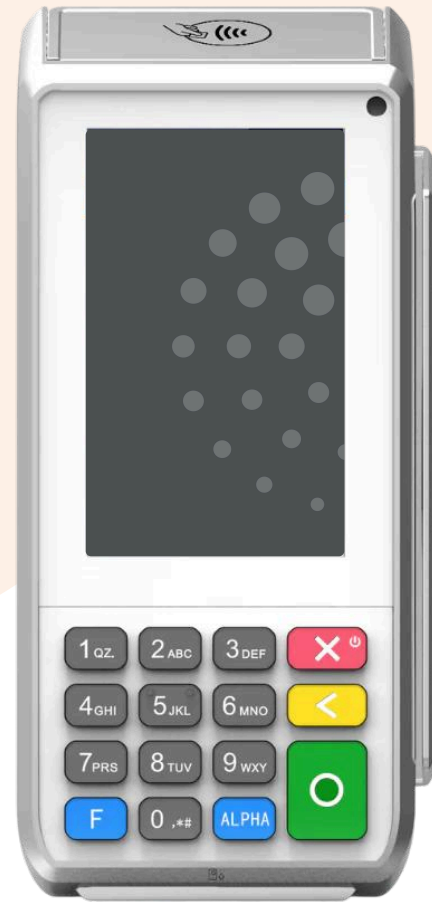


Quick Reference Guide

PAX

A80



A920 MAX



Sale

Card Transactions

In the *Payment* screen, press **Sale**.

Enter the total sale amount with taxes, if applicable. Depending on your setup:

- **If taxes are applied automatically**, enter the full amount, without taxes. Use Amount 1 for State Tax and Amount 2 for Reduced State Tax.
- **If you're using manual taxes**, first enter the subtotal, then enter the tax amounts separately.

To continue, press **Enter**.

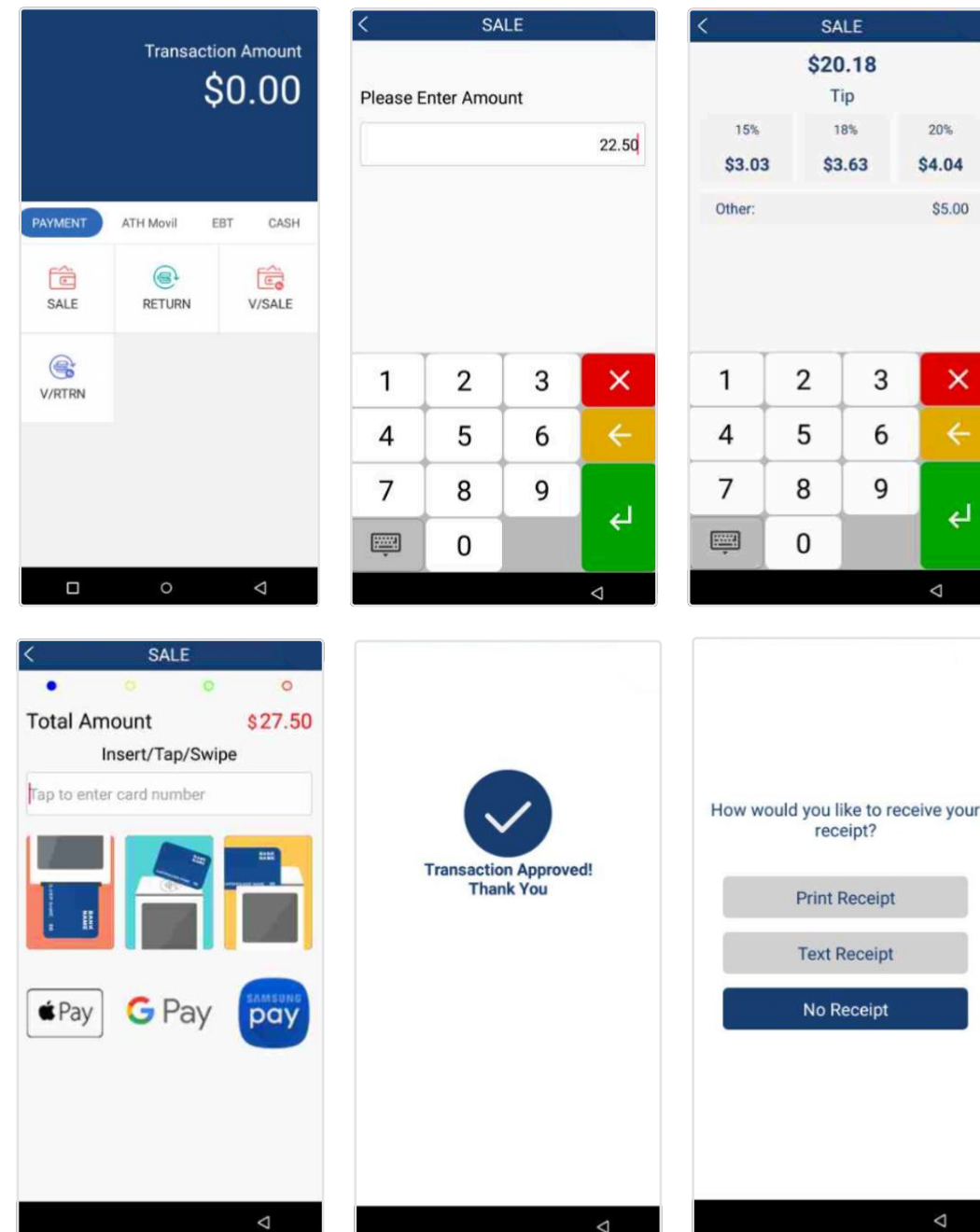
To add a tip, you can choose a suggested percentage, enter a custom tip amount, or skip adding a tip. To continue, press **Enter**.

