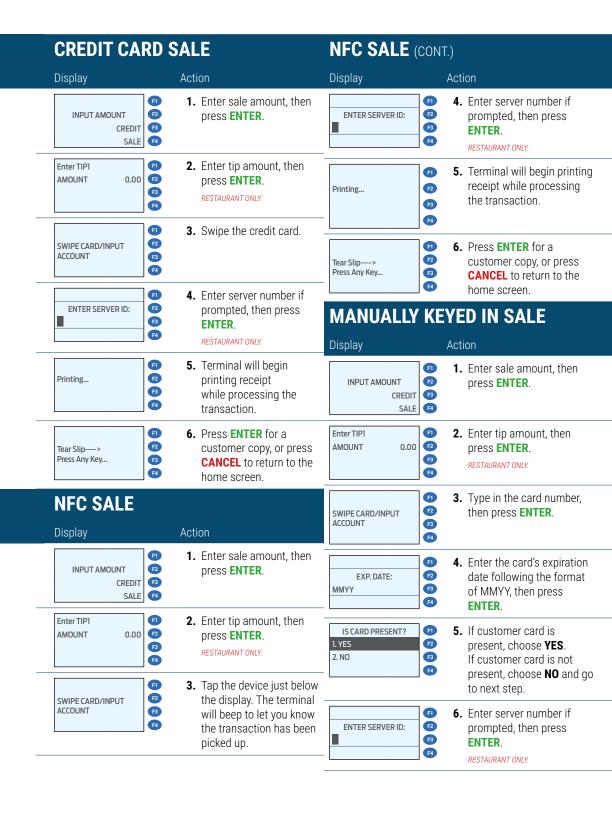# ENVOY
BUSINESS SYSTEMS

PAX S80
Restaurant/Retail
Quick Reference Guide

Password is always today's date
Example 6/22/2017 is 06222017
12/5/2018 is 12052018
etc.

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CREDIT CARD SALE

Display	Action
INPUT AMOUNT CREDIT SALE — F1 F2 F3 F4	**1.** Enter sale amount, then press **ENTER**.
Enter TIP1 AMOUNT 0.00 — F1 F2 F3 F4	**2.** Enter tip amount, then press **ENTER**. *RESTAURANT ONLY.*
SWIPE CARD/INPUT ACCOUNT — F1 F2 F3 F4	**3.** Swipe the credit card.
ENTER SERVER ID: — F1 F2 F3 F4	**4.** Enter server number if prompted, then press **ENTER**. *RESTAURANT ONLY.*
Printing... — F1 F2 F3 F4	**5.** Terminal will begin printing receipt while processing the transaction.
Tear Slip----> Press Any Key... — F1 F2 F3 F4	**6.** Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

NFC SALE

Display	Action
INPUT AMOUNT CREDIT SALE — F1 F2 F3 F4	**1.** Enter sale amount, then press **ENTER**.
Enter TIP1 AMOUNT 0.00 — F1 F2 F3 F4	**2.** Enter tip amount, then press **ENTER**. *RESTAURANT ONLY.*
SWIPE CARD/INPUT ACCOUNT — F1 F2 F3 F4	**3.** Tap the device just below the display. The terminal will beep to let you know the transaction has been picked up.

NFC SALE (CONT.)

Display	Action
ENTER SERVER ID: — F1 F2 F3 F4	**4.** Enter server number if prompted, then press **ENTER**. *RESTAURANT ONLY.*
Printing... — F1 F2 F3 F4	**5.** Terminal will begin printing receipt while processing the transaction.
Tear Slip----> Press Any Key... — F1 F2 F3 F4	**6.** Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

MANUALLY KEYED IN SALE

Display	Action
INPUT AMOUNT CREDIT SALE — F1 F2 F3 F4	**1.** Enter sale amount, then press **ENTER**.
Enter TIP1 AMOUNT 0.00 — F1 F2 F3 F4	**2.** Enter tip amount, then press **ENTER**. *RESTAURANT ONLY.*
SWIPE CARD/INPUT ACCOUNT — F1 F2 F3 F4	**3.** Type in the card number, then press **ENTER**.
EXP. DATE: MMYY — F1 F2 F3 F4	**4.** Enter the card's expiration date following the format of MMYY, then press **ENTER**.
IS CARD PRESENT? 1. YES 2. NO — F1 F2 F3 F4	**5.** If customer card is present, choose **YES**. If customer card is not present, choose **NO** and go to next step.
ENTER SERVER ID: — F1 F2 F3 F4	**6.** Enter server number if prompted, then press **ENTER**. *RESTAURANT ONLY.*

MANUALLY KEYED IN SALE (CONT.)

