

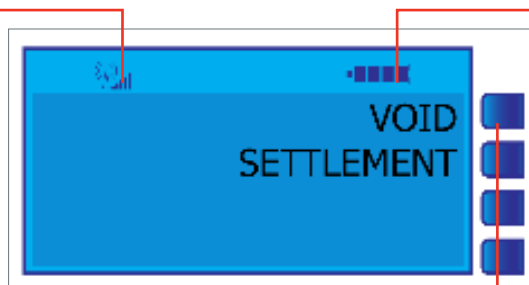
## PAX S90 GPRS - Quick Reference Guide

This Quick Reference Guide outlines the procedures for performing the most common credit transactions on the PAX S90 device. Should you encounter problems while using the device, please contact Customer Care at (866)-277-4821.

### PAX S90 Screen and Function Key Layout

#### GPRS Signal Strength:

Signal strength is represented by 5 vertical bars.



Home Screen

#### Battery Status Indicator:

Displays the current battery status.

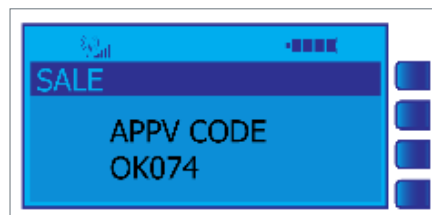
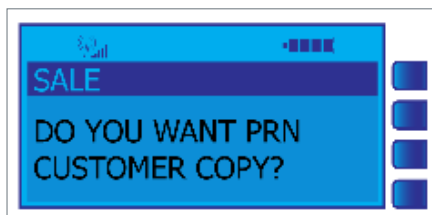
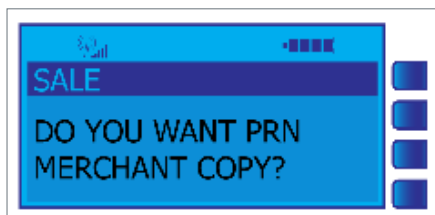
#### Screen Function Buttons:

These buttons are used to select the corresponding on-screen options.

### Credit Sale - Swiped

Use the Credit Sale function to obtain authorization for the credit card sale transaction. To process a credit sale, follow these steps:

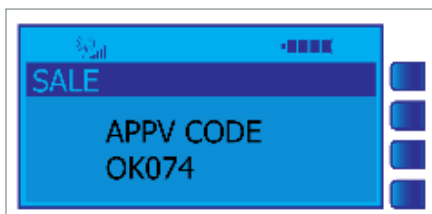
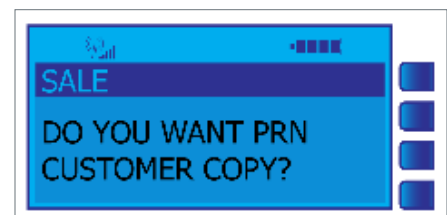
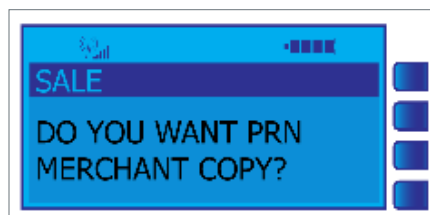
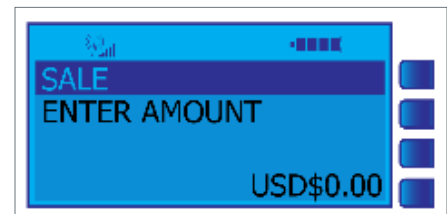
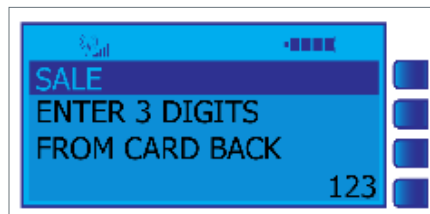
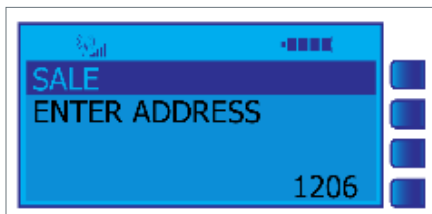
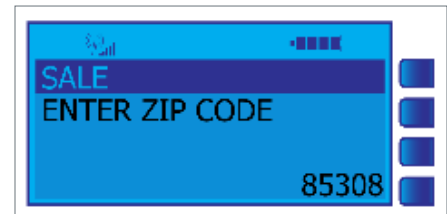
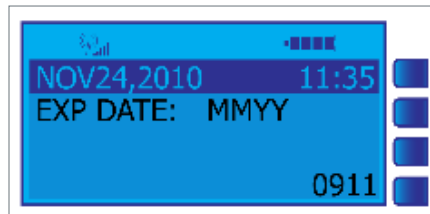
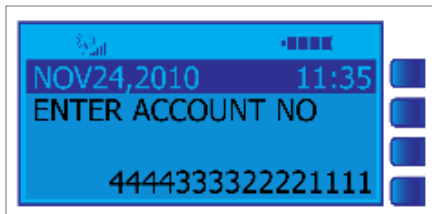
1. At the Home screen, swipe the customer's credit card.
2. Enter the transaction amount, and then press the green ENTER key.
3. Confirm the transaction amount, and then press the green ENTER key.
4. To print a merchant copy of the receipt, press the green Enter key, otherwise, press the pink CANCEL key.
5. To print a customer copy of the receipt, press the green Enter key, otherwise, press the pink CANCEL key.
6. The device briefly displays the transaction Approval Code and then returns to the Home Screen.



