



SwipeSimple



# PAX A Series

## Quick Reference Guide



**PAX A920**



**PAX A80**



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Your Payment Partner of Choice

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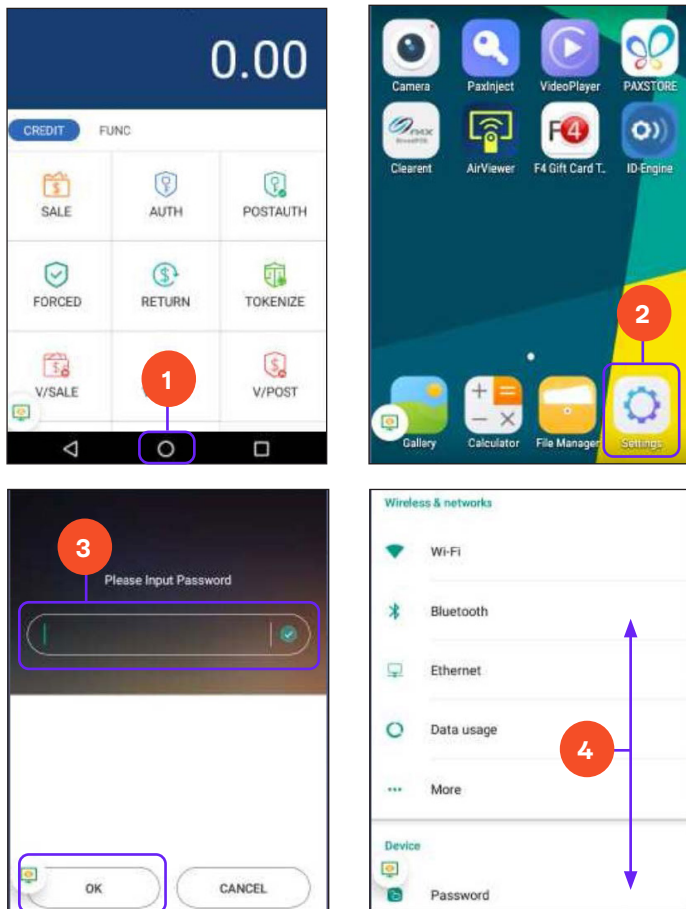
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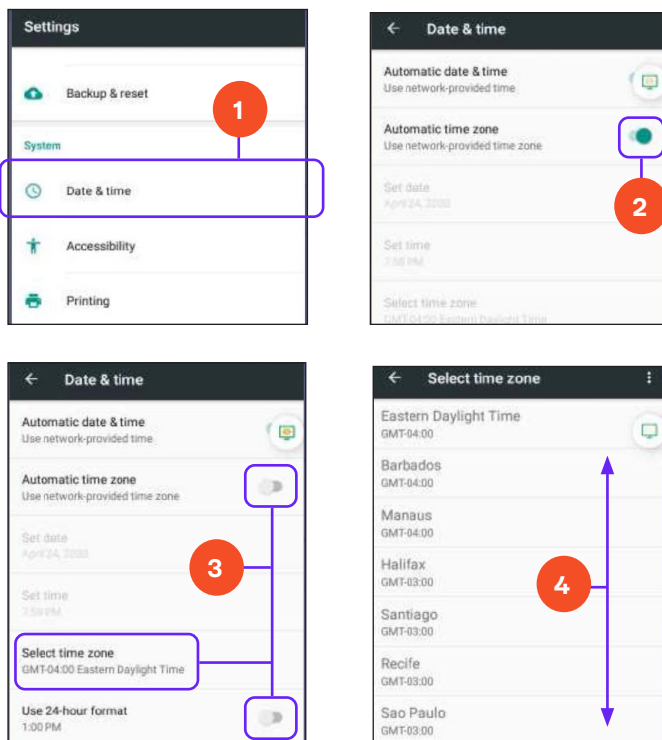
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## ACCESSING THE TERMINAL / ANDROID SETTINGS



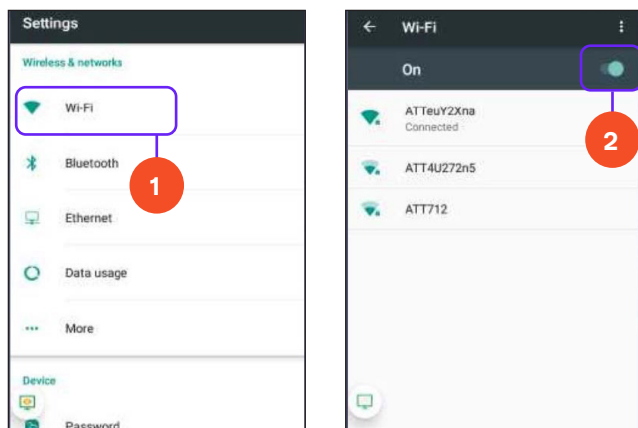
1. If you are in the payment application, choose the **CIRCLE AT THE BOTTOM** to return to the home menu.
2. Once on the Android home screen choose the option for **SETTINGS**.
3. The settings password is 9876 or in some cases 9876@@. Once that is keyed into the terminal press the **OK** on the terminal screen –**the green keypad button will not work on this screen**.
4. Once in the settings menu you can use your finger to scroll down to reach the settings you want to configure.

