

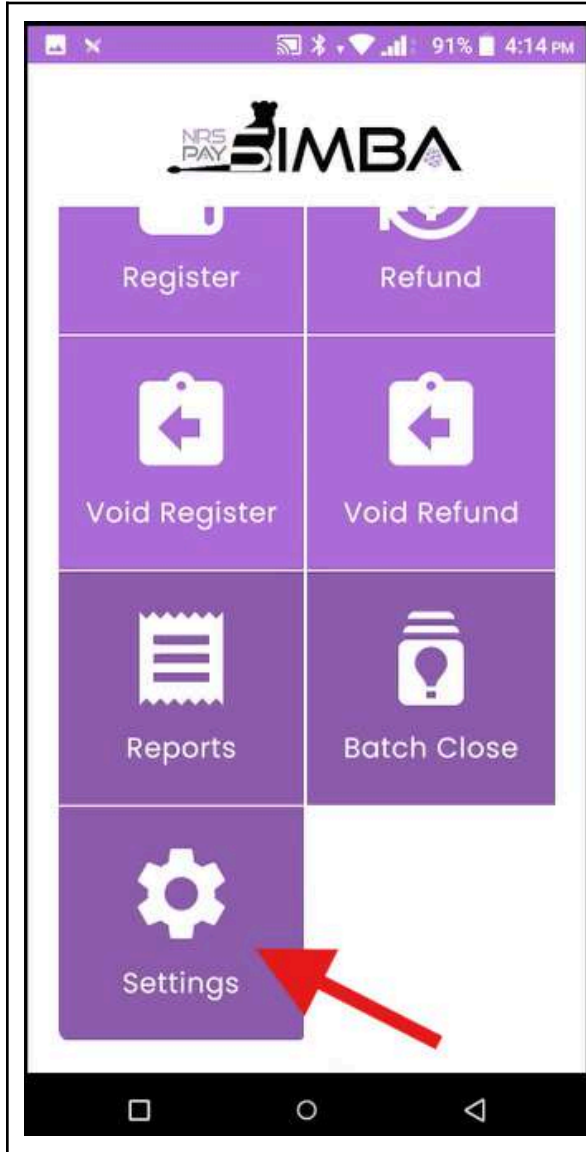


Small. Mighty. Agile.

