



CONNECT VIA ETHERNET

1. Select **F1 & Comm Status** for non touch screen models OR **THREE LINES** at bottom of screen for touch screen models
2. Select **ETH**
3. If it shows not connected **HIT OK** to connect
4. IP address should show w/ no zero's and it will show connected

CONNECT VIA WIFI

1. Select **F1 & Comm Status** for non touch screen models OR **THREE LINES** at bottom of screen for touch screen models
2. Select **WIFI**
3. Select your Wifi network
4. Enter Wifi Password when prompted (Hit 0 on keypad for special characters if needed)
5. Green button to Connect
6. IP address should show w/ no zero's and it will show connected

CREDIT/DEBIT SALE

1. From **DASHBOARD** within **Stax Pay** select **CREATE INVOICE**
2. Complete applicable Create Invoice fields until you reach Payment Method
3. Select **Run Charge On Terminal**
4. The terminal will receive transaction and prompt Debit or Credit
5. Select Credit or Debit
6. Insert card
7. Have customer sign if applicable
8. The terminal will prompt "Would you like to go green?"
9. If "Yes" select the **GREEN OK** button and enter in customer's phone number
10. If "No" select the **RED** button
11. Sale is complete and will show successful within Stax Pay

SETTLE DAILY BATCH

1. Tap the **STAR** icon for touch screen models
2. Input Manager Password (1234) and tap the green button to access the Core menu
3. Select **F1** for non touch screen models OR **3 lines** at bottom of screen for touch screen models
4. Select **Core** Menu
5. Select **Utilities**
6. Select **Settlement**
7. Select **Core Settlement**
8. Select **Settle Daily Batch**
9. Terminal communicates with host and manually batches out terminal

VOID SALE

1. Select **PAYMENTS** tab within Stax Pay
2. Select the transaction to expand its details
3. Select **REFUND/VOID** button
4. Select **REFUND/VOID** button from popup prompt
5. Stax Pay will indicate to complete the **VOID** on terminal
6. Follow prompts on terminal
7. The terminal will prompt "Would you like to go green?"
8. If "Yes" select the **GREEN OK** button and enter in customer's phone number
9. If "No" select the **RED** button
10. Void is complete and will show successful within Stax Pay

CHANGE DATE/TIME

1. Select **F1** for non touch screen models OR the **THREE LINES** at bottom of screen for the touch screen models
2. Input Manager Password (1234) to access the core menu and tap the green button
3. Tap **Utility**
4. Input Manager Password (1234) and tap the green button
5. Select **Settings**
6. Select **Date/Time**
7. Ensure date is correct by entering it in this format **MM:DD:YYYY** and press **OK**
8. Ensure time is correct by entering it in this format **HH:MM:SS** in military time and press **OK**
9. Press **RED** key back to the main menu

RETURN SALE

1. Select **PAYMENTS** tab within Stax Pay
2. Select the transaction to expand its details
3. Select **REFUND/VOID** button
4. Select the **REFUND/VOID** button from the popup prompt. If you would like to complete a partial refund specify this amount in the field below the original amount of sale
5. Stax Pay will indicate to complete the **REFUND** on terminal
6. Follow prompts on terminal
7. The terminal will prompt "Would you like to go green?"
8. If "Yes" select the **GREEN OK** button and enter in customer's phone number
9. If "No" select the **RED** button
10. Refund is complete and will show successful within Stax Pay

ISSUE CREDIT (CARD NOT PRESENT)

1. From **Dashboard** within **Stax Pay** select **Create Invoice**
2. Enter amount to refund as (-)
Example: Refund of \$100= -100
3. Continue
4. Select Customer if applicable
5. Select **+ Enter Payment Method**
6. Manually enter card details to complete transaction