# SETTING DATE & TIME



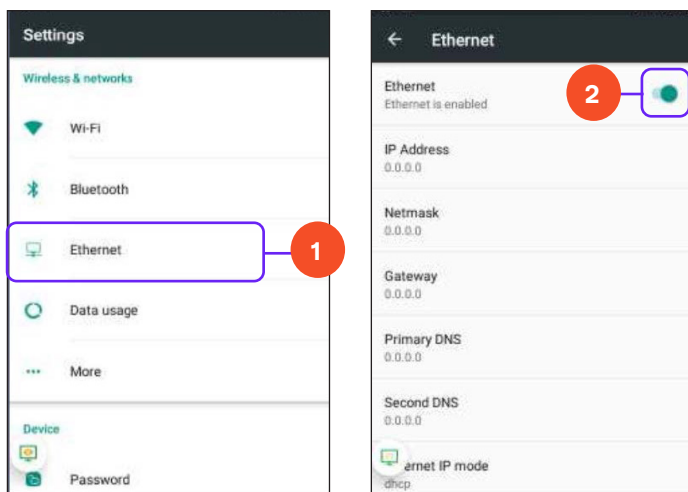
1. Choose the option for **DATE & TIME** to access the date and time setting menu.
2. The terminal will come with the auto time zone set to Eastern time zone and in Military time.
3. Flag off **AUTOMATIC TIME** zone setting and then choose the **SELECT TIME ZONE** setting option to configure the merchant's time zone.
4. Use your finger to scroll to find the merchant's time zone and choose the option for the appropriate time zone.

# SETTING WI-FI CONNECTION



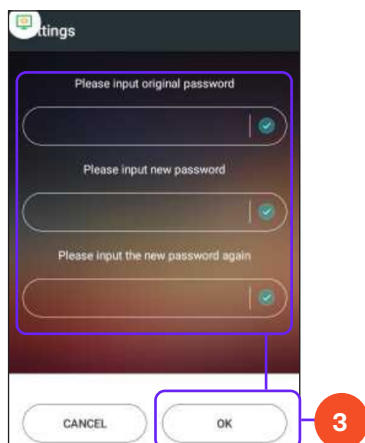
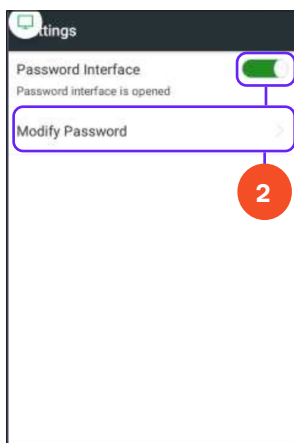
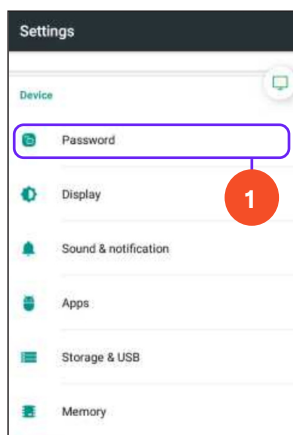
1. Choose the **WI-FI OPTION** to set the Wi-Fi setup.
2. **TURN THE WI-FI OPTION ON** and then choose the network to connect to.

## SETTING ETHERNET (A80 ONLY)



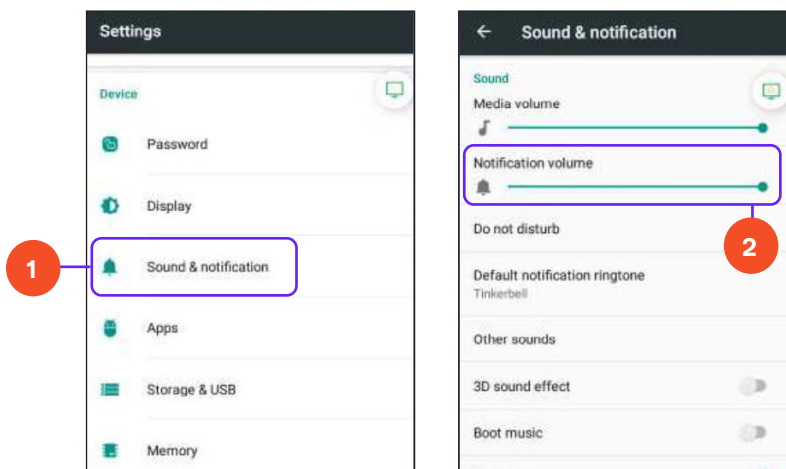
1. Choose the **ETHERNET OPTION** to set the Ethernet setup.
2. Turn the **ETHERNET OPTION ON**.

