NOTE: Transactions that are manually entered (not swiped) will require you to enter the card number, expiration date, purchase order number (if the card is not present), customer zip code, and credit card CVV code. The buttons on the right of the screen are F1, F2, F3 and F4.

CREDIT TRANSACTIONS	
DESCRIPTION	**TO INITIATE**
SALE	1. Type in the amount of the sale and press **ENTER**. 2. Press **ENTER** to confirm the Fee amount to be applied. Press **0** to prevent the fee from being applied. 3. Insert/tap/swipe/key in card or card number. 4. Tear Slip and press **ENTER** to print a customer copy. Press **CANCEL** to NOT print a customer copy.
VOID SALE	1. Press the ▼ key until **V/SALE** is displayed and then press **ENTER**. 2. Enter Trans #, then press **ENTER** twice. 3. Insert/tap/swipe/key in card or card number. 4. Tear slip and then press **ENTER** to print customer receipt.
RETURN	1. Press the ▼ key until **RETURN** is displayed. 2. Enter amount and then press **ENTER**. 3. Insert/tap/swipe/key in card or card number. 4. Tear slip and then press **ENTER** to print customer receipt.
VOID RETURN	1. Press the ▼ key until **V/RTRN** is displayed and then press **ENTER**. 2. Enter Trans #, then press **ENTER** twice. 3. Insert/tap/swipe/key in card or card number. 4. Tear slip and then press **ENTER** to print customer receipt.

SETTLEMENTS/REPORTS	
DESCRIPTION	**TO INITIATE**
CURRENT REPORT	1. Press the **FUNC** key. 2. Choose **1 - Reports**, then press **ENTER**. 3. Enter the device password, then press **ENTER**. 4. Tear slip.
SETTLEMENT	1. Press the **FUNC** key. Select **Option 2** for BATCH. 2. Press **1** for BATCH ALL. 3. Press **ENTER**.

Press **FUNCTION + ALPHA** to access tip menu.

Select an entry method:
1. Scroll Untipped
2. By Invoice
3. By Srvr/Clerk #
4. By Trans. #
5. By Card Type
6. By Card Num.

Follow prompts based on selection.

LOADING PAPER

1. Pull up on the paper cover tab to open the paper compartment.
2. Insert the paper roll as shown.
3. Close the paper cover.

NOTE: The PAX S90 terminal uses **2 1/4" x 50'** Thermal
Paper Rolls.

CHARGING

1. Plug the power supply adapter to the unit power port located on the left
   side of the unit.
2. The red LED located by the smart card reader will light up as shown.
   When charging is done the LED will be green.