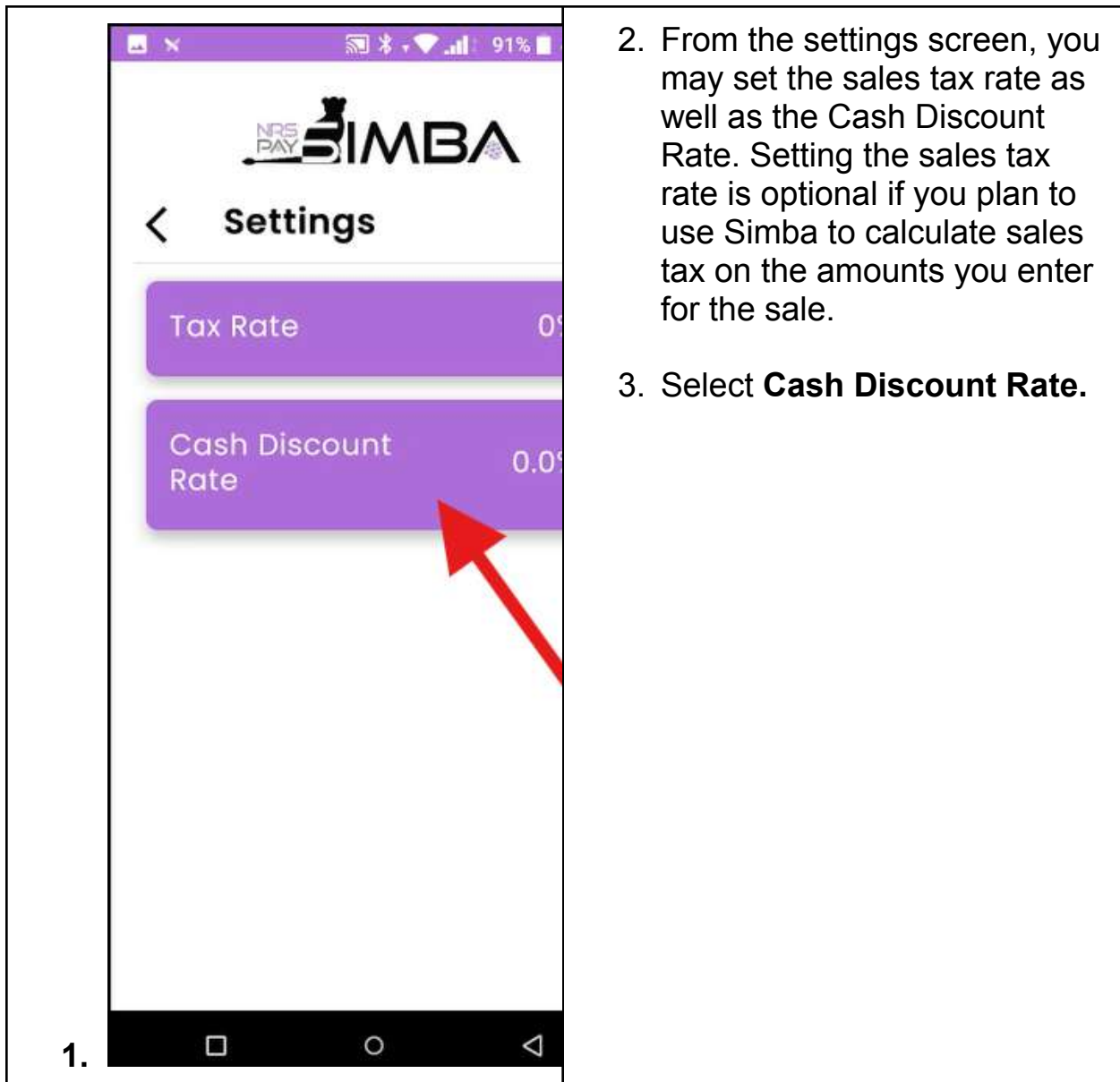
## User Guide



## Cash Discount Configuration Setup



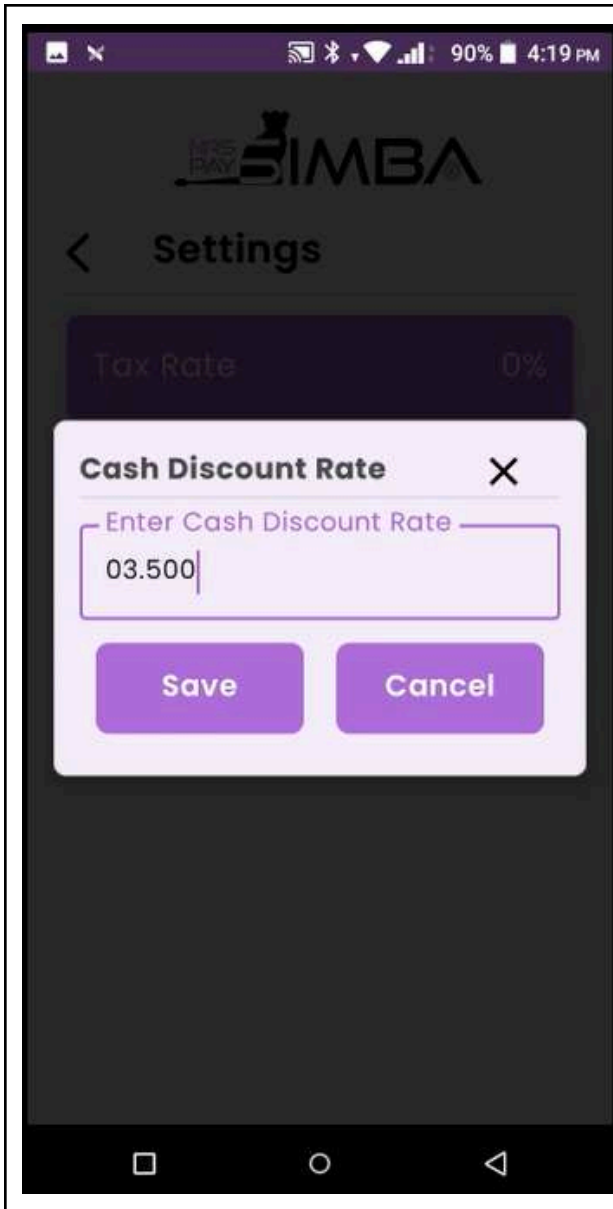
1. From the main menu, scroll to the bottom and select **Settings**.



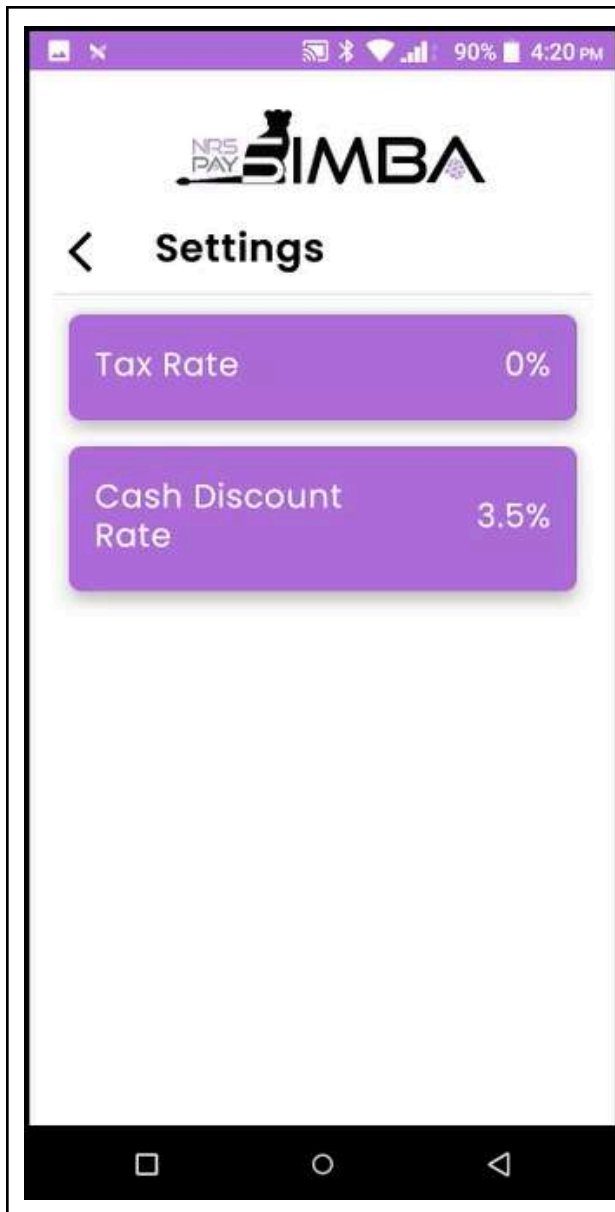
1.

