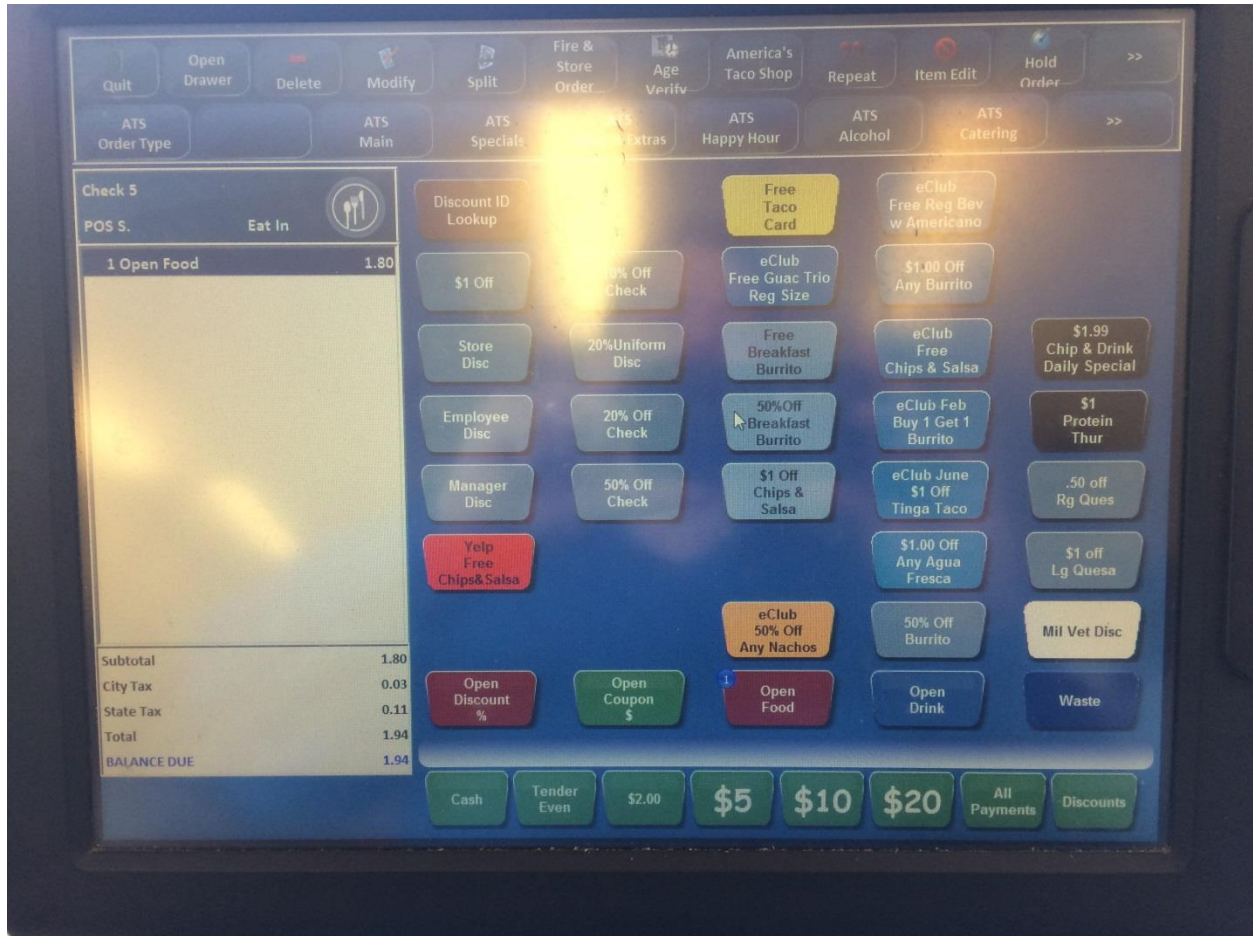


Instructions for Focus POS Semi-Integrated with PAX S300 Terminal

Enter items into the Focus register like normal.