Customers can **Insert, Tap, or Swipe** their cards to pay. If you have **Cashback** enabled, choose suggested amount, enter a custom amount or press **No Thanks** to skip.

For manual card entry, enter the card number, expiration date and security code. The terminal will display a signature screen for the customer. After 30 seconds, it will automatically proceed. Once the customer has signed, press **Enter** to continue.

Once the payment is processed, the terminal will display if the transaction was *Approved* or *Declined*.

If the payment is approved, choose a receipt option for the customer (print, SMS, or no receipt).



Sale with ATH Móvil

ATH Móvil Transactions

In the *ATH Móvil* screen, press **Sale**.

Enter the total sale amount with taxes, if applicable. Depending on your setup:

- **If taxes are applied automatically**, enter the full amount, without taxes. Use Amount 1 for State Tax and Amount 2 for Reduced State Tax.
- **If you're using manual taxes**, first enter the subtotal, then enter the tax amounts separately.

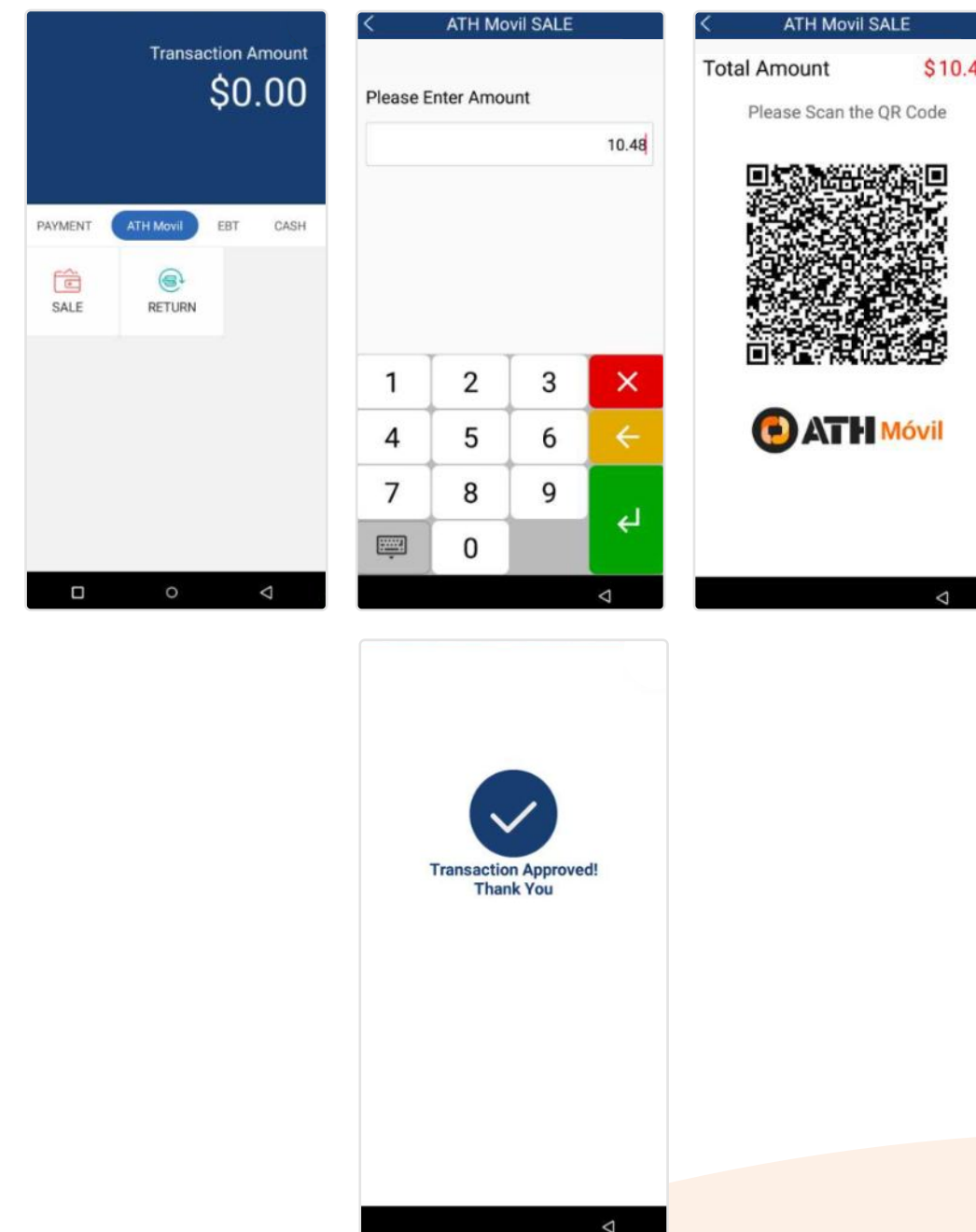
To continue, press **Enter**.

To add a tip, you can choose a suggested percentage, enter a custom tip amount, or skip adding a tip. The customer can also add a tip later through their wallet in ATH Móvil. To continue, press **Enter**.

The terminal will display the ATH Móvil QR code. Allow the customer to scan the code with the ATH Móvil app to complete the sale.

Once the payment is processed, the terminal will display if the transaction was *Approved* or *Declined*.

If the payment is approved, choose a receipt option for the customer (print, SMS, or no receipt).



Refund

Depending on the original type of transaction:

- **For Credit Card refunds**, go to the *Payment* screen.
- **For ATH Móvil refunds**, go to the *ATH Móvil* screen.
- **For EBT refunds**, go to the *EBT* screen.
- **For Cash refunds**, go to the *Cash* screen.

Press **Return** and enter the **Manager Password** to continue.

Enter the total sale amount with taxes and tip, if applicable. Depending on your setup:

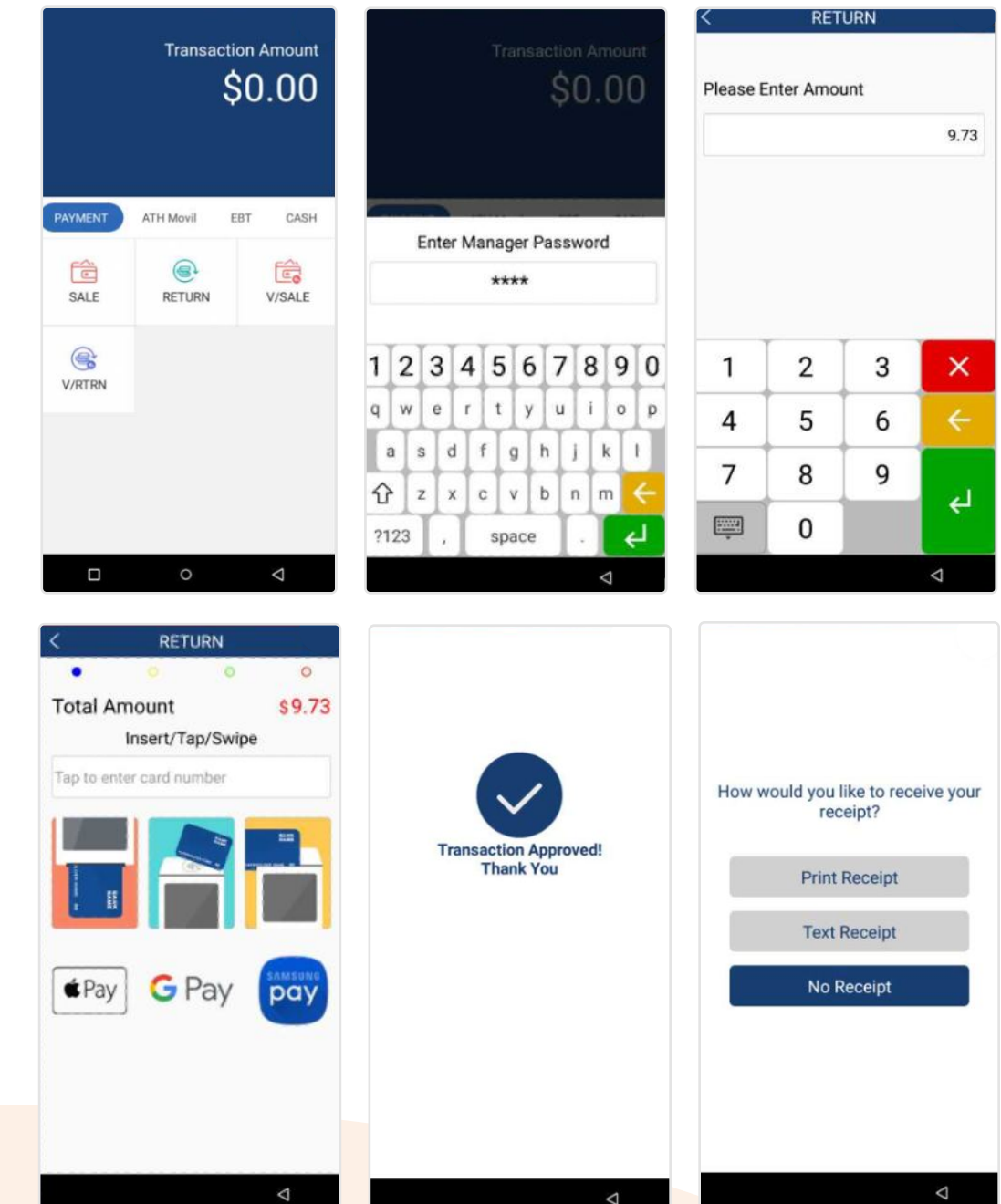
- **If taxes are applied automatically**, enter the full amount, without taxes. When applicable, use Amount 1 for State Tax and Amount 2 for Reduced State Tax.
- **If you're using manual taxes**, first enter the subtotal, then enter the tax amounts separately.

To continue, press **Enter**. For ATH Móvil transactions, enter the **ATHM Trans ID**.

Customers can **Insert, Tap, or Swipe** their cards to receive their refund. For ATH Móvil refunds, allow the customer to scan the ATH Móvil QR code.

Once the payment is processed, the terminal will display if the transaction was *Approved* or *Declined*.

If the refund is approved, choose a receipt option for the customer (print, SMS, or no receipt).