2. From the settings screen, you may set the sales tax rate as well as the Cash Discount Rate. Setting the sales tax rate is optional if you plan to use Simba to calculate sales tax on the amounts you enter for the sale.

3. Select **Cash Discount Rate**.

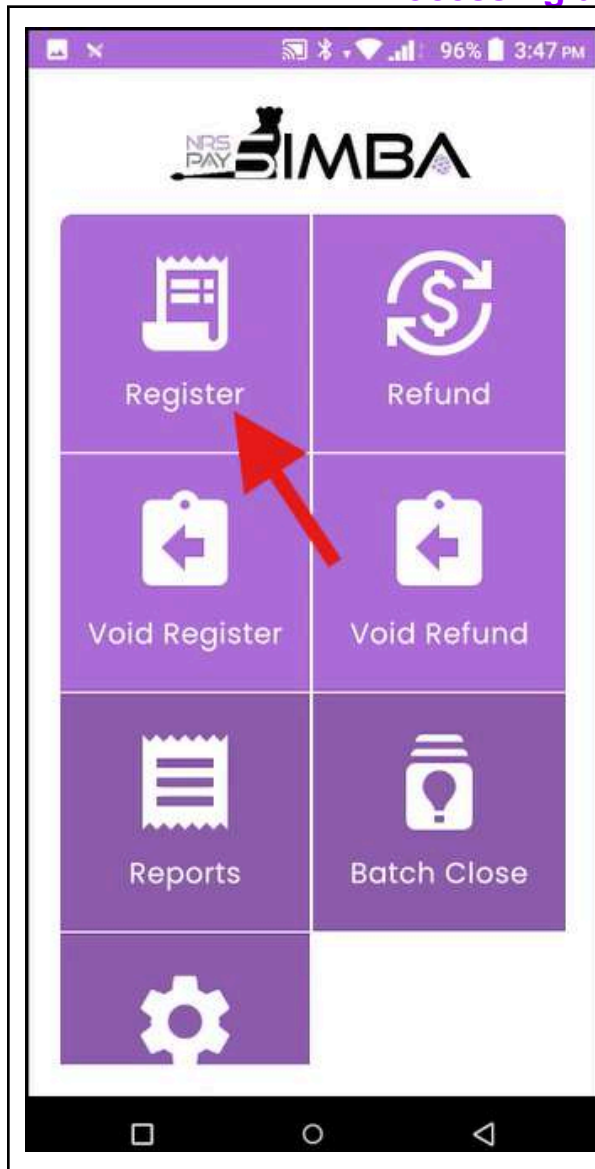


4. Enter the Cash Discount Rate percentage and select **Save**.

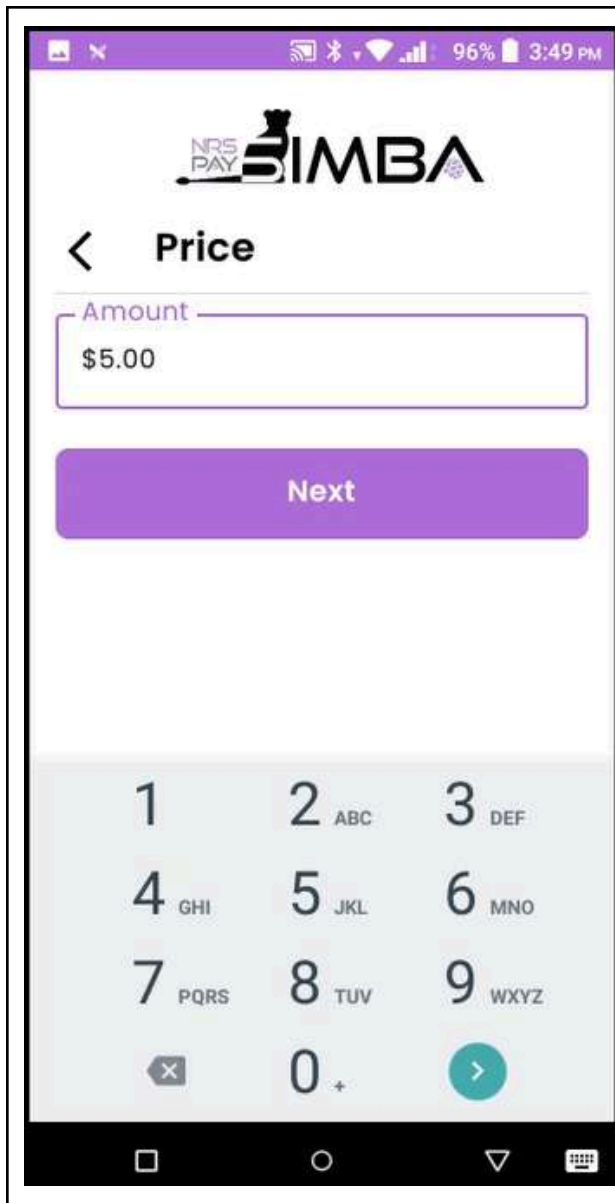


5. The percentage that was entered will update and display in the Settings. **All sales will now display the credit card amounts and the cash discount amounts reflecting the discount specified here.**