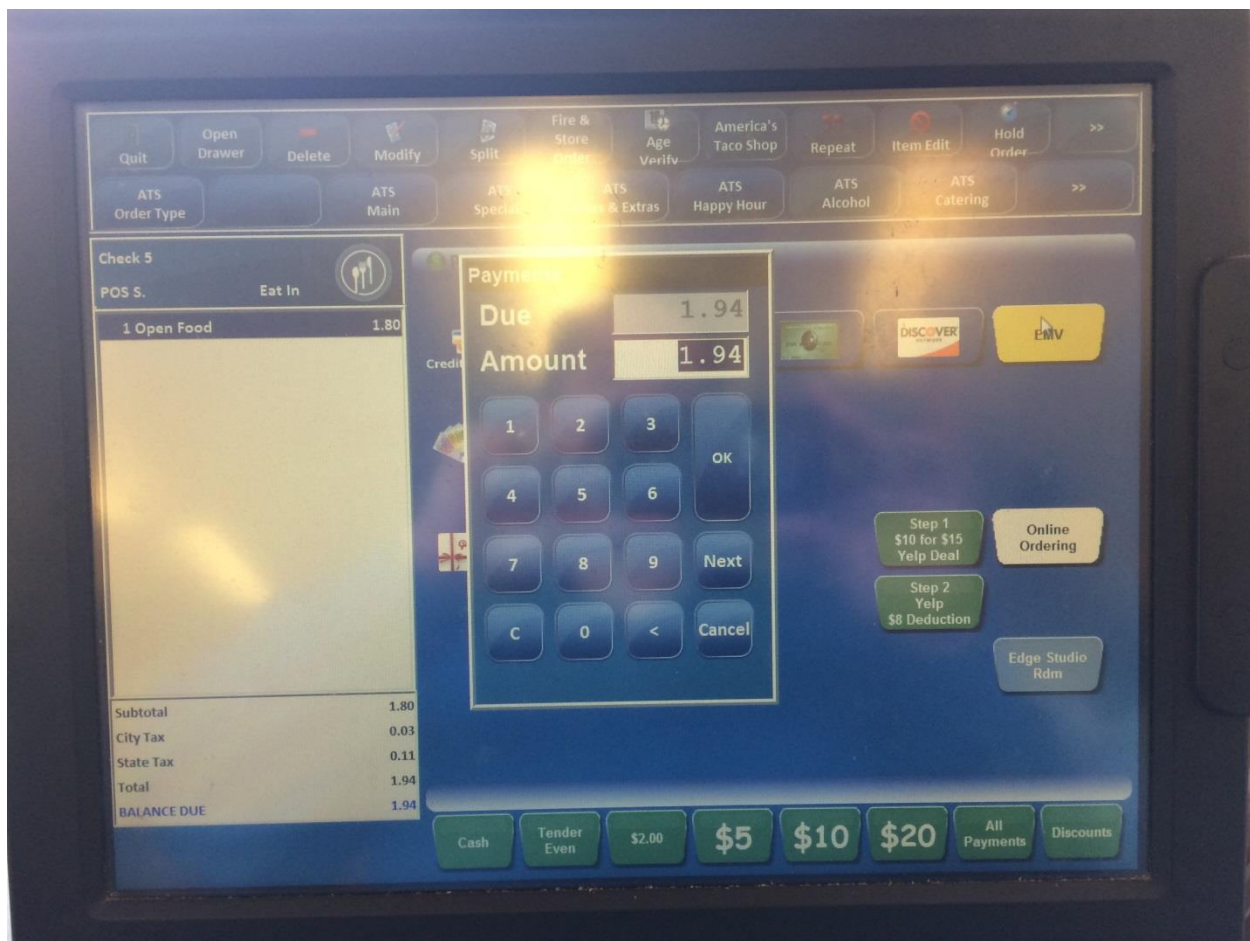


If a customer decides to pay with a regular credit or EMV chipped card, go to the All Payments screen and press the EMV card button.



*****PLEASE MAKE SURE CUSTOMER DOES NOT INSERT EMV CHIPPED CARD UNTIL AFTER YOU HAVE PRESSED OK ON THE PAYMENT DUE SCREEN*****

The Payment Due will appear on the screen verify the amount then press OK



The screen will display Verifying while you instruct the customer to swipe or insert the credit card into the PAX S300.



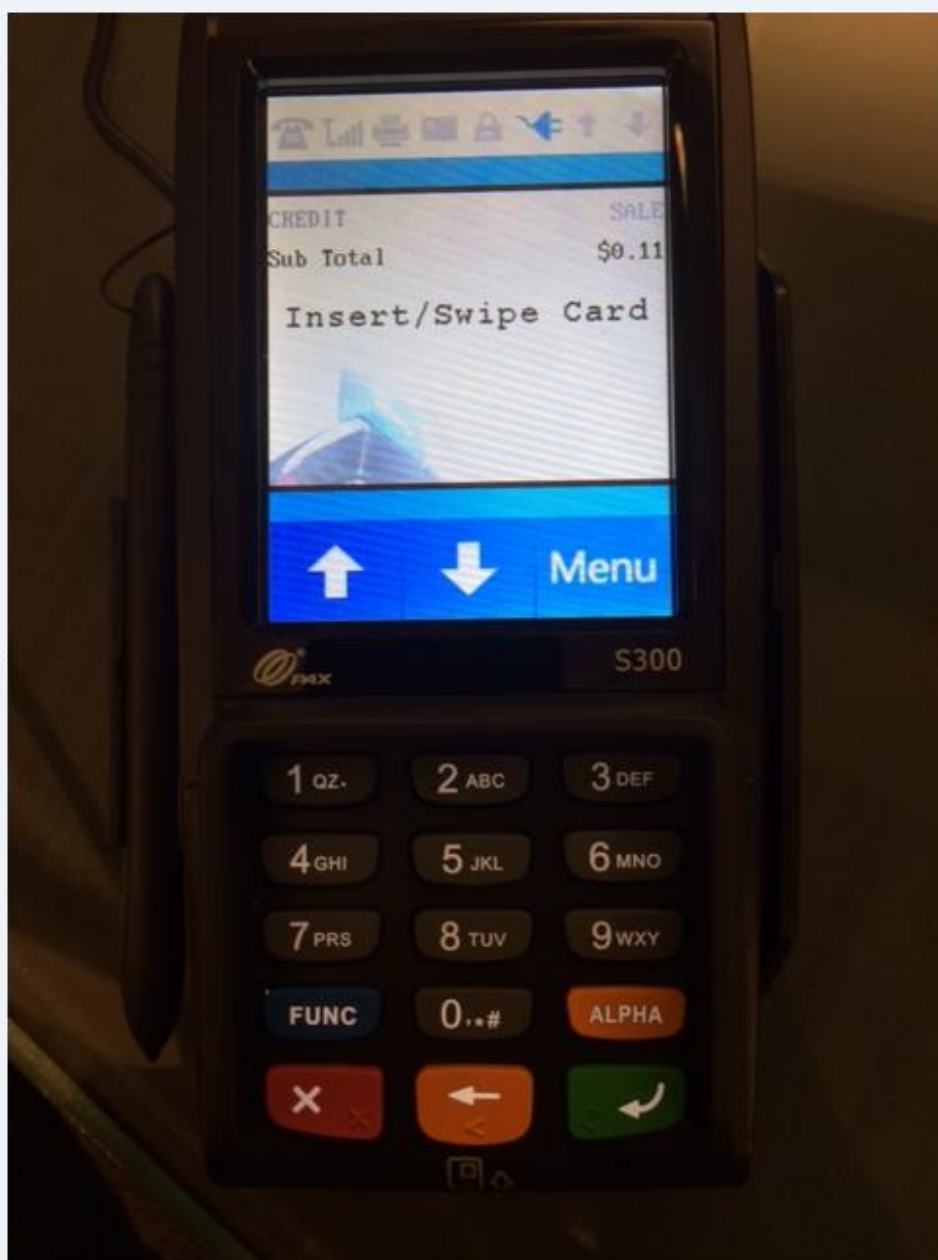
In order to process regular striped credit cards on the PAX S300, swipe on right the side of the device towards you with the magnetic strip facing the terminal.



