

PAX A920 Pro - Quick User Guide

Power On/Off and Sleep Mode

Power On - Press and hold the power button for three seconds until the screen powers on.

Power Off - Press and hold the power button for three seconds until the power menu is shown. Tap Power off, and then Power off again. A “shutting down...” message will show when the terminal is turning off.

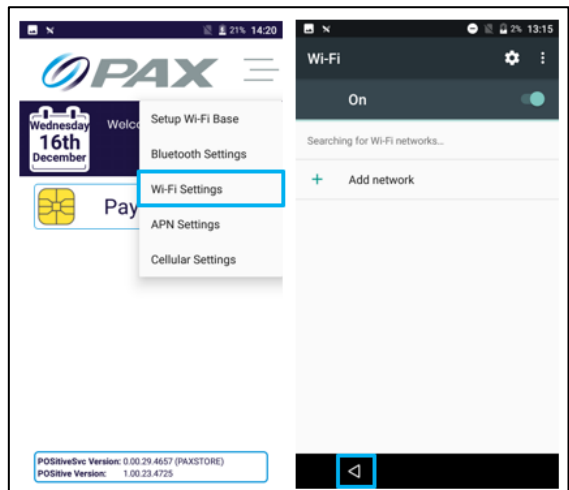
Sleep Mode - To put the device in or wake the device from sleep mode, click the power button.



Connecting to Wi-Fi

To connect the device to Wi-Fi, please click the three dots in the top right-hand corner of the screen and select Wi-Fi Settings.

The device will then be redirected to the Wi-Fi settings page. The device will automatically search and bring up available Wi-Fi

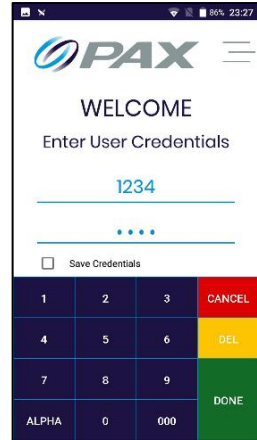




How to log into POSitive Payment Application

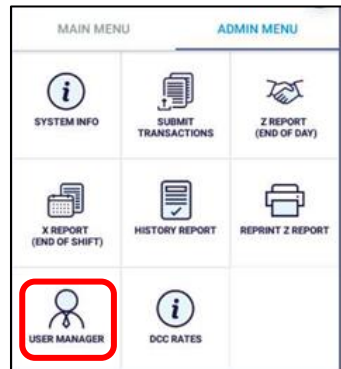
Click on the Payments button on the screen which will open the POSitive Payment application. Once the application has loaded you will be prompted for an ID and Password.

By default, both these fields are 1234.

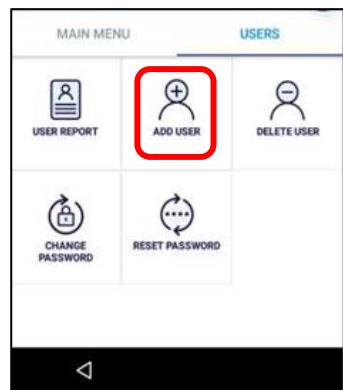


Adding a new user to POSitive Payments Application

You can set up another user on the POSitive payment Application very easily. From the **Admin** screen press the “User Manger” button on the bottom left of the screen, circled in red in the adjacent diagram.



Press the button “Add User”. Shown circled in red in the adjacent diagram. You will then be asked for a user ID. Type in the user ID you wish to use. You will then be asked to enter a password for the user ID. You will then be asked to enter a display name – this is what will be seen on the terminal screen. After this step you will be asked if you would like to grant supervisor permissions to the new user. If you want the user to be able to run reports, select **Yes** or if not select **No**

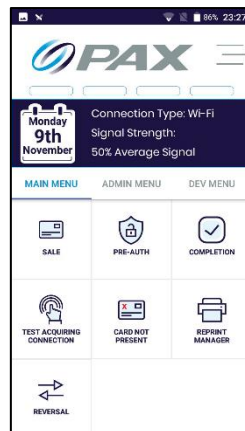


Conducting a Sale

To conduct a sale, from the main menu choose Sale. Key in the amount of the sale and select Done. You will be prompted to Tap, Swipe or Insert. Please ask the customer to do one of the following, Tap the card on the contactless reader or swipe the card through the magstripe reader or Insert card into the card reader.

Conducting a Refund

To conduct a refund, from the main menu, choose Refund. Key in the amount of the refund and select Done. You will be prompted to Tap, Swipe or Insert. Please ask the customer to do one of the following: Tap the card on the contactless reader or swipe the card through the magstripe reader or Insert card into the card reader.



Reconciliation (Z Report)

To generate a Z report, from the main menu, swipe across to the admin menu and choose Z Report (End of Day). It will print a Z report and reset all totals back to zero in preparation of the store re-opening.

Generating an X report

To generate an X report, from the main menu swipe across to the admin menu and choose X Report (End of Shift). This will print the report which can be taken at any time of the day and does not zero totals.

Changing the paper roll

To remove the thermal paper, turn the device over and pull the Paper Cover Latch away from the device. The top section of the device will pivot downwards. To remove the paper, simply pull the paper roll out. To install a new thermal paper roll, insert paper roll with the paper poking out of the top of the device, adhering to the orientation shown in the paper roll holder. Then, close the lid until the lid snaps into place.



Ensure the lid is fully closed so that the paper roll fully engages the paper. Tear off any excess paper. The terminal is now ready to use.