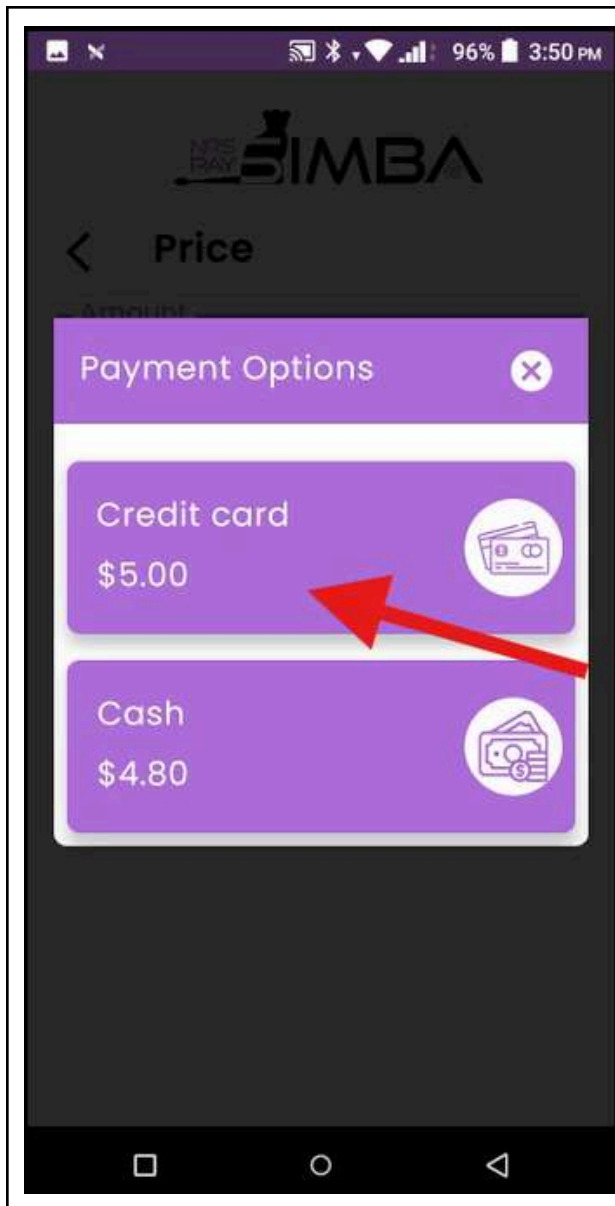
## Processing a Credit Card Sale



1. From the main menu, select **Register**.

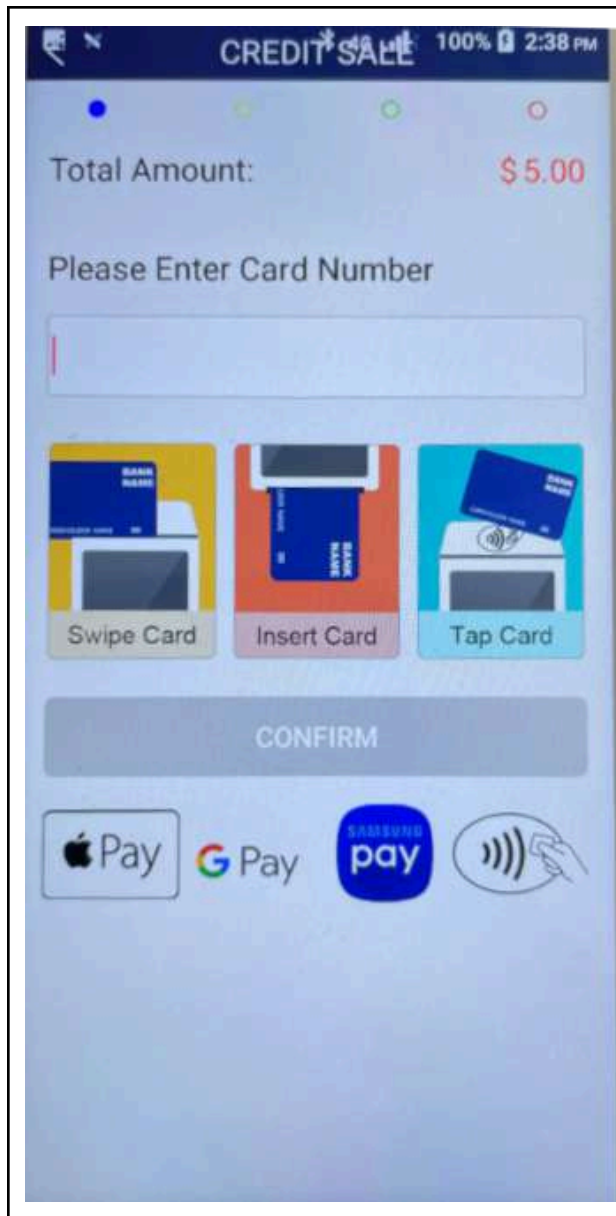


2. Enter the price that you want to charge, and select **Next**.

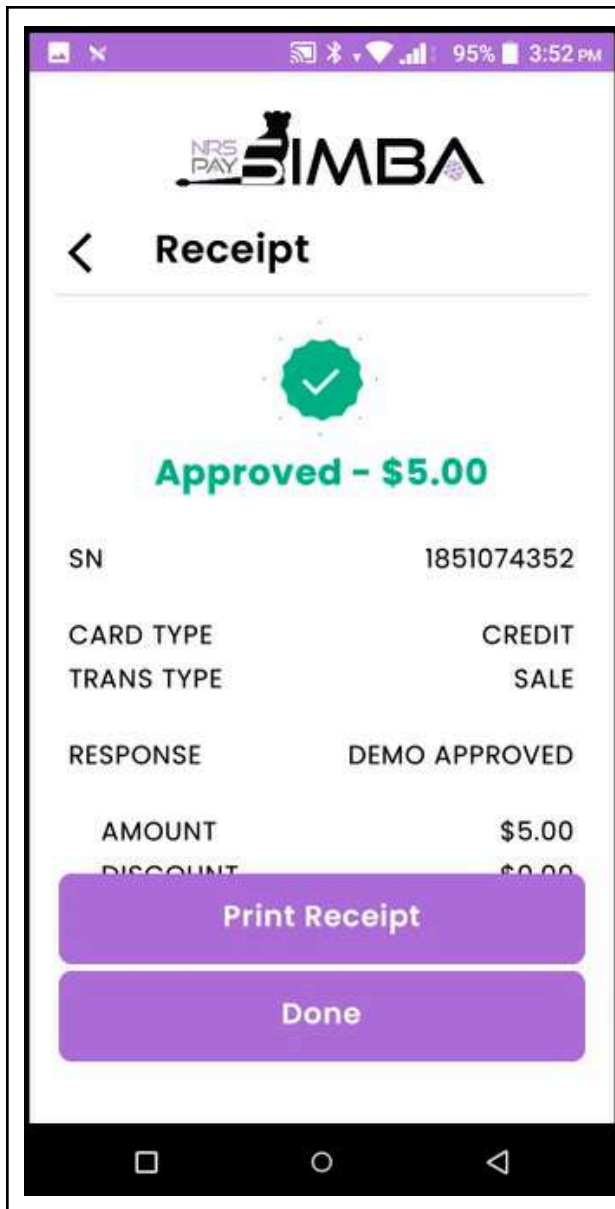


3. The Payment Options screen will display 2 payment options (Credit Card or Cash). Cash will display the discounted price based on the Cash Discount percentage stored in Settings. Select **Credit Card** to process the payment as a credit card sale.