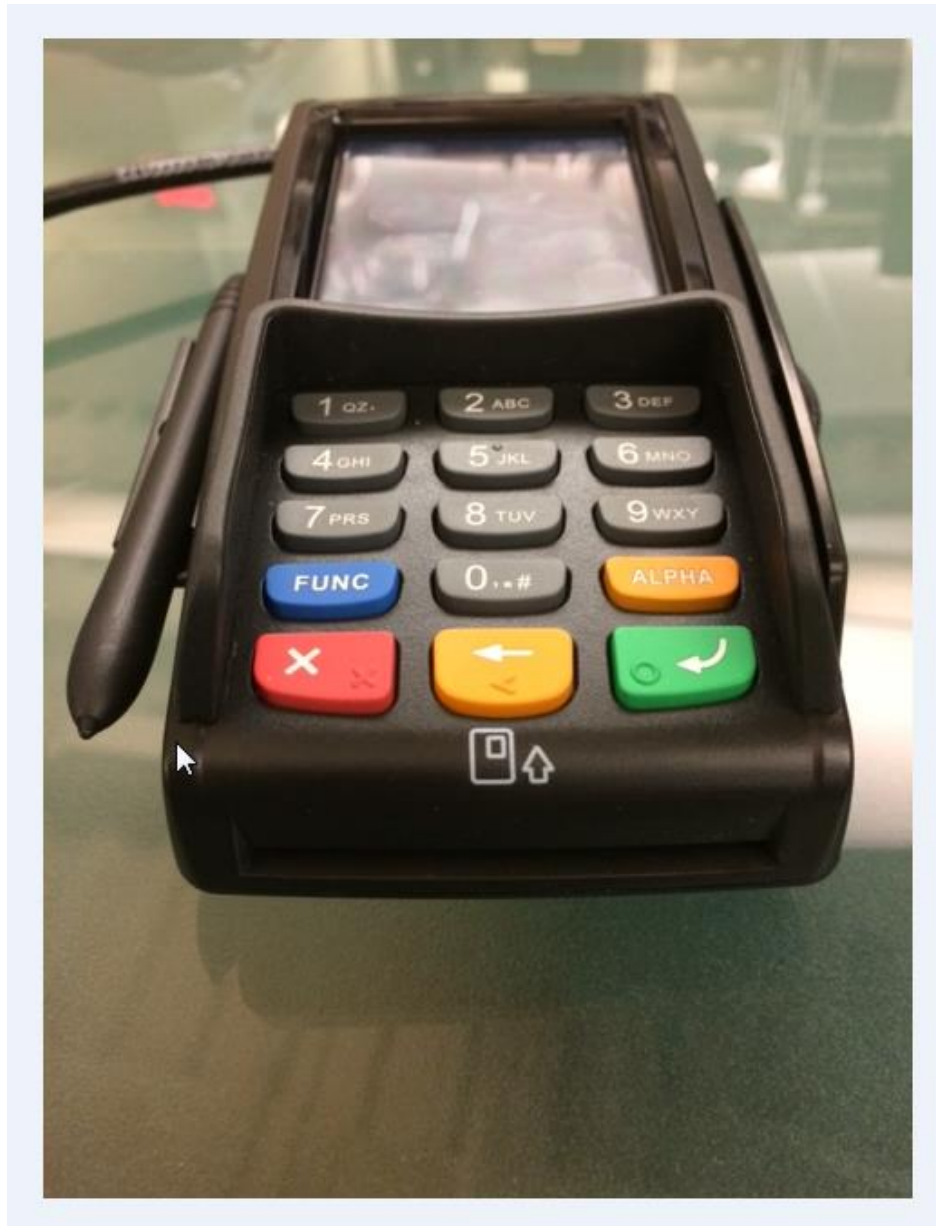
The PAX screen below will appear to the customer. At this time the customer can enter a tip amount or press the green enter button for no tip.