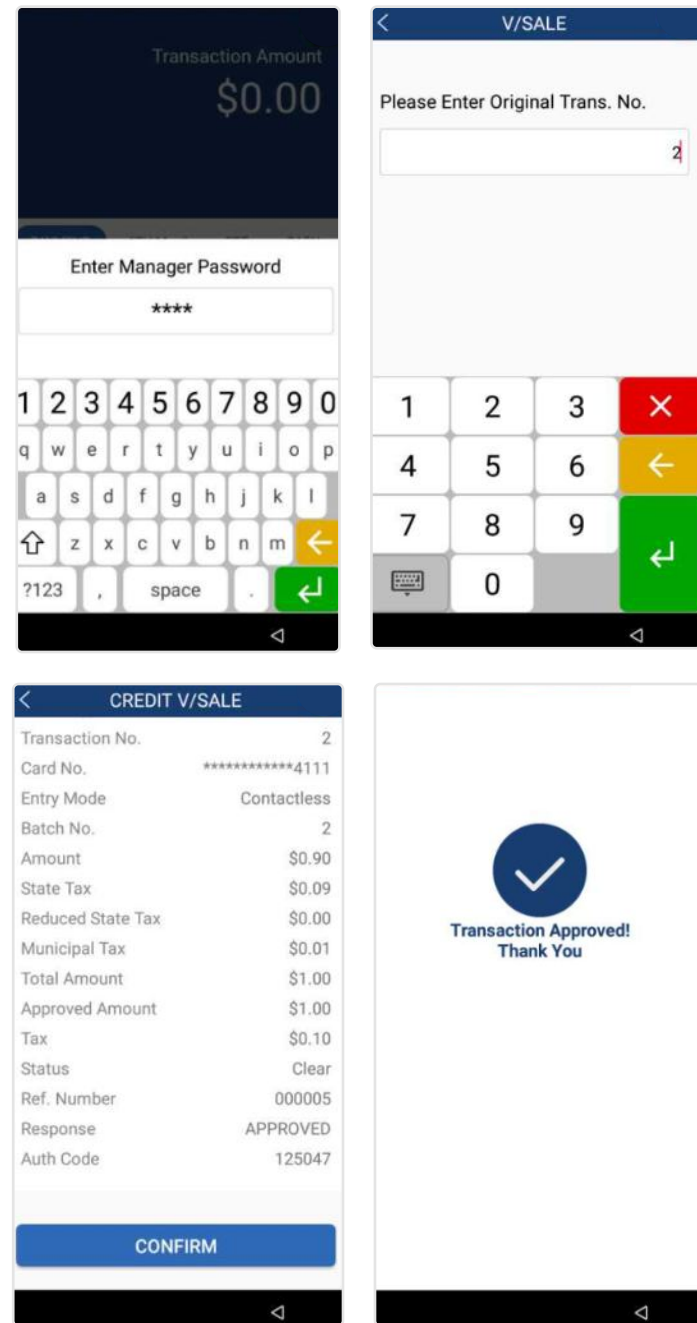
Void

In the Payment screen, press **V/Sale**. Enter the **Manager Password** to continue.

Enter the **Original Transaction Number**, then press **Enter**.

The terminal will display a summary of the transaction. Press **Confirm** to void the transaction.

Choose a receipt option for the customer (print, SMS, or no receipt).