# SETTING PASSWORD FOR TERMINAL / ANDROID



1. Choose the **PASSWORD** setting to update the Password. **DEFAULT PASSWORD IS 9876** or in some cases **9876@@**, but it is recommended that you change the password and keep it in a secure place.
2. If you turn this option **OFF** it will disable the password for the terminal/android settings. Choose **MODIFY PASSWORD** option to change the terminal/android setting password.
3. Enter the original password and then the new password you wish to set twice. Once entered press the **OK** button to complete update.

## SETTING VOLUME AND KEY BEEP



1. Choose the Sound & notification setting to update the volume and keypad beeps.
2. This setting controls the notification volume –notification can consist of application updates made to the payment app, and other app pushes made to the terminal. To turn off the keypad beeps flag the Key Tone option off.

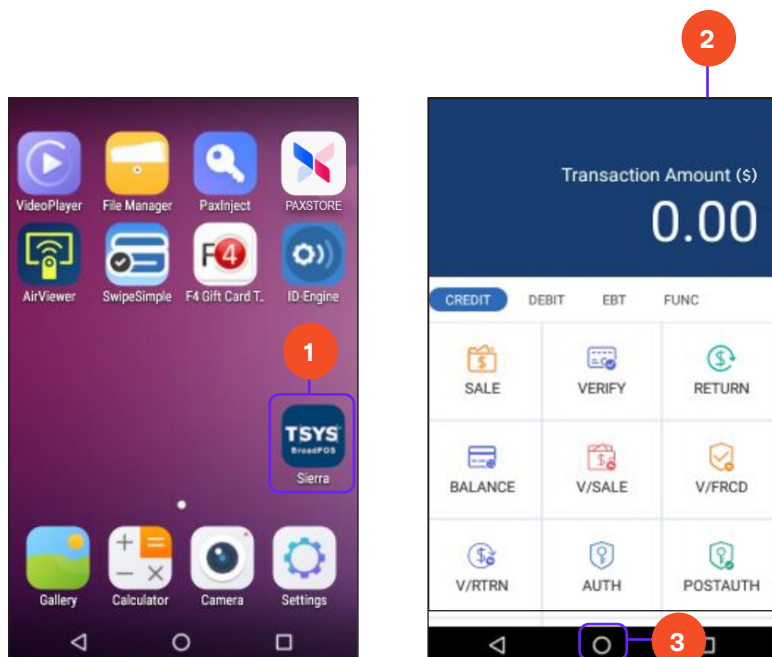


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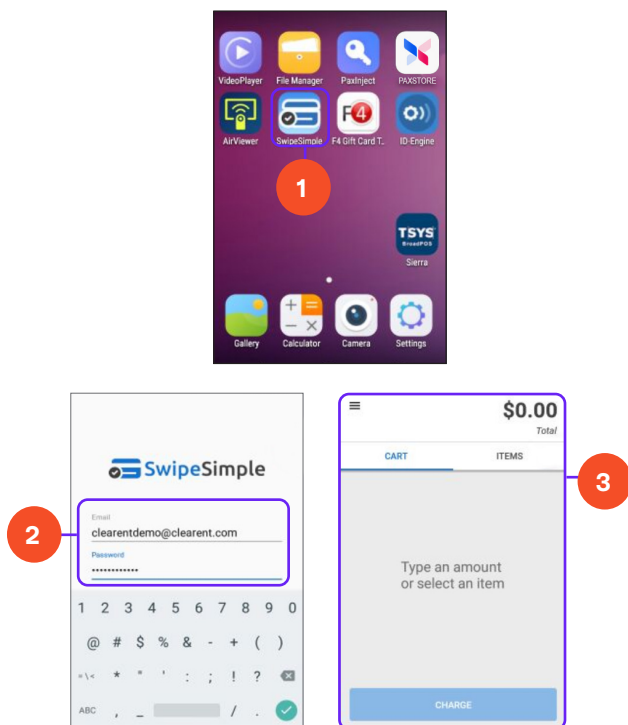


