

POS OPERATING MANUAL PAX S920; Q92; Q80



| PURCHASE - VÁSÁRLÁS | | VOID - SZTORNÓ | RETURN - VISSZAVÉT | LOGIN - BELÉPÉS | OPERATOR CLOSING - KEZELŐI ZÁRÁS | |
|--|---|---|---|--|---|---|
| CHIP OR MAGNETIC STRIPE-BASED | CONTACTLESS PAYMENT | ALPHA, TRANSACTIONS, VOID (SZTORNÓ) | ALPHA, TRANSACTIONS, RETURN (VISSZAVÉT) | ALPHA, TERMINAL, LOGIN (BELÉPÉS) | WITH LOGOUT | WITHOUT LOGOUT |
| Select SALE („ELADÁS”) on the screen, enter the amount and then confirm with the green button . | | Reversal of the last transaction: Reversal is authorized by swiping the store manager's card or by approval. (Only available if no other transaction has taken place between the transaction you want to reverse and the reversal transaction.) | Confirm the start of the transaction, insert the card with the chip facing up all the way in, or swipe the magnetic card (top to bottom, with the magnetic stripe at the bottom and on the left). Return is authorized by swiping the store manager's card or by authorization. | Enter the cashier ID (2222), then press the green button . Enter the cashier password (2222), then press the green button . | The terminal executes a closing transaction . | |
| Insert the card with the chip facing up all the way in, or swipe the magnetic card . | The customer taps the card on the contactless card reader! | | | | Enter the amount and confirm with the green button . | The terminal logs in and is ready for transaction. |
| The customer approves the amount at the terminal using the green button . If prompted by the terminal, the customer enters the PIN and then confirms with the green button . | If prompted by the terminal, the customer identifies himself (using a PIN , mobile phone, fingerprint, etc.) and then confirms using the green button . | The last successful transaction is reversed. The POS prints a void receipt . You will be prompted whether to print the second receipt. | The customer approves the amount on the terminal using the green button . If the response is "approved" („Elfogadva"), a return receipt is printed, if "rejected" („Elutasítva"), an error message is printed. | OTHER | | |
| A receipt is printed if "approved" („Elfogadva") and a response message (and an error code) if "rejected" („Elutasítva"). | A receipt is printed if "approved" („Elfogadva") and a response message (and an error code) if "rejected" („Elutasítva"). | | | Turnover query: Press ALPHA, REPORTS („RIPORTOK"), SUMMARY („ÖSSZEGZÉS") function. Test call: Press FUNC and then button 0. Initialization: Press FUNC and then button 6. | Green button: entry, confirmation. Red button: back one step or abort an ongoing operation. Yellow button: correct any incorrect entry (amount or PIN code) (before approval). ALPHA/#button: display additional menu items. | |
| Only remove the card from the terminal when "Remove card" („Vegye ki a kártyát") appears on the display. If prompted by the terminal, have the cardholder sign the receipt and then check the signature. (If no PIN is entered, the customer's signature is required). | First copy of the receipt: Cardholder. Signing of the first copy by the terminal operator or the competent manager if prompted by the receipt. | You can remove the card when the terminal displays "Remove card" („Vegye ki a kártyát"). | RE-PRINT | | | |
| | Second copy of the receipt: Acceptor (terminal operator). You will be prompted whether to print the second receipt . | First copy of the receipt: Cardholder. Signing of the first copy by the terminal operator or the competent manager if prompted by the receipt. | RECEIPT (BIZONYLAT) | CLOSURE (ZÁRÁS) | For PAX S920, Q92 terminals, the customer also uses the terminal . S920/ Q92 → Q80 ALPHA button = ⚙ Func button = 📄 | |
| You will be prompted whether to print the second receipt . | | Second copy of the receipt: Acceptor (terminal operator). | Reprint is only available in logged in state! | | | |
| The first copy of the receipt belongs to the merchant (the terminal operator). The second copy of the receipt belongs to the cardholder . | | | Paper roll size: 57.5/37/12 mm thermal paper. | Paper feed: Yellow button. | | |