Display	Action
ENTER CVV2: — F1 F2 F3 F4	**7.** Enter the CVV2 code, then press **ENTER**. If you do not have access to, or cannot read the CVV2 code, press **ENTER** to skip this step.
CVV2 code is located on the back of the customer card, or the front of American Express cards.	
EXPLAIN REASON: 1. Want to bypass 2. Cannot read 3. Does not exist — F1 F2 F3 F4	**8.** If you skipped step 7, select the reason why.
ENTER ZIP CODE: — F1 F2 F3 F4	**9.** Enter the zip code of the card's billing address, then press **ENTER**.
Printing... — F1 F2 F3 F4	**10.** Terminal will begin printing receipt while processing the transaction.
Tear Slip----> Press Any Key... — F1 F2 F3 F4	**11.** Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

DEBIT SALE

Display	Action
INPUT AMOUNT DEBIT SALE — F1 F2 F3 F4	**1.** Press **F3** to toggle the payment type to DEBIT, enter sale amount, then press **ENTER**.
Enter TIP1 AMOUNT 0.00 — F1 F2 F3 F4	**2.** Enter tip amount, then press **ENTER**. *RESTAURANT ONLY.*
SWIPE CARD — F1 F2 F3 F4	**3.** Swipe the debit card.
ENTER SERVER ID: — F1 F2 F3 F4	**4.** Enter server number if prompted, then press **ENTER**. *RESTAURANT ONLY.*

DEBIT SALE (CONT.)

Display	Action
Please Enter PIN on the PIN Pad — F1 F2 F3 F4	**5.** Enter the 4 digit PIN on the attached PIN Pad, then press **ENTER**.
Printing... — F1 F2 F3 F4	**6.** Terminal will begin printing receipt while processing the transaction.
Tear Slip----> Press Any Key... — F1 F2 F3 F4	**7.** Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

EBT SALE

Display	Action
PRESS ENTER EBT SALE — F1 F2 F3 F4	**1.** Press **F3** twice to toggle the payment type to EBT, then press **ENTER**.
SELECT EBT TYPE: 1. FoodStamp 2. CashBenefit 3. Voucher — F1 F2 F3 F4	**2.** Select the type of sale.
EBT SALE AMOUNT 0.00 — F1 F2 F3 F4	**3.** Enter the sale amount, then press **ENTER**.
SWIPE CARD/INPUT ACCOUNT — F1 F2 F3 F4	**4.** Swipe the card or key in the card number, then press **ENTER**.
ENTER SERVER ID: — F1 F2 F3 F4	**5.** Enter server number if prompted, then press **ENTER**. *RESTAURANT ONLY.*
Please Enter PIN on the PIN Pad — F1 F2 F3 F4	**6.** Enter the 4 digit PIN on the attached PIN Pad, then press **ENTER**.
Printing... — F1 F2 F3 F4	**7.** Terminal will begin printing receipt while processing the transaction.

EBT SALE (CONT.)

Display	Action
Tear Slip----> Press Any Key... F1 F2 F3 F4	**8.** Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

FORCED SALE

Display	Action
INPUT AMOUNT CREDIT FORCED F1 F2 F3 F4	**1.** Press **F4** three times to toggle the sale type to **FORCED**, enter sale amount, then press **ENTER**.
Enter TIP1 AMOUNT 0.00 F1 F2 F3 F4	**2.** Enter tip amount, then press **ENTER**. *RESTAURANT ONLY.*
SWIPE CARD/INPUT ACCOUNT F1 F2 F3 F4	**3.** Swipe the card or key in the card number, then press **ENTER**.
ENTER AUTH. # F1 F2 F3 F4	**4.** Enter the 6 digit authorization number, then press **ENTER**.
ENTER SERVER ID: F1 F2 F3 F4	**5.** Enter server number if prompted, then press **ENTER**. *RESTAURANT ONLY.*
Printing... F1 F2 F3 F4	**6.** Terminal will begin printing receipt while processing the transaction.
Tear Slip----> Press Any Key... F1 F2 F3 F4	**7.** Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

VOID

Display	Action
INPUT AMOUNT CREDIT SALE F1 F2 F3 F4	**1.** Press the **FUNC** key located on the top right corner of the keypad.
FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find F1 F2 F3 F4	**2.** Press 7 to select the **Void** function.
ENTER SERVER ID: F1 F2 F3 F4	**3.** Enter server number if prompted, then press **ENTER**. *RESTAURANT ONLY.*
ENTER TRANS #: F1 F2 F3 F4	**4.** Enter the transaction number of the sale you would like to void, then press **ENTER**.
#0000 SALE AMOUNT 0.00 ************1234 F1 F2 F3 F4	**5.** Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.
Void #0000? ENTR=YES, CANC=NO F1 F2 F3 F4	**6.** Confirm voiding the transaction by pressing **ENTER**, or press **CANCEL** to return to the home screen.
Printing... F1 F2 F3 F4	**7.** Terminal will begin printing receipt while processing the transaction.
Tear Slip----> Press Any Key... F1 F2 F3 F4	**8.** Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

REFUND

Display	Action
INPUT AMOUNT CREDIT SALE F1 F2 F3 F4	**1.** Press the **FUNC** key located on the top right corner of the keypad.
FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find F1 F2 F3 F4	**2.** Press 8 to select the **Return** function.