## SELECT & RUN THE BROAD POS PAYMENT APPLICATION



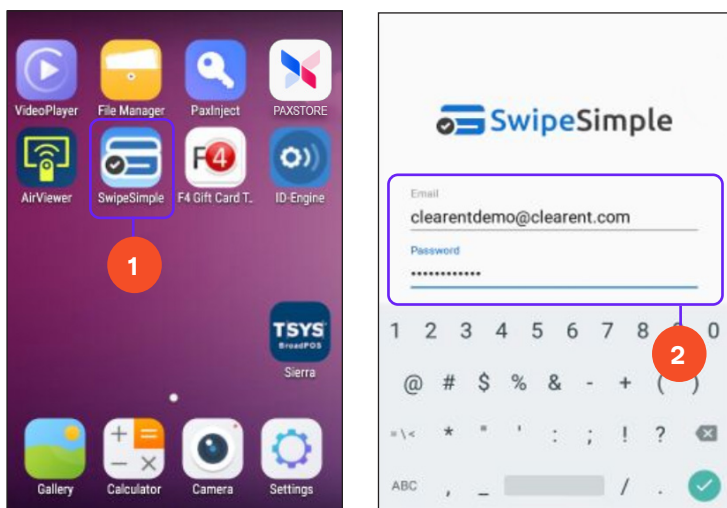
1. Select the BroadPOS payment application on the home screen of the PAX A80 hardware terminal using the touchscreen.
2. On selecting the application, the home screen of the application shows up.
3. Enable the BroadPOS payment application to run in the background by selecting the circle icon at the bottom of the screen.

## LOG INTO SWIPESIMPLE: FIRST TIME



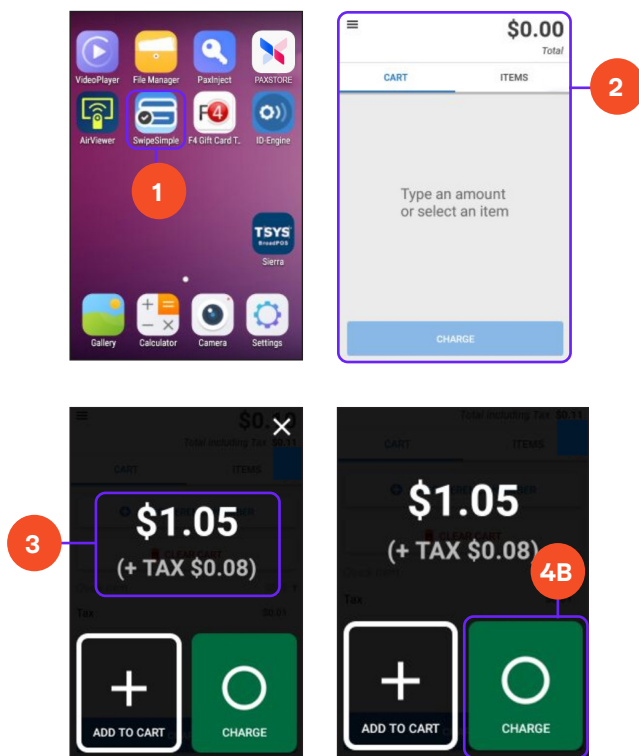
1. On the touchscreen of the PAX A80 hardware terminal, select the "SwipeSimple" icon.
2. The SwipeSimple login screen appears. Using the virtual keyboard that appears on the touchscreen of the PAX A80 hardware terminal, enter the Email ID associated with your SwipeSimple merchant account and the temporary password, provided to you in the SwipeSimple welcome email sent to your email ID.
3. The SwipeSimple app will now prompt you to reset your password. Using the virtual keyboard that appears on the touchscreen of the PAX A80 hardware terminal, enter the permanent password. You will then be redirected to the New Charge screen.