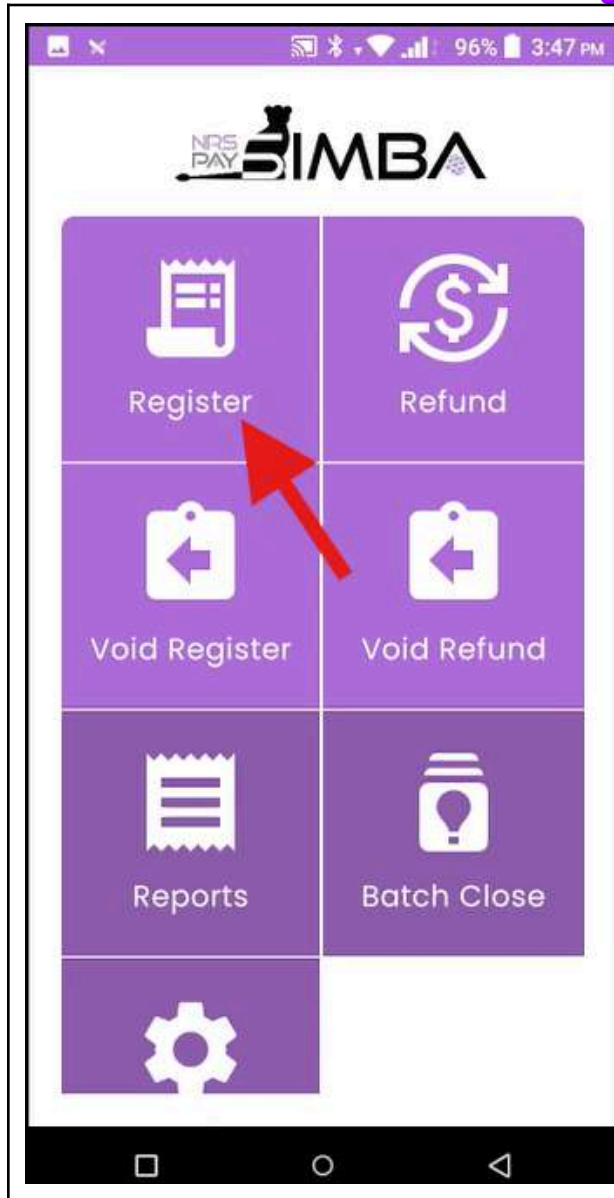


4. Tap, Insert, Swipe or Manually enter the credit card.

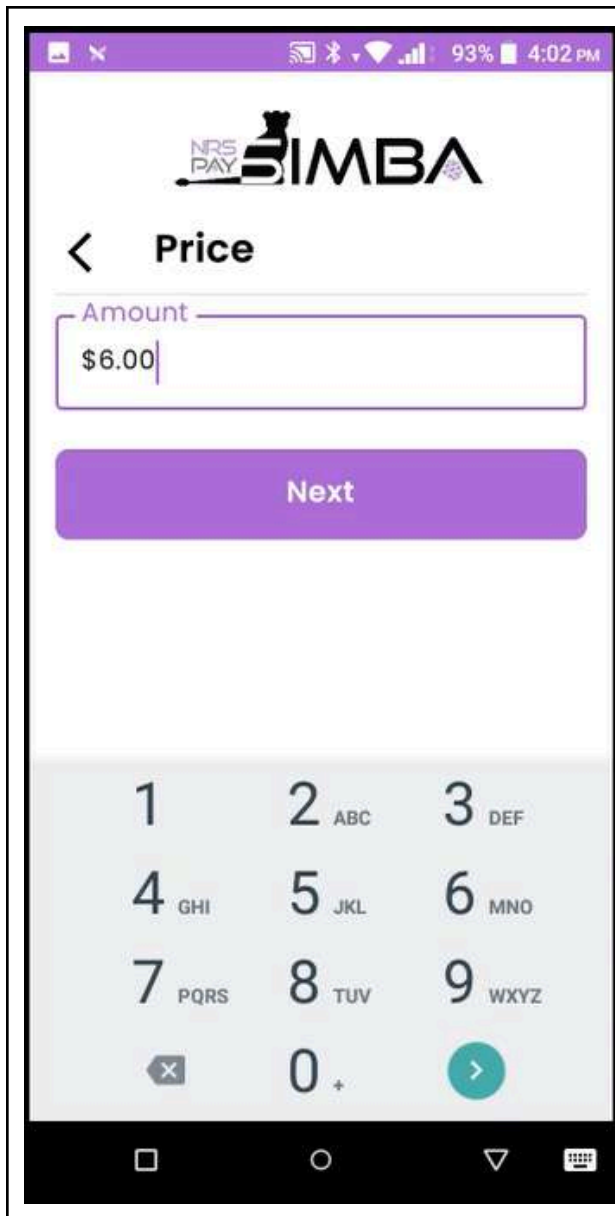


5. The sale is done. A screen will display showing the results. A receipt will automatically print but can be