## Credit Sale - Manual Entry

If your customer's credit card is unable to be read by the device, you may manually process a credit transaction. To process a manual credit sale, follow these steps:

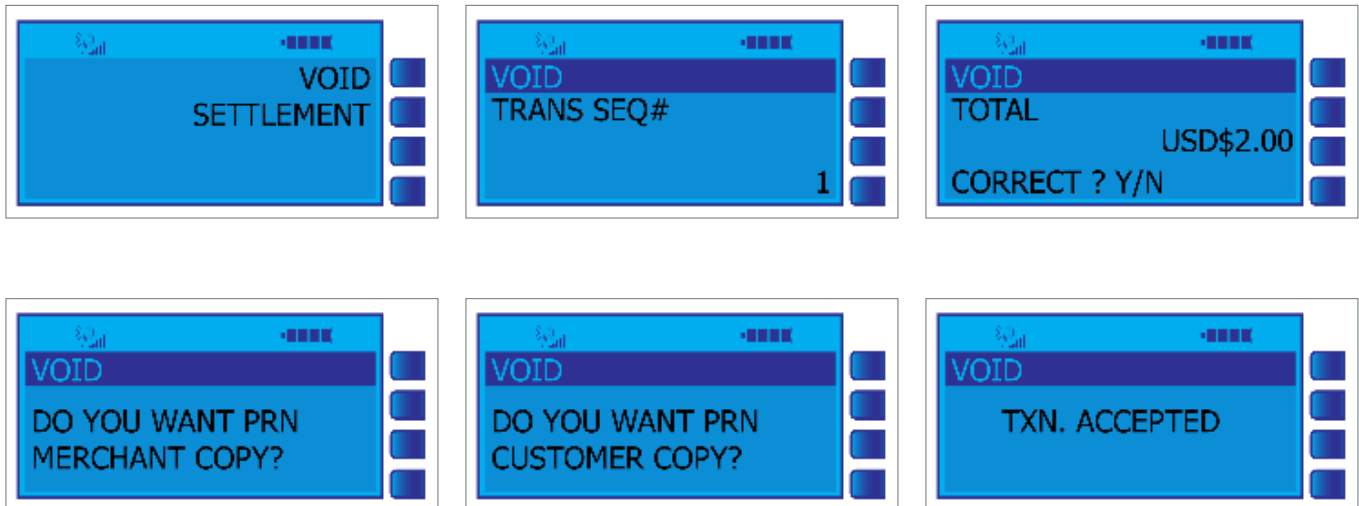
1. At the Home screen, enter the customer's credit card number, and then press the green ENTER key.
2. Enter the card's expiration date in MMY format, and then press the green ENTER key.
3. Enter the customer's zip code, and then press the green ENTER key.
4. Enter the customer's street number, and then press the green ENTER key.
5. Enter the card CVV number, and then press the green ENTER key.
6. Enter the transaction amount, and then press the green ENTER key.
7. Confirm the transaction amount, and then press the green ENTER key.
8. To print a merchant copy of the receipt, press the green Enter key, otherwise, press the pink CANCEL key.
9. To print a customer copy of the receipt, press the green Enter key, otherwise, press the pink CANCEL key.
10. The device briefly displays the transaction Approval Code and then returns to the Home Screen.



## Void

Use the Void function to delete a credit card transaction approved within the same processing batch but not settled with the processor. To void a transaction, follow these steps:

1. At the Home screen, select VOID.
2. At the TRANS SEQ# prompt, enter the transaction number to void, and then press the green ENTER key.
3. Confirm the total of the transaction to void, and then press the green ENTER key.
4. To print a merchant copy of the receipt, press the green Enter key, otherwise, press the pink CANCEL key.
5. To print a customer copy of the receipt, press the green Enter key, otherwise, press the pink CANCEL key.
6. The device briefly displays TXN ACCEPTED and then returns to the Home Screen.



## Settlement

Use the Settlement function to close an open batch for settlement of funds by following these steps:

1. At the Home screen, select SETTLEMENT.
2. The device displays SETTLE SUCCESS once completed.
3. The device automatically prints a Batch Report.



**Need Help? Contact Customer Care:**

(866)-277-4821

customer@apriva.com