# LOG INTO SWIPESIMPLE: PERMENANT PASSWORD SET

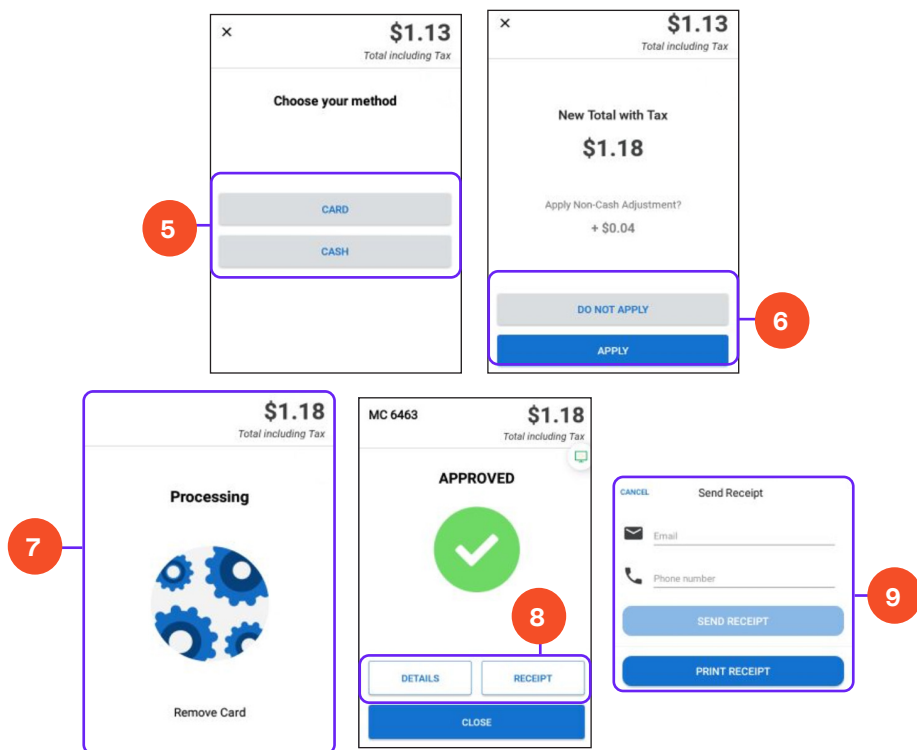


1. On the touchscreen of the PAX A80 hardware terminal, select the “SwipeSimple” icon.
2. The SwipeSimple login screen appears. Using the virtual keyboard that appears on the touchscreen of the PAX A80 hardware terminal, enter the Email ID associated with your SwipeSimple merchant account and the permanent password.

# SALE TRANSACTION: QUICK ITEM USING A CREDIT CARD

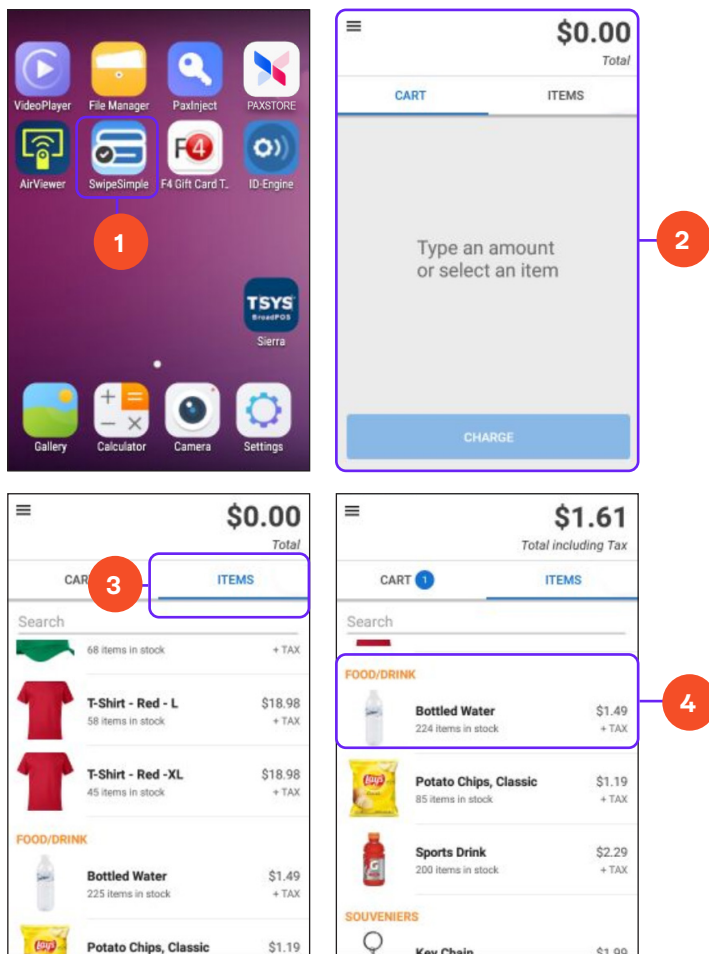


1. On the touchscreen of the PAX A80 hardware terminal, select the “SwipeSimple” icon.
2. After logging in, you will see the New Charge screen.
3. Enter amount to be charged on the PAX A80 physical keypad.
4. Enter amount to be charged on the PAX A80 physical keypad. Run the charge by either:
  - A. Pressing the green button on the physical keypad of the PAX A80 hardware terminal.
  - B. Pressing the green charge button on the touch screen of the PAX A80 hardware terminal.
5. If cash sales are enabled, select if it is a card or cash transaction.