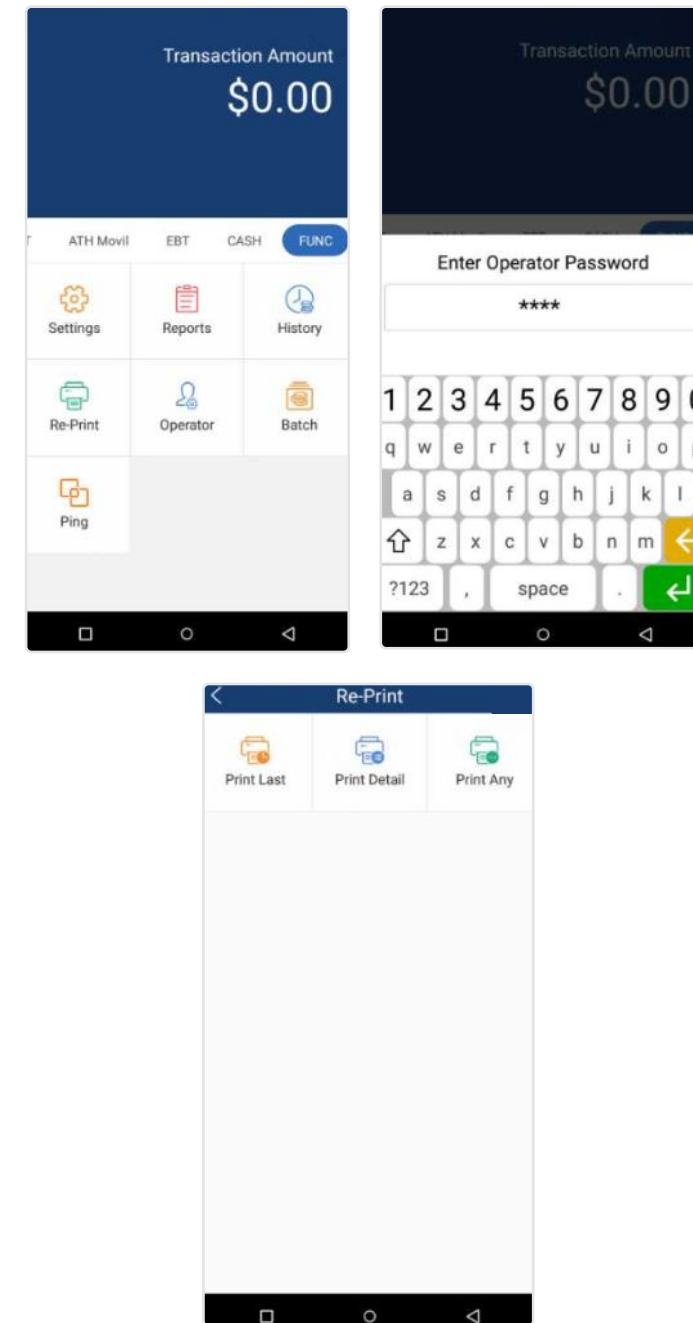


Reprint

In the **Functions** screen, press **Re-Print**.

Choose between **Print Last**, **Print Detail** or **Print Any**.