reprinted by selecting the **Print Receipt** button.
6. Select **Done** to exit the Main Menu.

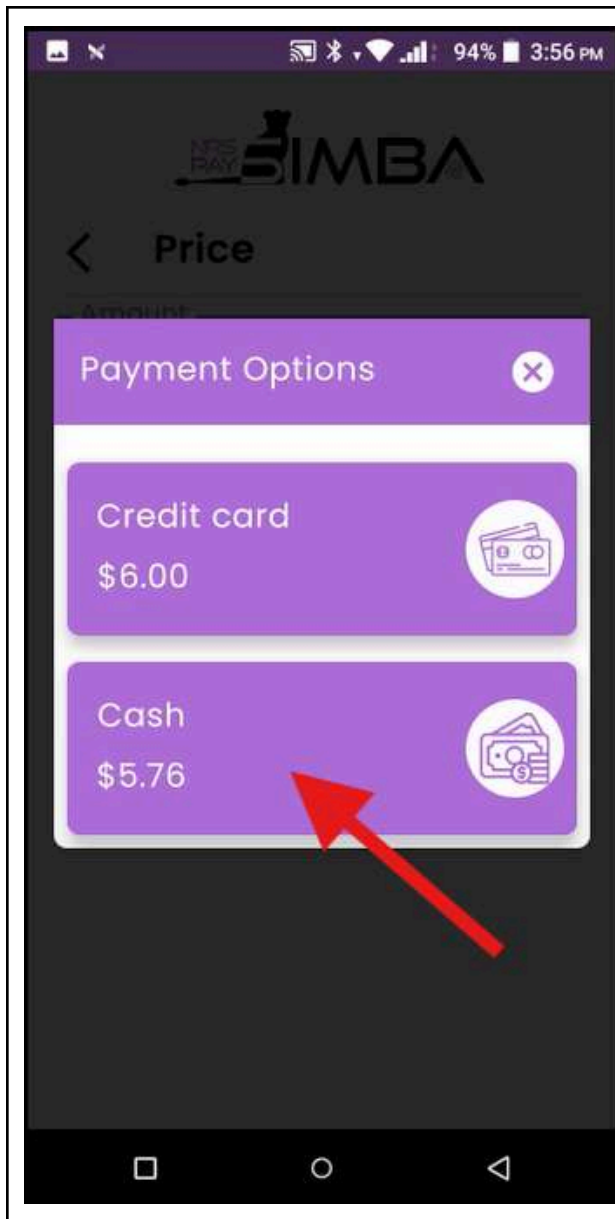
## Processing a Cash Sale



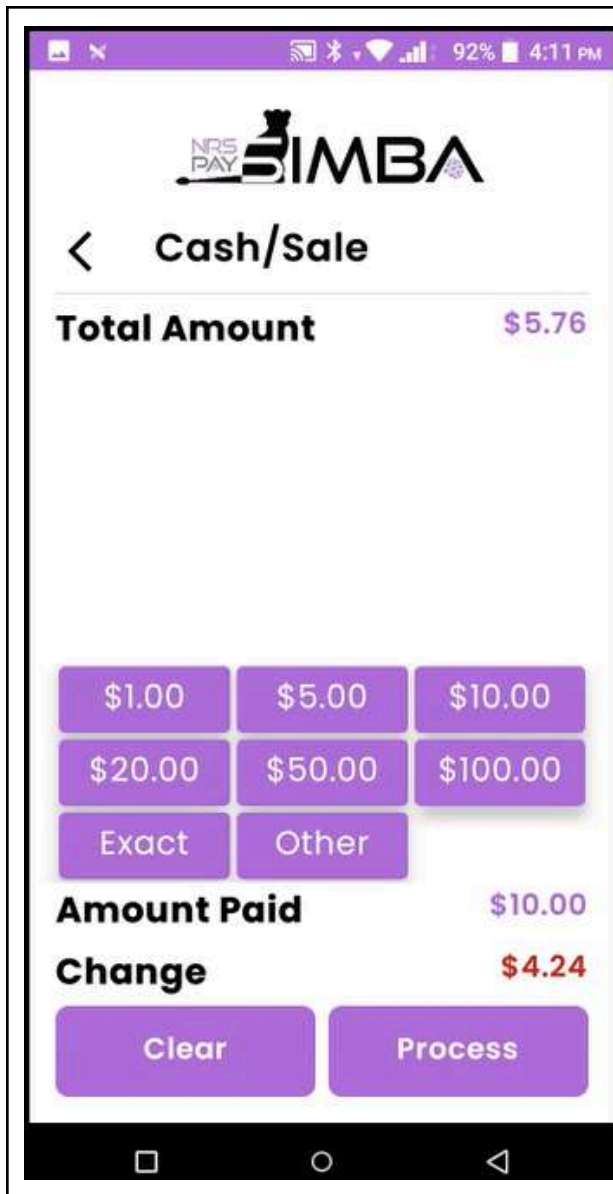
1. From the main menu, select **Register**.