Once the tip amount has been entered, the PAX will prompt for inserting or swiping a credit card. Now have the customer insert or swipe card

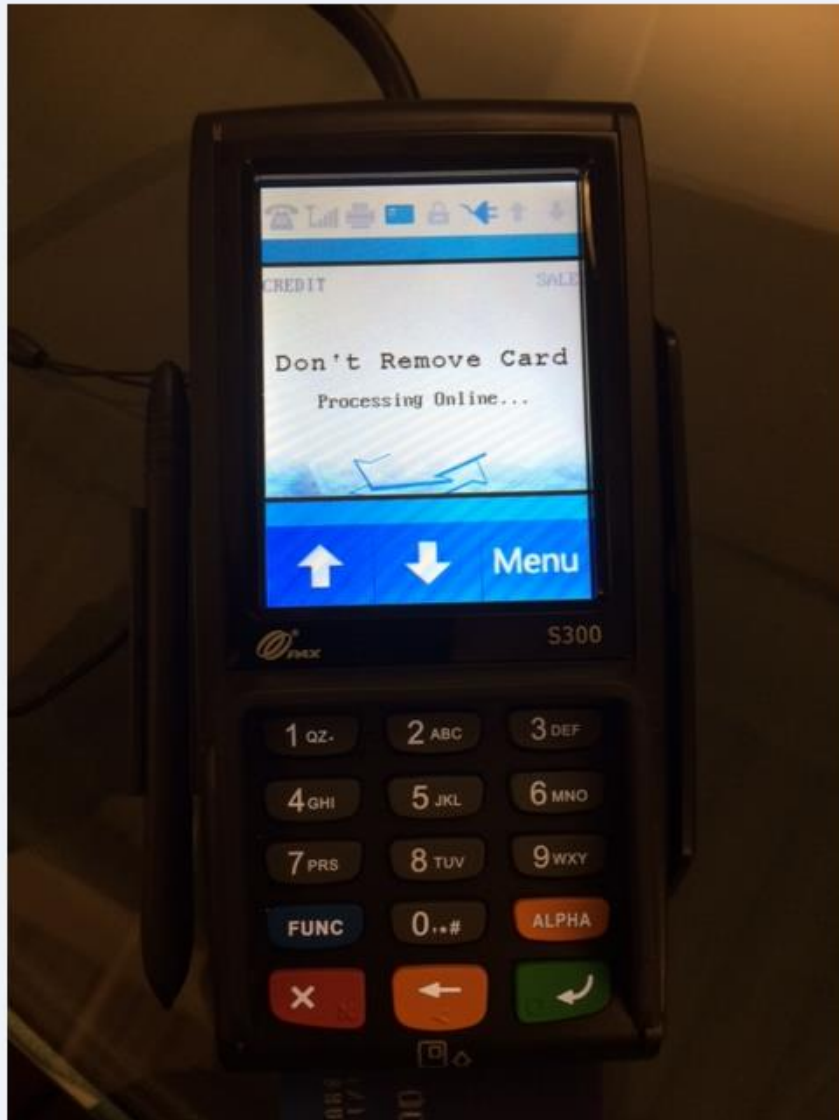


For EMV chipped cards, use the EMV reader at the bottom of the PAX S300.

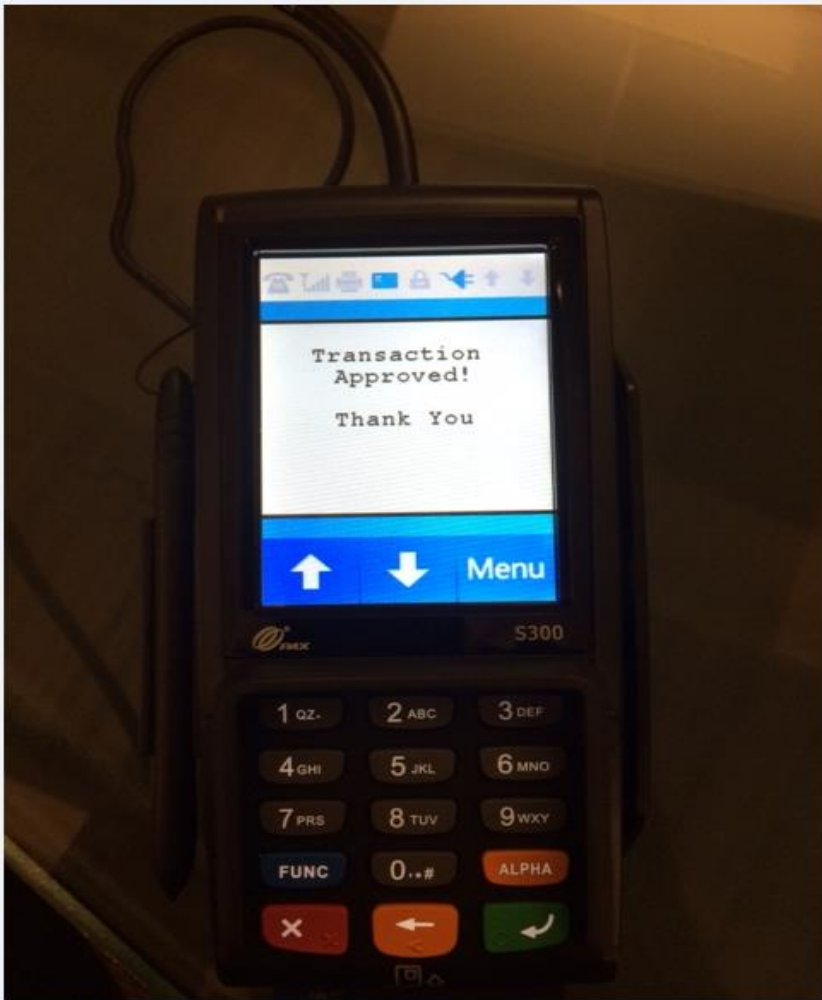


If the magnetic swipe is not working on a NON EMV chipped card, you can manually enter the credit card. Start entering the numbers by pressing the key pad. Once you enter the credit card number press the green enter button, the PAX will then prompt you to enter the expiration date (MM/YY). Once the expiration date is entered again press the green enter button to process the card.