The terminal will print the selected receipt.

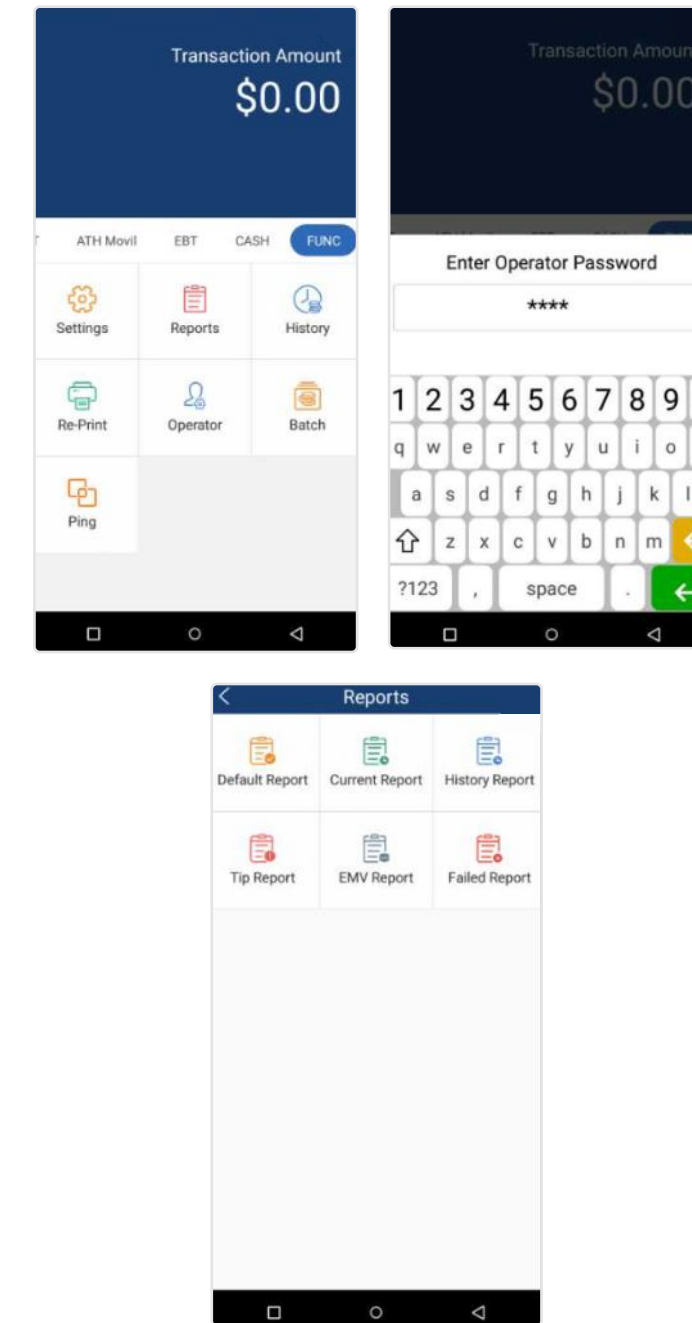


Reports

In the **Functions** screen, press **Reports**.