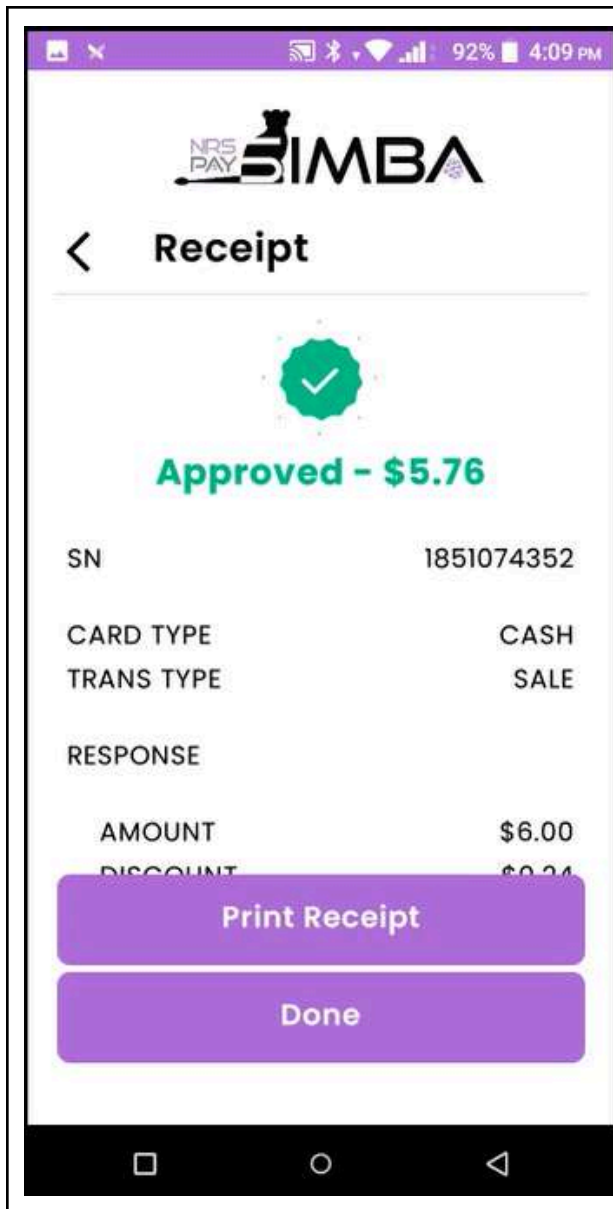
2. Enter the **amount** to charge, and select **Next**.



3. Select **Cash**. The Cash button displays the cash discounted price based on the percentage set for cash discount in Settings.

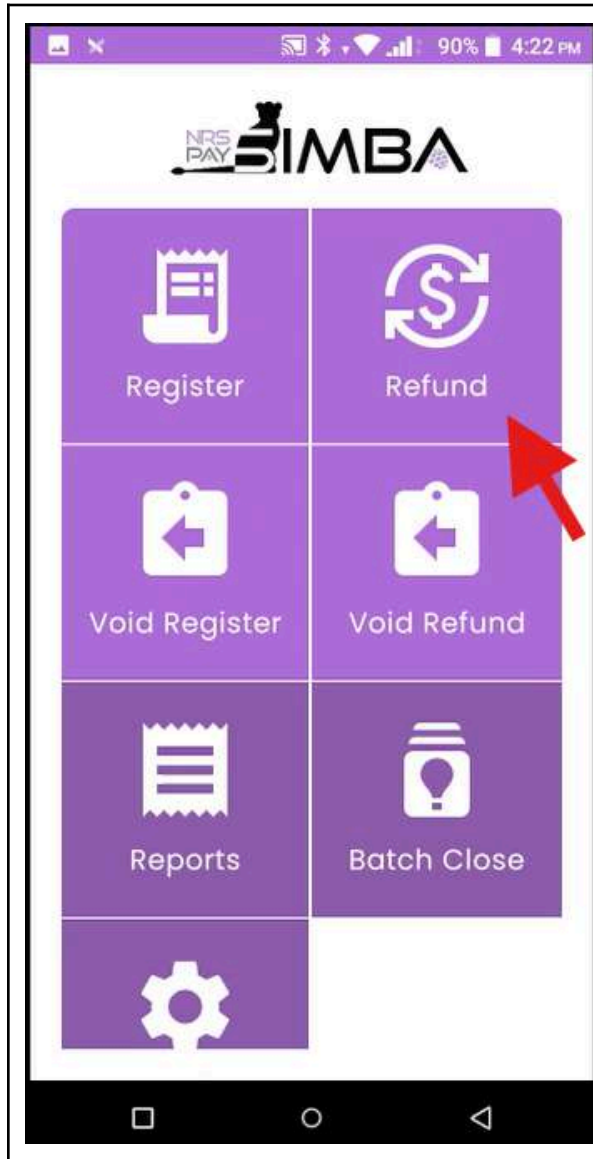


4. You may use the **Cash/Sale** screen to handle an amount tendered. There are hot keys that indicate the bills that are tendered. Selecting the appropriate bill button will automatically update the **Amount Paid** and **Change**. Change will remain \$0.00 until the Amount paid exceeds the Total Amount.
  