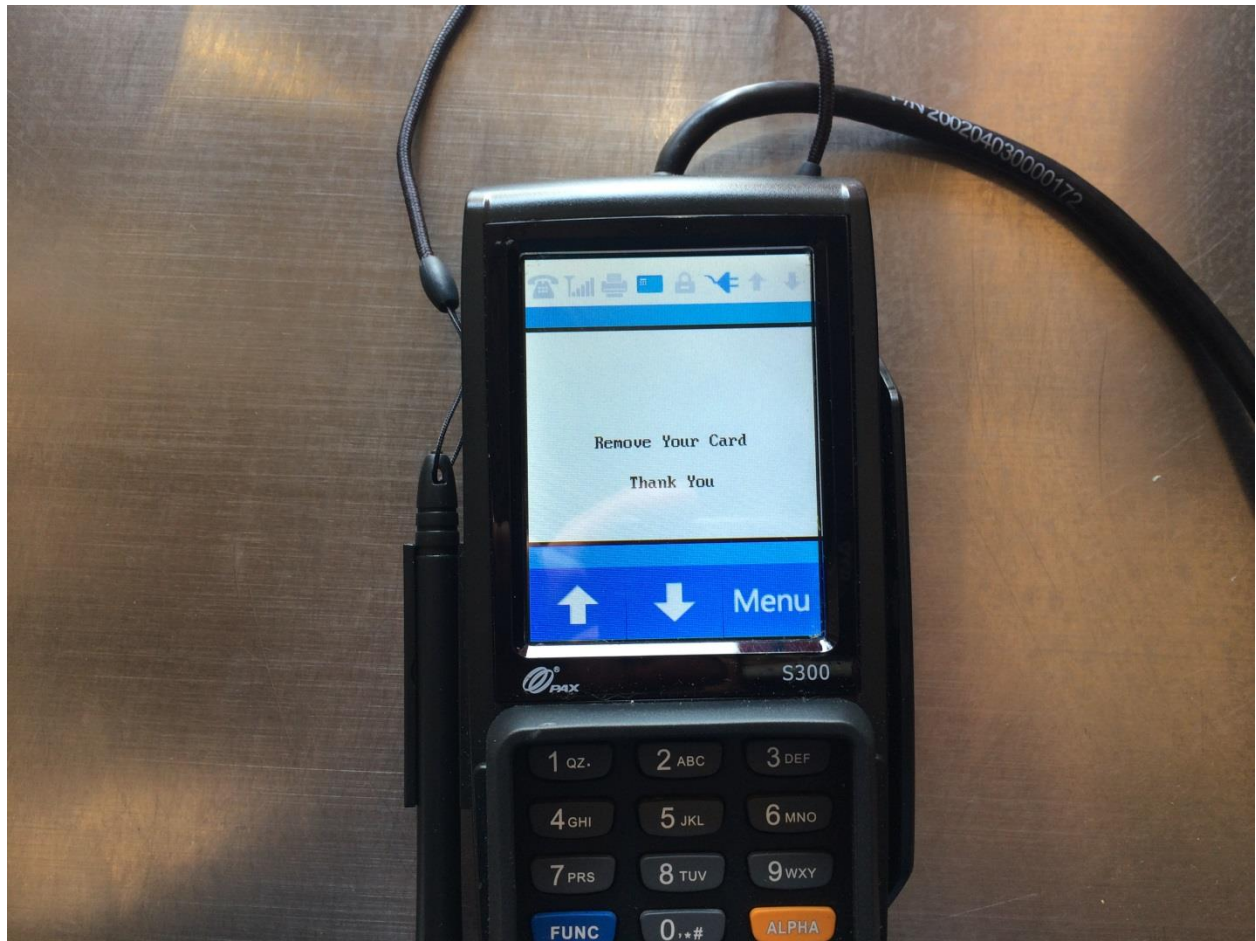
Leave the EMV card in the PAX S300 until the device prompts you to remove the card.