Enter the **Operator password**.

Choose the type of report you would like to print.

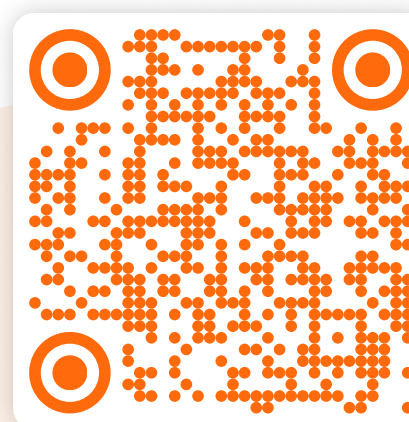
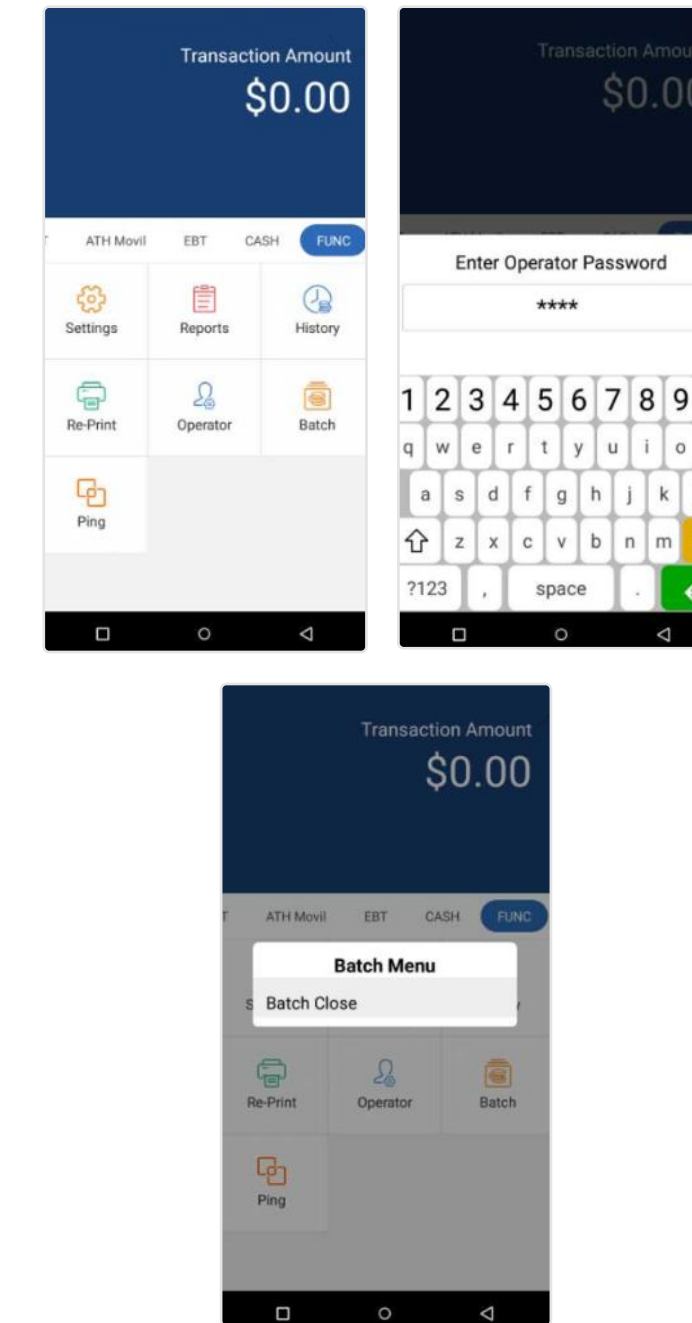


Settlement

In the **Functions** screen, press **Reports**.

Enter the **Operator password**.

Press **Batch Close**. The terminal will automatically print a Condensed and Batch Report.



Questions?

Please refer to the Complete User Guide at docs.evertecmerchantsolutions.com

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