



# S80

## Quick Reference Guide



### TERMINAL OVERVIEW

Press the **Power** button to turn the terminal on or off.

The terminal has two menus:

- **Administration (Up arrow)**
- **Transaction (Down arrow)**
- When in a menu, use the arrows to scroll through the options and press the corresponding number to access the desired function.
- Press the **green OK** key to confirm a selection.
- Press the **yellow CORR** key to go back.
- Press the **red X** key to cancel a function

### CREDIT / DEBIT SALE NO TIP

1. Using the number keys, enter the sale amount and press **OK**.
2. Hand the terminal to the customer.
3. Customer inserts / swipes / taps their card, selects account type (debit only) and enters their **PIN**.
4. Terminal validates the transaction, prints the merchant copy and asks to print customer copy.

### CREDIT / DEBIT SALE WITH TIP

1. Using the number keys, enter the sale amount and press **OK**.
2. Hand the terminal to the customer.
3. Customer selects **%** or **\$**, selects / enters tip amount, and confirms total.
4. Customer inserts / swipes / taps their card, selects account type (debit only) and enters their **PIN**.
5. Terminal validates the transaction, prints the merchant copy and asks to print customer copy.

### DEBIT SALE WITH CASHBACK

1. Using the number keys, enter the sale amount and press **OK**.
2. Hand the terminal to the customer.
3. Customer inserts / swipes / taps their card.
4. Customer selects preconfigured cashback amount and confirms total.
5. Customer selects account type and enters their **PIN**.
6. Terminal validates the transaction, prints the merchant copy and asks to print customer copy.

### CREDIT / DEBIT REFUND

1. Press the **Down** arrow and then **5**.
2. Enter the Merchant password and press **OK**.
3. Enter the **Invoice #** of the transaction to refund and press **OK**.
4. Enter the amount to refund and press **OK**.
5. Hand the terminal to the customer.
6. Customer inserts / swipes / taps their card, selects account type (debit only) and enters their **PIN**.
7. Terminal validates the transaction, prints the merchant copy and asks to print customer copy.

### CREDIT PRE-AUTHORIZATION

1. Press the **Down** arrow and then **2**.
2. Enter the pre-authorization amount and press **OK**.
3. Hand the terminal to the customer.
4. Customer inserts / swipes / taps their card and enters their **PIN**.
5. Terminal validates the transaction, prints the merchant copy and asks to print customer copy.

### CREDIT PRE-AUTHORIZATION COMPLETION

1. Press the **Down** arrow and then **3**.
2. Enter the pre-authorization **Invoice #** and press **OK**.
3. Enter the final sale amount and press **OK**.
4. Terminal validates the transaction, prints the merchant copy and asks to print customer copy.

### FORCED CREDIT CARD TRANSACTION

1. Press the **Down** arrow and then **4**.
2. Enter the Merchant password and press **OK**.
3. Enter the **Authorisation #** received and press **OK**.
4. Enter the sale amount and press **OK**.
5. Hand the terminal to the customer.
6. Customer inserts / swipes / taps their card and enters their **PIN**.
7. Terminal completes the transaction, prints the merchant copy and asks to print customer copy.



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### CREDIT OR DEBIT CARD VOID

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

To void the **most recent** transaction:

1. Press the **Down** arrow and then **6**.
2. Enter the Merchant password and press **OK**.
3. Press the **Down** arrow.
4. Terminal voids the transaction, prints the merchant copy and asks to print customer copy.

To void a **previous transaction** :

1. Press the **Down** arrow and then **6**.
2. Enter the Merchant password and press **OK**.
3. Press the **Up** arrow.
4. Enter the **Invoice #** of the transaction to void and press **OK**.
5. Terminal voids the transaction, prints the merchant copy and asks to print customer copy.

### REPRINT RECEIPT

To reprint the **most recent** transaction:

1. Press the **Down** arrow and then **7**.
2. Press the **Down** arrow.
3. Terminal reprints the merchant copy and asks to reprint customer copy.

To reprint a **previous transaction**:

1. Press the **Down** arrow and then **7**.
2. Press the **Up** arrow.
3. Enter the **Invoice #** of the transaction to reprint and press **OK**.
4. Terminal reprints the merchant copy and asks to reprint customer copy.

### CHANGING THE LANGUAGE

1. Press the **Up** arrow and then **3**.
2. Press **1** for Options.
3. Enter the Admin password and press **OK**.
4. Press the arrow corresponding to the desired language:
  - **Up** for English
  - **Down** for French
5. Press the red **X** three (3) times to return to the main screen.

### SETTLEMENT

1. Press the **Up** arrow and then **1**.
2. Enter the Merchant password and press **OK**.
3. Confirm the totally quantity of sales and press **OK**.
4. Confirm the quantity of and total for refunds and press **OK**.
5. Confirm the net total settlement and press **OK**.
6. Terminal asks to print the detailed report; press the **Down** arrow to print or the **Up** arrow to skip.
7. Terminal asks to print the summary report; press the **Down** arrow to print or the **Up** arrow to skip.
8. Confirm the batch settlement by pressing the **Down** arrow or **OK**.

### TRAINING MODE

**NOTES:** You can't access training mode if the batch is open (must perform a settlement). The screen and receipts indicate that the terminal is in training mode. Transactions are not recorded in training mode. Make sure to leave training mode before processing transactions.

To access **Training Mode**:

1. Press the **Up** arrow and then **8**.
2. Enter the Merchant password and press **OK**.
3. Press the **Up** arrow to enable Training Mode.
4. Press the red **X** to return to the main screen.

To leave **Training Mode**:

1. Press the **Up** arrow and then **8**.
2. Enter the Merchant password and press **OK**.
3. Press the **Down** arrow to leave Training Mode.
4. Press the red **X** to return to the main screen.



For assistance contact us

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