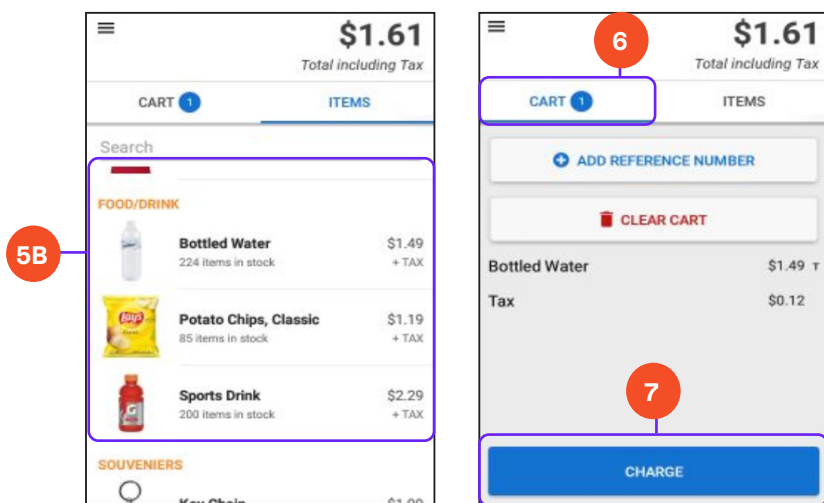


6. If account is configured for Non-Cash Adjustment, and the option to Bypass the NCA is enabled, select whether you want to Apply or Not Apply the NCA. If the option to bypass the NCA was NOT enabled, this screen will not appear.
7. Swipe/Tap/Dip card on the PAX A80 hardware terminal. The app now shows a “PROCESSING” Screen. Upon successful charge, the user is prompted to “REMOVE CARD.”
8. SwipeSimple now shows the “APPROVED” screen with options to print/email/text receipt, or a “DECLINE” message.
9. You can then click on “Receipt” if you wish to email/text a receipt, or if the device is configured to automatically print a receipt, it will print at this time.

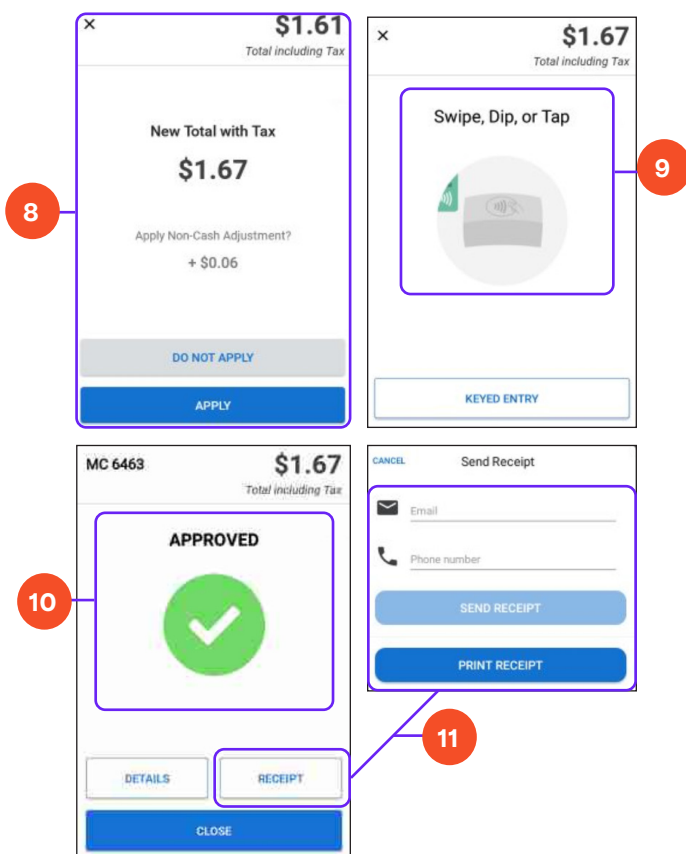
# SALES TRANSACTION: ITEM FROM CATALOG USING CREDIT



1. On the touchscreen of the PAX A80 hardware terminal, select the "SwipeSimple" icon.
2. After logging in, you will see the New Charge screen.
3. Select "Items" on the touchscreen of the PAX A80 hardware terminal device, to view items from your Item Catalog.
4. Select the item using the touchscreen of the PAX A80 hardware terminal device to add it to your cart.
5. Adding items to your cart:



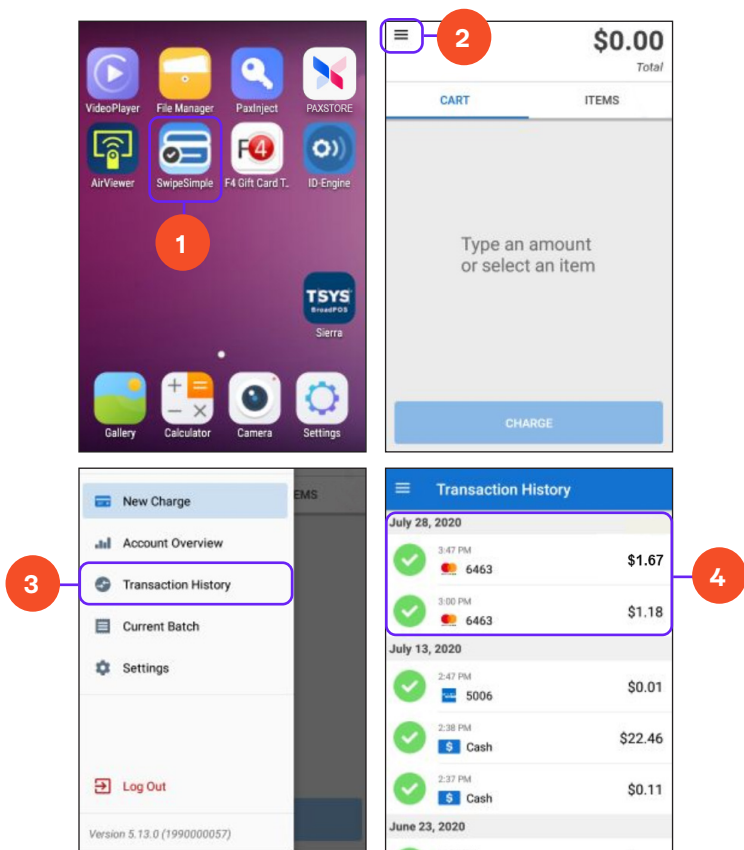
- A. Add a Quick Item to your cart by entering the amount on the physical keypad of the PAX A80 hardware terminal.
- B. Confirm the addition of the Quick Item by either pressing the green button on the physical keypad of the PAX A80 hardware terminal or by selecting the "Add to Cart" icon on the touchscreen of the PAX A80 hardware terminal .
- C. Add a regular item to your cart by selecting it from the "Items" list on the touchscreen of the PAX A80 hardware terminal.
6. After you have finalized your cart, select "Cart" on the touchscreen of the PAX A80 hardware terminal and review your cart.
7. Select the "CHARGE" button.
8. If account is configured for Non-Cash Adjustment, and the option to Bypass the NCA is enabled, select whether you want to Apply or Not Apply the NCA. If the option to bypass the NCA was NOT enabled, this screen will not appear.



9. Swipe/Tap/Dip card on the PAX A80 hardware terminal. The app now shows a “PROCESSING” screen upon successful charge, the user is prompted to “REMOVE CARD.”
10. SwipeSimple now shows the “APPROVED” screen with options to print/email/text receipt, or a “DECLINE” message.
11. You can then click on “Receipt” if you wish to email/text a receipt, or if the device is configured to automatically print a receipt, it will print at this time.



# VOID CREDIT CARD SALE



1. On the touchscreen of the PAX A80 hardware terminal, select the "SwipeSimple" icon.
2. Use the touchscreen of the PAX A80 hardware terminal to select the side menu button from the upper left corner of the SwipeSimple app.
3. Select the "Transaction History" option.
4. A list of all transactions conducted on the terminal shows up. Select the sale transaction to be voided.
5. Select the "Void" button to void the transaction.

The screenshot displays the PAX A Series interface for a transaction. At the top, a blue header bar contains a back arrow, the transaction ID '10433018-0033', and the word 'DETAILS'. Below this, a green checkmark icon is next to the text 'APPROVED SALE', and the total amount '\$1.19' is shown on the right. The transaction date and time '7/28/20 - 3:00 PM' and the payment method 'Dipped' with a Mastercard logo and number '6463' are listed. The customer name 'John Doe' is displayed. A list of items follows: 'Quick Item' for \$1.05, 'Non-Cash Adjustment' for \$0.04, and 'Tax' for \$0.09. At the bottom of the details section, there are two buttons: 'VOID' (highlighted with a red circle and a purple box) and 'ISSUE REFUND'. Below these is a blue button labeled 'RECEIPT'. A second screen is shown below the first, titled 'Void Transaction 10433018-0033?'. It has two buttons: 'CANCEL' and 'VOID' (highlighted with a red circle and a purple box).

← 10433018-0033 DETAILS

✓ APPROVED SALE \$1.19

7/28/20 - 3:00 PM Dipped 6463

Customer John Doe

ITEMS

Quick Item \$1.05

OTHER

Non-Cash Adjustment \$0.04

Tax \$0.09

VOID ISSUE REFUND

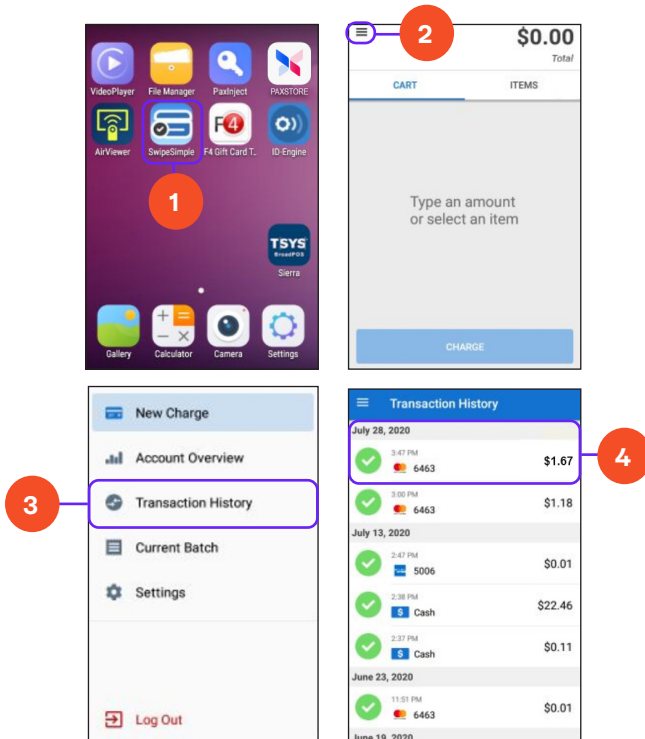
RECEIPT

Void Transaction 10433018-0033?