Display	Action
ENTER PASSWORD: [F1] [F2] [F3] [F4]	**3.** Enter the Manager's Password located at the end of this document.
SELECT PMT TYPE: 1. CREDIT 2. DEBIT 3. EBT [F1] [F2] [F3] [F4]	**4.** Select your payment type.
CREDIT RETURN AMOUNT 0.00 [F1] [F2] [F3] [F4]	**5.** Enter the sale amount, then press **ENTER**.
SWIPE CARD/INPUT ACCOUNT [F1] [F2] [F3] [F4]	**6.** Swipe the card or key in the card number, then press **ENTER**.
ENTER SERVER ID: [F1] [F2] [F3] [F4]	**7.** Enter server number if prompted, then press **ENTER**. *RESTAURANT ONLY.*
Printing... [F1] [F2] [F3] [F4]	**8.** Terminal will begin printing receipt while processing the transaction.
Tear Slip----> Press Any Key... [F1] [F2] [F3] [F4]	**9.** Press **ENTER** for a customer copy, or press **CANCEL** to return to the home screen.

REPORTS

Display	Action
INPUT AMOUNT CREDIT SALE [F1] [F2] [F3] [F4]	**1.** Press the **FUNC** key located on the top right corner of the keypad.
FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find [F1] [F2] [F3] [F4]	**2.** Press 1 to select the **Report** function.
ENTER PASSWORD: [F1] [F2] [F3] [F4]	**3.** Enter the Manager's Password located at the end of this document.

Display	Action
Printing... [F1] [F2] [F3] [F4]	**4.** Terminal will print a report of the current batch.

REPRINT

Display	Action
INPUT AMOUNT CREDIT SALE [F1] [F2] [F3] [F4]	**1.** Press the **FUNC** key located on the top right corner of the keypad.
FUNCTION MENU: 1. Report 2. Batch 3. Review 4. Find [F1] [F2] [F3] [F4]	**2.** Press 6 to select the **Reprint** function.
RECEIPT COPY: 1. Last Cust. Rcpt 2. Any Receipt [F1] [F2] [F3] [F4]	**3.** Press 1 to print the last transaction's receipt. Press 2 to find a previous transaction's receipt.
SELECT PMT TYPE: 1. CREDIT 2. DEBIT 3. EBT [F1] [F2] [F3] [F4]	**4.** Select the payment type.
ENTER TRANS #: [F1] [F2] [F3] [F4]	**5.** Enter the transaction number of the receipt you would like to reprint, then press **ENTER**.
CHOOSE COPY TYPE 1. Customer 2. Merchant [F1] [F2] [F3] [F4]	**6.** Press 1 to print the customer copy. Press 2 to print the merchant copy.

SETTLEMENT

Display	Action
INPUT AMOUNT / CREDIT / SALE — F1 F2 F3 F4	**1.** Press the **FUNC** key located on the top right corner of the keypad.
FUNCTION MENU: / 1. Report / 2. Batch / 3. Review / 4. Find — F1 F2 F3 F4	**2.** Press 2 to select the **Batch** function.
BATCH MENU / 1. Batch Close — F1 F2 F3 F4	**3.** Press **ENTER** to close the current batch.
CLOSE W/UNTIPPED / ENTER=Continue — F1 F2 F3 F4	**4.** If all tips have been added, press **ENTER** to proceed. Otherwise press **CANCEL** to go back and add all tips. *RESTAURANT ONLY.*
Printing... — F1 F2 F3 F4	**5.** Terminal will close the batch and print a final report.

ADDING A TIP

Display	Action
INPUT AMOUNT / CREDIT / SALE — F1 F2 F3 F4	**1.** Press the **FUNC** key located on the top right corner of the keypad.
FUNCTION MENU: / 1. Report / 2. Batch / 3. Review / 4. Find — F1 F2 F3 F4	**2.** Press the up arrow key to highlight **Tip Menu**, then press **ENTER**.
TIP MENU: / 1. Scroll Untipped / 2. By Invoice / 3. By Srvr/Clerk# / 4. By Trans.# — F1 F2 F3 F4	**3.** Press 4 to find the sale by the transaction number.
ENTER TRANS #: — F1 F2 F3 F4	**4.** Enter the transaction number of the sale you would like to adjust, then press **ENTER**.
#0000 SALE / AMOUNT 0.00 / ************1234 — F1 F2 F3 F4	**5.** Screen will display the transaction details. If display is correct, press **ENTER**. If display is not correct, press **CANCEL** to return to the home screen.
TIP1: 0.00 / New Rate: 0.00 — F1 F2 F3 F4	**6.** Enter in the tip amount, then press **ENTER**.
TIP1:0.00 / ENTR=YES, CANC=NO — F1 F2 F3 F4	**7.** Confirm the tip amount by pressing **ENTER**, or press **CANCEL** to return to the previous screen.
Total: 0.00 — F1 F2 F3 F4	**8.** Display will show the new transaction total, then return to the **ENTER TRANS #** screen.