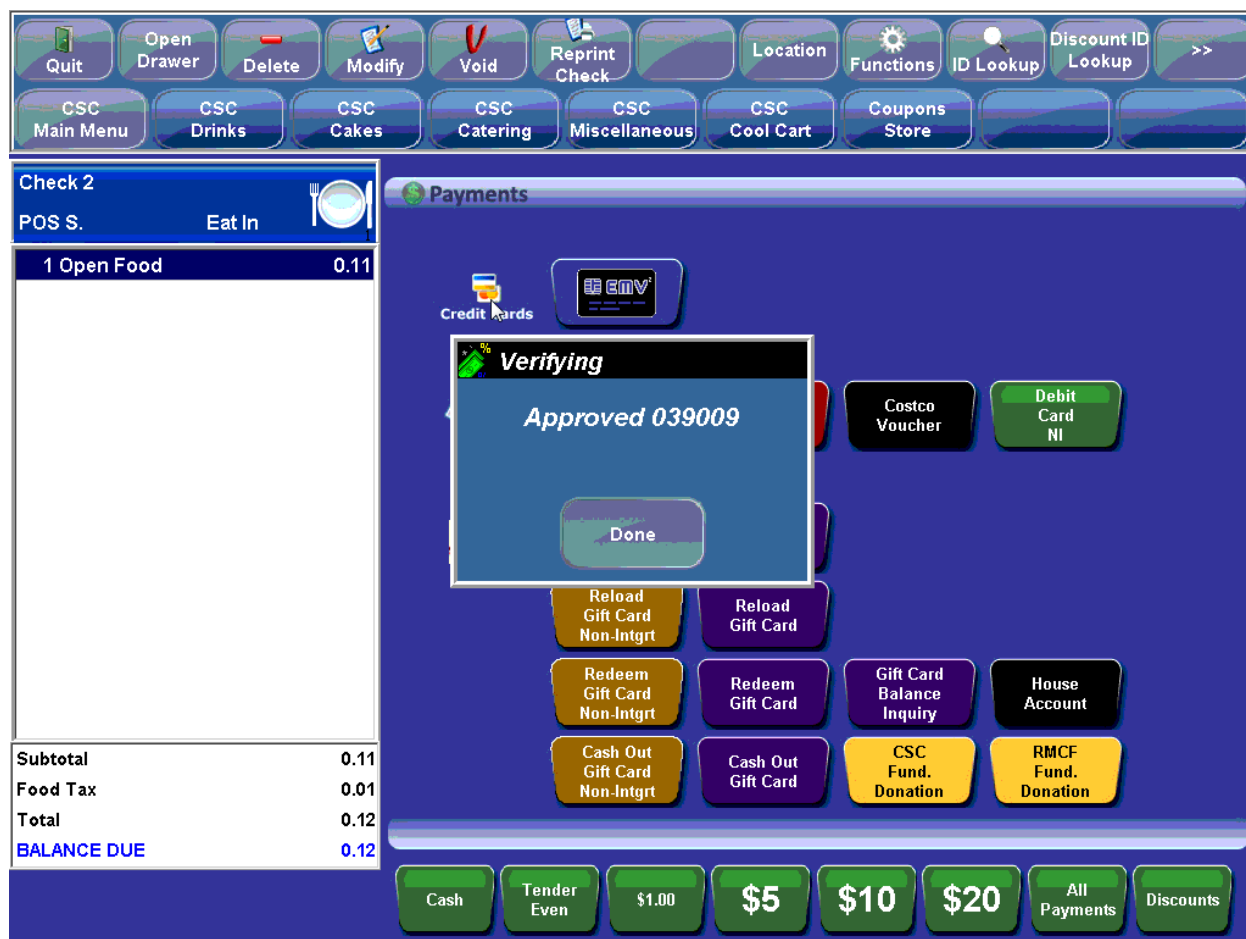
Once the card authorizes and approves the transaction, the device will prompt you to remove the card.



The screen will display Remove Your Card.



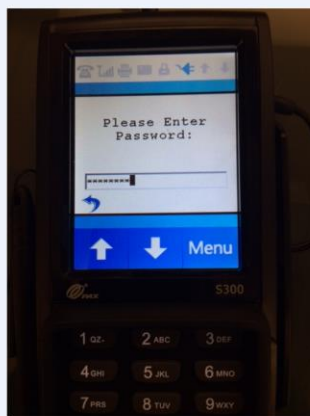
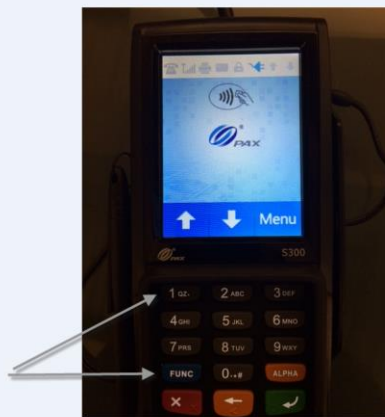
On the register screen an approval code will appear with a Done button. Press the Done button and at that time the detail receipt, customer signature copy, and merchant copy will print on the receipt printer. Please distribute accordingly and make sure you get the signed merchant copy for the cash drawer.



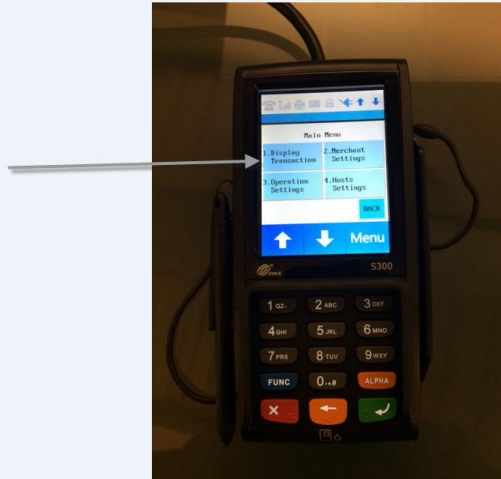
If for some reason the credit cards didn't batch prior night on the PAX S300 a manual close batch will be needed. Please call the Helpdesk 1-877-811-3811 for assistance and ask for Jerry Somerville-Shull.

BELOW IS FOR MANAGERS ONLY

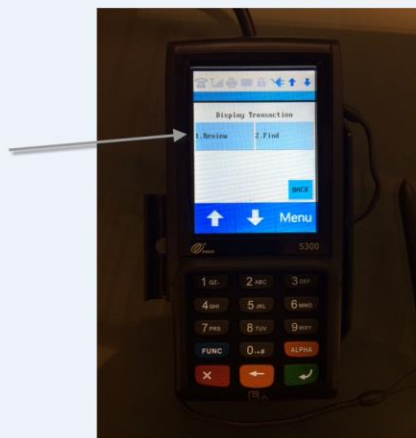
To verify if credit card batch closed successfully Press Function and 1 on the PAX terminal at the same time, the terminal will require a password. That password will be the current day's date in the following format MMDDYYYY EX: 07182017 then press the green enter button.