ERROR REPORTING: OTP CARD HELPDESK: 06-1-366-6100

| PRE-AUTHORISATION (ELŐENGEDELÉYZÉS) | | SALE AFTER PRE-AUTHORISATION (ELADÁS ELŐENGEDELÉYZÉS UTÁN) | MAIL ORDER / TELEPHONE ORDER (POSTAI / TELEFONOS RENDELÉS) | PURCHASE - VÁSÁRLÁS | | |
|---|--|---|---|---|--|--|
| | | | | DCC | INSTALMENT | CAFETERIA |
| SELECT THE TRANSACTION TYPE IN THE ALPHA, TRANSACTIONS MENU | | | | | | |
| Enter the amount and confirm with the green button . | | Enter the card number , then press the green button . | Enter the card number , then press the green button . | Only for purchases with a foreign card, the terminal can offer the option to pay in the card's own currency. | After initiating a normal card purchase, the card issuing bank may offer its contracted customers the option of paying in instalments | Swipe the magnetic card (from top to bottom, with the magnetic stripe at the bottom and on the left side). |
| Insert the customer's card with the chip facing up all the way in, or swipe the magnetic card or have the customer tap the card on the Contactless card reader. | | | | | | |
| The customer approves the amount at the terminal using the green button . If prompted by the terminal, the customer enters the PIN and then confirms with the green button . | Enter the authorization number and confirm using the green button (enter twice, in the same way)! Only the authorization number received during pre-authorization can be used. Only the very same card used during pre-authorization can be used! | Enter the expiration date in YYMM format, then press the green button . | Enter the expiration date in YYMM format, then press the green button . | Select the SALE function, enter the amount in HUF, then press the green button . | Select SALE, enter the amount and then confirm with the green button . | Enter the amount and confirm with the green button . |
| | If prompted by the terminal, the customer approves the amount with the green button . The amount may not exceed the pre-authorized amount! | Enter the authorization number again and press the green button . | Enter the card verification number (3 digits on the back of the card), and press the green button to confirm. If the card does not have a verification number, press the green button , select the appropriate menu item and press the green button again. Confirm your selection (using the green button , or reject the transaction using the red button). | Enter the card verification number (3 digits on the back of the card), and press the green button to confirm. If the card does not have a verification number, press the green button , select the appropriate menu item and press the green button again. Confirm your selection (using the green button , or reject the transaction using the red button). | Insert/swipe/tap the card. | Insert/swipe/tap the card. |
| If the answer is "Approved" („Elfogadva"), the POS prints the receipt with the authorization number; otherwise it prints a "Rejected" („Elutasítva") message (with an error code). | If the two authorization codes entered match, the POS prints the receipt; otherwise, it asks for the authorization code again or prints a message (and error code). | Enter the amount and confirm with the green button . | Enter the amount and confirm with the green button . | The terminal offers the option of DCC. The display shows the amount in HUF, the card's currency and the exchange rate. | If prompted by the terminal, the cardholder enters the PIN on the terminal. If the transaction is approved, the issuing bank offers the option of instalment payment, "full amount" and "instalment payment" options appear on the display. | The customer approves the amount using the green button . If prompted by the terminal, the customer enters the PIN and then confirms with the green button . |
| Only remove the card from the terminal when "Remove card" („Távolítsa el a kártyát") appears on the display. | | | | On the terminal, the cardholder selects by pressing the corresponding key whether he wants to pay in HUF or in the currency of the card. | The cardholder selects either "full amount" or "instalment payment" using the function button . Approval: green button , rejection: red button . If rejected, the transaction will run as a full amount purchase! | If necessary, have the customer sign the merchant's copy and check the signature (if no PIN was entered, the customer's signature is required). |
| If necessary, have the customer sign the merchant's copy and check the signature (if no PIN was entered, the customer's signature is required). | | | | For contactless cards, DCC is only available for amounts above contactless limit. | If the cardholder chooses the instalment payment option, the cardholder selects the number of instalment payments (from the list of months) using the arrow on the right side of the screen (e.g. 2, 4, 6 months), approves the instalment payment using the green button , and then a summary screen is displayed (amount to be re-paid, number of months), which can be approved using the green button . Press the red button to run a normal purchase with the full amount. | If necessary, have the customer sign the merchant's copy and check the signature (if no PIN was entered, the customer's signature is required). |
| You will be prompted whether to print the second receipt. | | | | | | |
| The first copy of the receipt belongs to the merchant. The second copy of the receipt belongs to the cardholder. | | | | | | |
| DURING CHIP-BASED ACCEPTANCE, REMOVE THE CARD FROM THE READER ONLY AT THE END OF THE TRANSACTION, AFTER PRINTING THE RECEIPT, otherwise the transaction may abort (a void operation may start) and the card may be damaged! | | | | You will be prompted whether to print the second receipt . The first copy of the receipt belongs to the merchant (the terminal operator). The second copy of the receipt belongs to the cardholder . Contains more information than the sale! | | |
| | | | | If you swipe the magnetic stripe of a card with a chip, the terminal displays **CARD ERROR** (**KÁRTYAHIBA**) and then you need to tap or insert the card with the chip facing forward. Insert the card into the chip reader all the way in with the chip facing up, and then press YES (or the green button) to continue. If the chip on the card malfunctions, the terminal displays "CARD ERROR" ("KÁRTYAHIBA"). In this case, Pressing the green button to continue the transaction by swiping the magnetic stripe! Transactions not listed are available from the menu (ALPHA, transactions). Only those functions can be started, and thus only those functions are displayed in the menu that the bank has enabled for the given terminal. The manual input function can be started if enabled on the terminal! | | |