CONFIGURE WI-FI

1. On the terminal's main screen, touch the Settings app.
2. Enter password: pax9876@@ and press OK.
3. In the Wireless & Networks section, select Wi-Fi and make sure it's enabled.
4. From the list of available networks, touch the name of the network you want to connect to.
5. Enter the password for the selected network and touch CONNECT.
6. Once connected touch the Back icon to return to the Settings screen.
7. Touch the Back icon again to return to the main screen.

CHANGE DATE/TIME

1. On the terminal's main screen, touch the Settings icon.
2. On the Settings screen, touch the Please Input Password field.
3. Enter password: pax9876@@ and press OK.
4. Scroll down the System section.
5. Select Date & Time
6. Select Time Zone
7. Select Region
8. Enter your region, example: United States
9. Select your Time Zone, example: New York.

RUN CREDIT, DEBIT OR EBT SALE

1. Make sure you are inside your processing app. *Example: Sierra, Omaha, Rapid Connect .*
2. Right below the transaction amount you will see the transaction types: Credit, Debit, EBT, FUNC.
3. Select the type of transaction you would like to run then select Sale.
4. Enter the amount of the Sale.
5. Now you may Insert, Tap or Swipe your card.
6. A receipt should be printed as confirmation.

VOID A TRANSACTION

NOTE: Void is only for sales in the current batch (not settled)

1. Make sure you are inside your processing app. *Example: Sierra, Omaha, Rapid Connect.*
2. Go to the tab in which the transaction was done. *Example: Credit, Debit, EBT.*
3. You will see an option that says V/SALE.
4. Select V/SALE and enter the Transaction Number *(This will be printed on the receipt)*
5. Enter the transaction number and it will display the transaction.
6. Scroll down on the transaction details and select VOID.
7. A receipt will print out to confirm it has been voided.

REPRINT RECEIPT

NOTE: You can only reprint receipts from the current open batch.

1. Make sure you are inside your processing app, Example: Sierra, Omaha, Rapid Connect.
2. Inside your processing app select FUNC located right underneath Transaction Amount.
3. Select Re-Print.
4. Select Print Last or select Print Any and enter the transaction number.

REFUND A TRANSACTION

NOTE: You will need the card present or the full card number in order to do a refund.

1. Make sure you are inside your processing app. *Example: Sierra, Omaha, Rapid Connect.*
2. Inside your processing app select Credit located right underneath Transaction Amount.
3. Select Return
4. Enter the amount you would like to return.
5. Insert the card or key in the full card number. *(Press Enter to bypass Zip Code and CVV code)*
6. A receipt will print out to confirm it has been refunded.

PRINT A REPORT

1. Make sure you are inside your processing app, Example: Sierra, Omaha, Rapid Connect.
2. Inside your processing app select FUNC located right underneath Transaction Amount.
3. Select Reports.
4. Enter Password: 294687
5. Select the type of report you would like to print.
6. Select Print

REVIEW TRANSACTIONS

NOTE: You can only review transactions from the current open batch.

1. Make sure you are inside your processing app, Example: Sierra, Omaha, Rapid Connect.
2. Inside your processing app select FUNC located right underneath Transaction Amount.
3. Select History.
4. Enter Password: 294687
5. Now you can scroll through all the transactions in the current batch.

SETTLE BATCH MANUALLY

1. Make sure you are inside your processing app, Example: Sierra, Omaha, Rapid Connect.
2. Inside your processing app select FUNC located right underneath Transaction Amount.
3. Select Batch.
4. Enter Password: 294687
5. Select Close Batch, a batch report will print as confirmation.

CHANGE BATCH NUMBER

1. Make sure you are inside your processing app, Example: Sierra, Omaha, Rapid Connect.
2. Inside your processing app select FUNC located right underneath Transaction Amount.
3. Select Settings.
4. Enter Password: 294687
5. Select Host Settings
6. Scroll down to Batch Number
7. Enter the new number and press confirm.