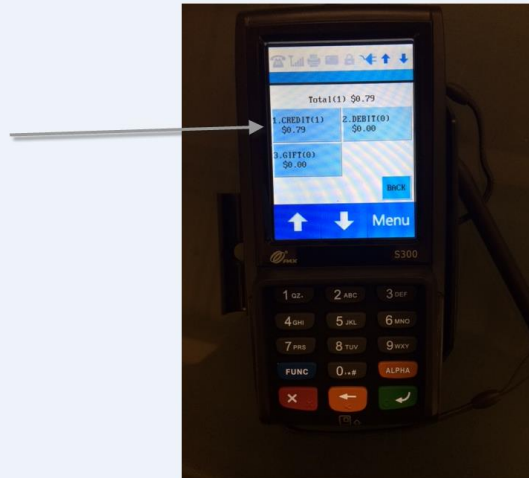
There will a button on the touch screen that displays the words Display Transactions with the number of transactions. Press the Display Transactions button.



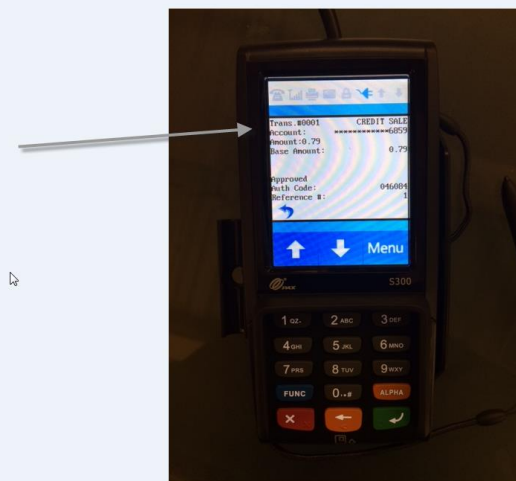
Press the Review button it will show you transactions on the screen if the credit card batch didn't settle correctly.



This will display the total in credit card charges.

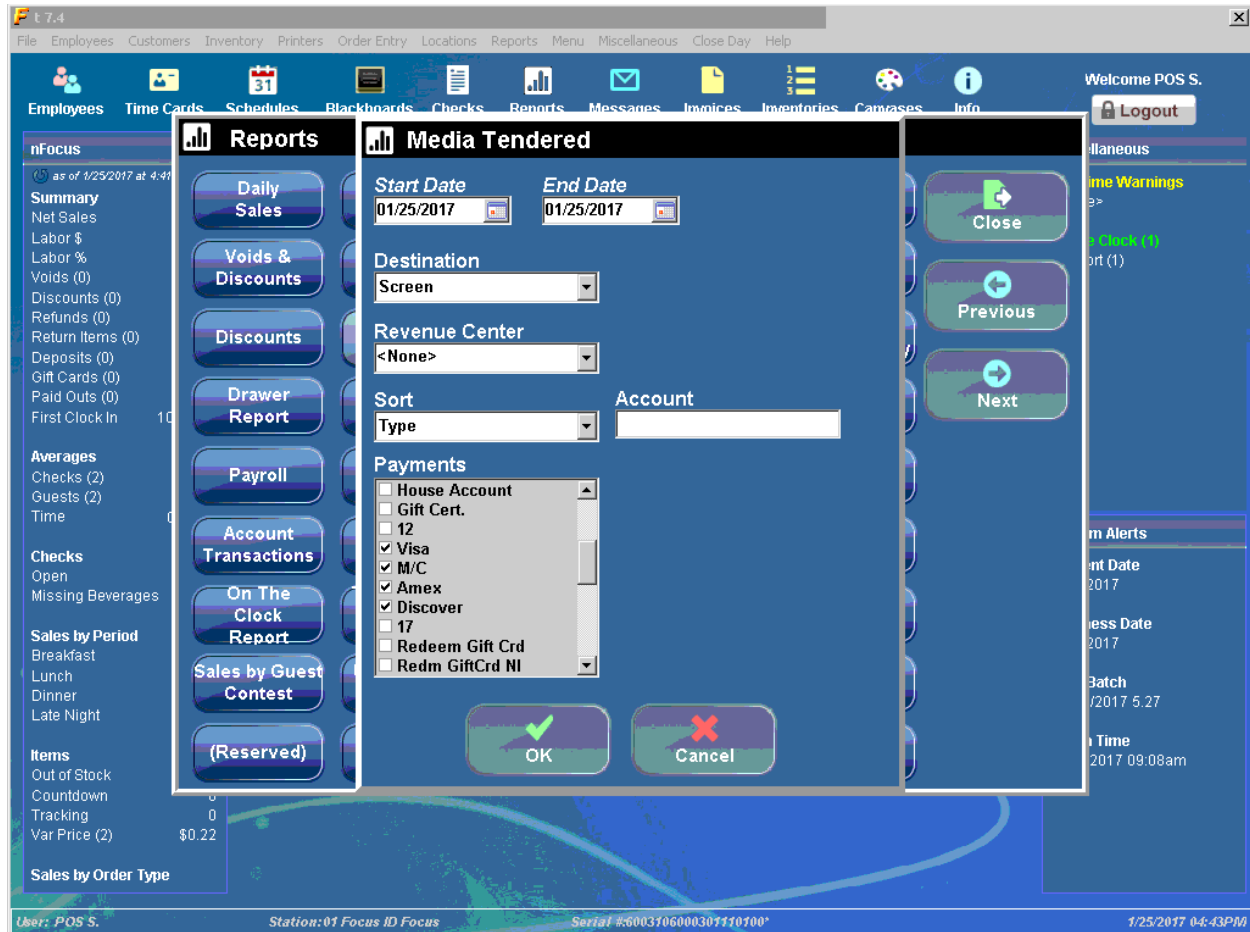


If you want to view the transactions in detail press the 1. CREDIT button.



