

PAX A920 Quick Reference Guide

Run a Sale Transaction for an Item

- On the touchscreen of the PAX A920 hardware terminal, select the **SwipeSimple** icon.
- After logging in, you will see the **New Charge** screen.
- Select **Items** from the center of the screen display to view items from your **Item Catalog**.
- Select the item using the touchscreen of the PAX A920 hardware terminal device to add it to your cart.
- Adding items to your cart:
 - Add a Quick Item to your cart by selecting **Quick Item** and keying in a dollar amount on the touch screen and selecting the plus button on the bottom left.
 - Add a regular item to your cart by selecting it from the **Items** list on the touchscreen of the PAX A920 terminal.
- After you have finalized adding items, select **Cart** on the touchscreen of the PAX A920 hardware terminal and review your cart.
- Select the **Checkout** button.
- Select between **Cash** or **Card**.
- Swipe/Tap/Dip card on the PAX A920 hardware terminal. The app now shows a **PROCESSING** screen upon successful charge, the user is prompted to **REMOVE CARD**.
- SwipeSimple now shows the **APPROVED** screen with options to print/email/text receipt, or a **DECLINE** message.

Void a Sale Transaction

- In the SwipeSimple app, select the side menu button from the upper left corner.
- Select the **Transaction History** option.
- A list of all transactions conducted on the terminal shows up.
- Select the sale transaction to be voided.
- Select the **Void** button to void the transaction.
- Confirm the action by tapping **Void**.

Refund a Sale Transaction

- The card must be present or card details available to key for refunds.
- In the SwipeSimple app, select the side menu button from the upper left corner and select the **Transaction History** option.
- Tap on the transaction you would like to refund.
- Tap on the **Refund** button.
- Select the amount you would like to refund.
- Tap **Confirm**.
- Insert the card used in the original transaction or key in the card details