

PAX A920 Install/ Integration





Unpack the card machine

Next working day delivery if ordered before 8pm

- A920 machine
- Charging base
- Power adaptor with UK plug
- USB to Micro USB cable
- Network cable

- Quick start guide
- Schemes window sticker
- 'Card only' sticker
- Back of machine support sticker
- 4G SIM Card installed Roaming sim



Order confirmation and activation code

Sent when order is placed

ρα	ymentsense beyond ordinary
	Customer reference: SP12345
Tradin	g name: John's Pizza
Hello J	ohn,
Now ti your ca	nat your order is on the way, we're sending you the activation code for ard machine.
Your a	ctivation code is:
23124	5
Once y up you steps f	ou've received your delivery, just follow the steps in the box to power r card machine. Once it's on, the machine will guide you through the to get started - and then ask for your activation code.
For tip	s on how to install and use your card machine, visit our Help Centre.

Card Machine Installation

The following will show you how to install the A920



Welcome to Paymentsense

> You're just a few steps away from taking your first payment.

> > Get started







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Terminal Installation: Happy Path



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Supervisor code

You'll need a supervisor code to authorise certain tasks, such as refunds and reversals. This should only be shared with trusted employees.

We sent your supervisor code to your registered email address.

Can't find supervisor code?

Continue



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Integrated Payments

After selecting the 3 lines at top left, you will see these options >

× × ≡



Select Settings- This will navigate you to the screen where you are able to enable Integrated and non integrated payments as well as other functions



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Please note Integrated Payments refers to both PAC and PAT and these can both be enabled at the same time if the terminal is on 1.13 software or higher

Non Integrated refers to Standalone Payments and this also can be enabled at the same time on software 1.13 and higher

Once all the functions have been enabled, select the 3 lines on top left again

Then selected Integrated Payments

The screen will look as opposite



×

PAC transactions are actioned the usual way

If gratuity is enabled this will come up as an option as can be seen opposite

Then finalize the sale by inserting or swiping card

N N ^{1/} ¹ / ¹ / ¹ / ¹ / ¹ / ¹ N 00:01:53 AR 24% 15:13	00:04:14
Total to pay 🛛 🗙	*))))
£0.01	Tap here
Would you like to add a tip?	
12.5% (£0.00)	£0.01
15% (£0.00) Custom amount	
No thanks	
VIEWICIC	



On the tap/ insert screen, select the 3 dots at top left, CNP then follow on screen instructions





To complete a Pay a Table integrated payment, select Settle Table then enter Waiter ID if applicable

× "µ × ≡	0000054 ● 42 R ■ 84% 10:15
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\subset	Settle table



Select Table Number from the list of available open tables on the list

If a POS receipt is required, select print bill

Once the table is selected then you are offered the options to pay in full/ Equal or Custom Split

Please note once the sale is finalised and balance paid in full, this will close the table automatically

× ×	00:04:50	⊖ ≝ R ∎ 86% 10:10
Select a table		×
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	

х х ^и µ с	I'/I N OO22530 ♥ ▲R 0 21% 15:36 Table 5
	£7.25 Bill amount
\subset	Print bill
	Pay in full
	Equal split
	Custom split

If the bill is split the opposite screen will show after each transaction until the final balance is paid

the summary	● ≝ R ∎ 84% 10:1
Bill	£7.01
Paid 1 payment	£2.55
Outstanding	-£4.45
Gratuity	£1.45
Next paym	ent
Done	



At the end of each transaction, you are presented with the option to print whichever receipt you wish



Non-Integrated Payments

From the home screen select the three lines at top left

Select Non Integrated Payments

Type amount and confirm

Then follow the onscreen instructions to finalise the payment

» սիլ միլ	00:00:15 ₩ ▼ ▼ ▲R 🛛 18% 16:17
Integrated sa	ile
Non-integrate	ed sale
Non-integrate	ed refund
Transactions	
Summary	
Settings	

$\mu_{h} \approx -\mu_{h}$	00:01:10	🗚 🛱 18% 16:18
=	Sale	
2	£0.00	
	Confirm	
1	2	3
4	5	6
7	8	9
	0	$\langle X \rangle$



Tips and Hints

Terminal ID/ Serial Number

- From the home screen, select the three lines at top left
- Select Summary
- Enter Password
- Select Print- The TID and serial numbers are on top of the receipt



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If a transaction fails, the screen always shows Red and will remain on this for a few seconds



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Connections

- You can have more than one wifi connection saved and the terminal will swap between them
- Integration can be set up on wifi, 3/4G or both
- Avoid connecting the ethernet cable as the Bluetooth functionality is not available

General Tips

• If the terminal is stuck on loop at sale transaction stage, this is usually an indication that the software is not up to date

- Customer Services- 08000443550
- Customer Services email- support@dojo.tech

Useful contacts