Once viewing is complete press the red X button 3 times until you go to the normal screen.

To verify the number and amount of credit card transactions for that day use either the Daily Sales Report or the Media Tendered Report button found on the first report page. For the Media Tendered Report uncheck all boxes except for credit cards, and then click OK. The detail report for credit cards will appear



Below is what the Media Tendered Report will resemble, it will display the credit card transactions.

Media Tendered for 7/18/2017

1 / 2

100%

Focus

Media Tendered for 7/18/2017
created at 7/18/2017 4:44:46 PM

Page 1 of 2

Check	Date	Time	Employee	Amount	Tip	Total	Account	Exp Date	Chk #	Result	Auth Code
Visa											
1	7/18/2017	8:36am	POS S.	1.08	0.50	1.58	4845			Voided	99657D
2	7/18/2017	8:42am	POS S.	1.62	0.50	2.12	4845			Voided	00787D
3	7/18/2017	8:47am	POS S.	2.17	0.50	2.67	4845			Voided	21213D
4	7/18/2017	8:57am	POS S.	1.94	0.00	1.94	4845			Voided	33678D
5	7/18/2017	9:04am	POS S.	1.94	0.00	1.94	4845			Voided	44760D
6	7/18/2017	9:50am	POS S.	1.30	0.00	1.30	4845			Voided	54649D
11	7/18/2017	10:51am	Focus C. 1	10.84	0.00	10.84	0105				04175C
12	7/18/2017	10:52am	Focus C. 1	10.35	1.00	11.35	6160				125923
16	7/18/2017	11:32am	POS S.	1.08	0.00	1.08	5821			Voided	153522
18	7/18/2017	11:35am	Alexa B.	2.17	0.00	2.17	0696				090849
21	7/18/2017	11:47am	Focus C. 1	16.17	0.00	16.17	2069				174175
22	7/18/2017	11:45am	Focus C. 1	12.94	0.00	12.94	5947				582931
23	7/18/2017	11:46am	Alexa B.	12.19	0.00	12.19	1639				074614
24	7/18/2017	11:47am	Focus C. 1	1.08	0.00	1.08	0806				014713
26	7/18/2017	11:55am	Alexa B.	11.31	1.00	12.31	8934				05981A
27	7/18/2017	11:56am	Focus C. 1	6.96	0.00	6.96	8255				09361C
30	7/18/2017	11:59am	Focus C. 1	6.49	0.00	6.49	3091				005284
31	7/18/2017	12:02pm	Focus C. 1	18.67	0.00	18.67	4738				01364D
32	7/18/2017	12:06pm	Focus C. 1	14.98	0.00	14.98	3929				020653
33	7/18/2017	12:08pm	Focus C. 1	10.00	0.00	10.00	3818				H41893
34	7/18/2017	12:09pm	Focus C. 1	8.64	1.00	9.64	2631				020915
36	7/18/2017	12:12pm	Focus C. 1	9.49	0.00	9.49	9443			Voided	031215
37	7/18/2017	12:12pm	Focus C. 1	8.63	0.00	8.63	7153				051215
38	7/18/2017	12:22pm	Alexa B.	7.87	1.00	8.87	0905				072115
39	7/18/2017	12:25pm	Focus C. 1	9.72	0.00	9.72	7778				06695C
40	7/18/2017	12:27pm	Focus C. 1	20.53	0.00	20.53	8894				032715
42	7/18/2017	12:29pm	Focus C. 1	4.86	0.00	4.86	0782				718900
45	7/18/2017	12:40pm	Alexa B.	8.79	0.00	8.79	8150				044015
47	7/18/2017	12:44pm	Alexa B.	19.07	0.00	19.07	4375				024415
48	7/18/2017	12:45pm	Alexa B.	10.58	0.00	10.58	0795				768130
49	7/18/2017	12:47pm	Alexa B.	12.95	2.00	14.95	0972				01476C
51	7/18/2017	12:50pm	Focus C. 1	11.12	1.00	12.12	1070				015815
52	7/18/2017	12:59pm	Focus C. 1	10.25	0.00	10.25	8046				809150
53	7/18/2017	1:14pm	Alexa B.	15.47	1.00	16.47	3793				128199
56	7/18/2017	1:27pm	Alexa B.	14.31	2.00	16.31	0375				376951
57	7/18/2017	1:28pm	Alexa B.	10.25	0.00	10.25	6663				132389
60	7/18/2017	1:31pm	Alexa B.	6.79	1.00	7.79	3236				033160
61	7/18/2017	1:52pm	Alexa B.	7.56	0.00	7.56	6142				115722
62	7/18/2017	1:54pm	Alexa B.	10.79	0.00	10.79	0309				085416
63	7/18/2017	1:56pm	Alexa B.	5.72	0.00	5.72	6226				055616

The Media Tendered report will be the only location to see the summary of credit card transactions for the day.

If you have any further questions in regards to the PAX and credit card processing please contact Jerry Somerville-Shull at the Helpdesk 1-877-811-3811.