroll through to display menu options.

Changing the Language

▸ Press F1 to access Admin menu.

▸ Select 3 Setup 3 then 1 Options

▸ Enter **ADMIN** password, press OK

▸ Choose Language

▸ Press Cancel twice to return to main screen.

CT Payment

DEBIT CARD SALE

Enter sale amount, then press OK

Press OK again and pass terminal to customer

TIP: Customer chooses % or AMT, inputs tip and confirms total amount

Customer inserts/swipes/taps card

CASHBACK: Customer chooses cashback amount, confirms fee and total

Customer chooses Checking or Savings account

Customer enters PIN #

Terminal will process transaction

DEBIT REFUND

Press F2 - Trans to access Transaction Menu

Press F2 to scroll to next screen and 5 for Refund function

Enter Merchant Password, press OK

Enter Host Invoice # of the transaction to be refunded, press OK

Enter refund amount, press OK

Press OK again and pass terminal to customer

Customer inserts/swipes card and confirms refund amount

Customer chooses Checking or Savings account

Customer enters PIN #

Terminal will process transaction

Terminal prints merchant copy and prompts to print customer

CREDIT OR DEBIT CARD VOID

Press F2 - Trans to access Transaction Menu

Press F2 to scroll to next screen then 6 for Void function

Enter merchant password + OK

To Void last transaction press Yes

To Void other transaction press Other and enter Record #

Enter Record #, press OK

Confirm correct transaction and amount, press OK

Customer inserts/swipes card and confirms void amount

Customer enters PIN #

Terminal will process transaction

Terminal prints merchant copy and prompts to print customer copy

REPRINT RECEIPT

Press F2- Trans to access Transaction Menu

Press F2 twice to scroll to third menu then Press 7 for Reprint function

To Reprint receipt for last transaction press Yes

To Reprint other transaction press Other

Enter Record # and press OK to confirm

Terminal will print receipt

SETTLEMENT

Press F1 -Admin to access Admin Menu

Press 1 for Settlement, press OK

If you have pre-authorizations pending a pre-auth report will print

If you need to close any pending pre-authorizations:

Choose yes and follow pre-auth completion instructions

If you choose No pending pre-authorizations:

Confirm total Sales total, press OK

Confirm total Refunds, press OK

Confirm Net total press OK.

Confirm Totals match Settlement Batch, press OK

Print summary report

TRAINING MODE

IMPORTANT NOTE: When terminal is in training mode any Sale transactions will not be processed. Please ensure you turn Training OFF to begin accepting payments.

Batch must be closed (settlement) to be in training mode

Press F1 for Admin **Menu**

Press F2 to scroll twice and 8 for **Training** mode

Enter merchant password, press OK

Select **Training** YES/NO, press OK

Technical Support

For assistance contact us:
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