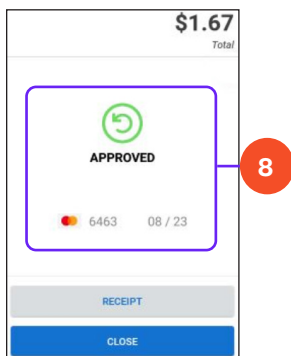
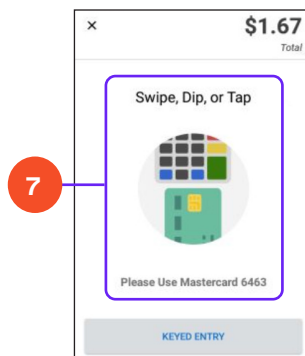
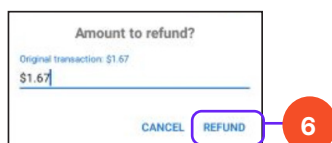
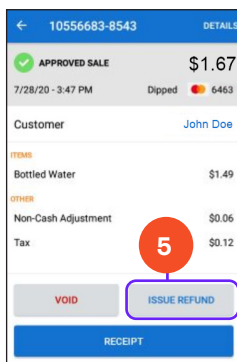
CANCEL VOID

6. Confirm the action by tapping “Void”.

# REFUND A TRANSACTION

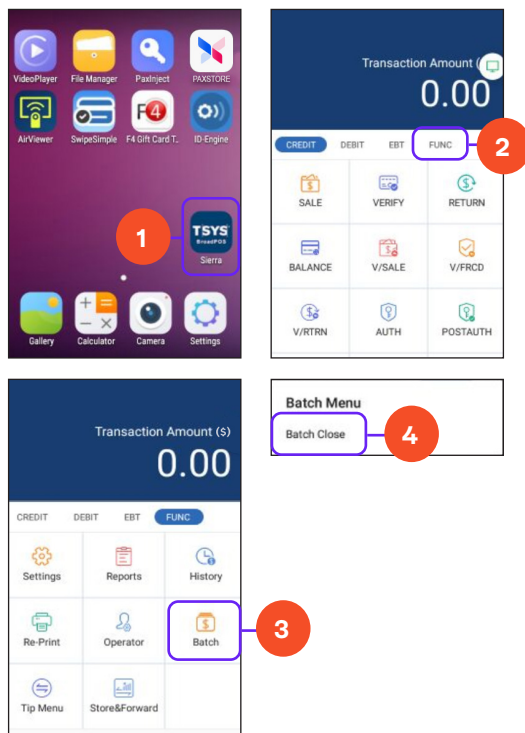


1. On the touchscreen of the PAX A80 hardware terminal, select the “SwipeSimple” icon.
2. Use the touchscreen of the PAX A80 hardware terminal to select the side menu button from the upper left corner of the SwipeSimple app.
3. Select the “Transaction History” option.
4. A list of all transactions conducted on the terminal shows up. Tap on the transaction you would like to refund.
5. Once card holder signs on the screen, select **CONFIRM** to accept or **CLEAR** to clear the signature and retry the signature.



6. Select the **PRINT** button to print the receipts.
7. The terminal will display the transaction status.

# MANUALLY BATCHING THE TERMINAL



1. From the terminal's home screen, select the PAX BroadPOS payment application.
2. On the home screen of the PAX BroadPOS payment application, select the "FUNC" option.
3. Within the new screen that shows up, select the "Batch" option.
4. Select the "Batch Close" option to close the batch. The terminal will print out the batch report.

## TERMINAL & TECHNICAL SUPPORT

**Self-service options available at:**

**[support.xplorpay.com](https://support.xplorpay.com)**

For questions about terminals and/or equipment:

Xplor Pay Technical Support

866.435.0666 Option 1, then Option 2

**[technicalsupport@xplorpay.com](mailto:technicalsupport@xplorpay.com)**

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FCC Regulations. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference and (2) this device must accept any interference received, including interference that may cause undesired operation. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the body of this equipment is a label that contains among other information a product identifier. If requested, this number must be provided to the telephone company. RF Exposure Information. This device meets the government's requirement for exposure to radio waves. This device is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. government.



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