5. You may use the **Exact** button if the amount tendered is the exact amount of the Total Amount.
  
6. You may use **Other** to enter an amount manually.
  
7. Select **Process** when done.



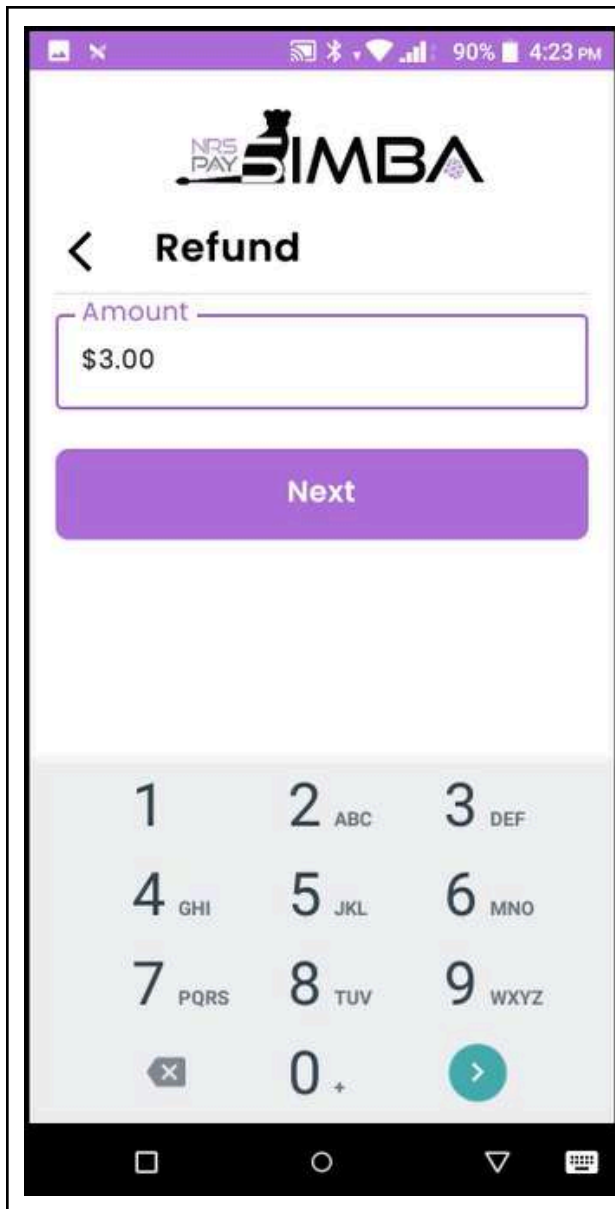
8. The sale is complete. A screen will display showing the results. A receipt will automatically print but can be reprinted by selecting the **Print Receipt** button.
9. Select **Done** to exit to the Main Menu.

## Processing a Refund

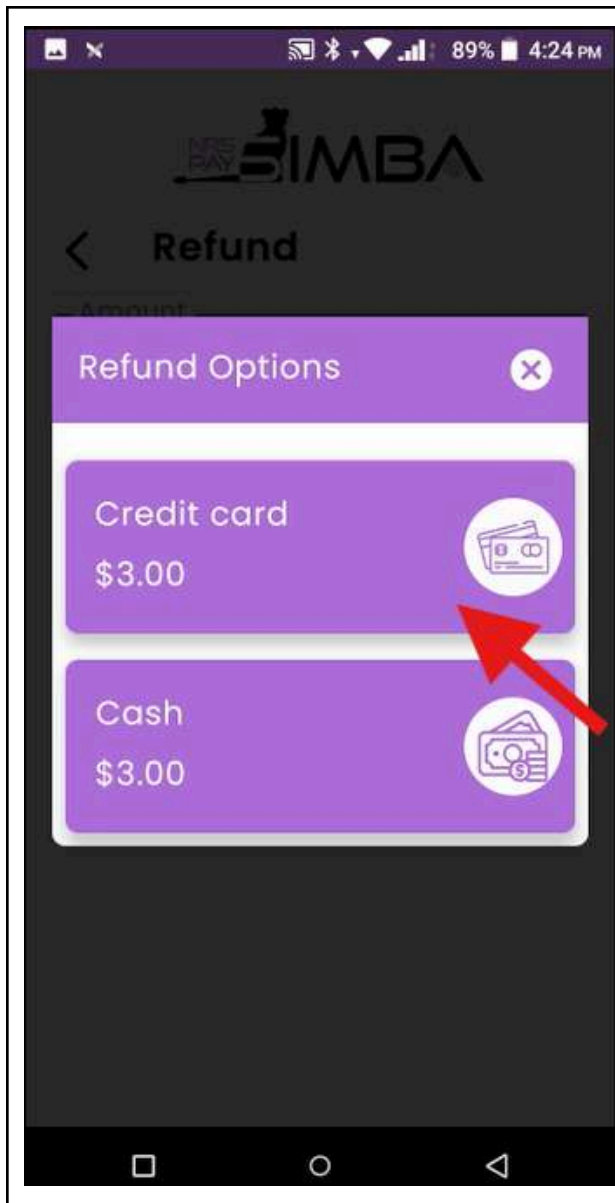


1. From the Main Menu, select **Refund**.





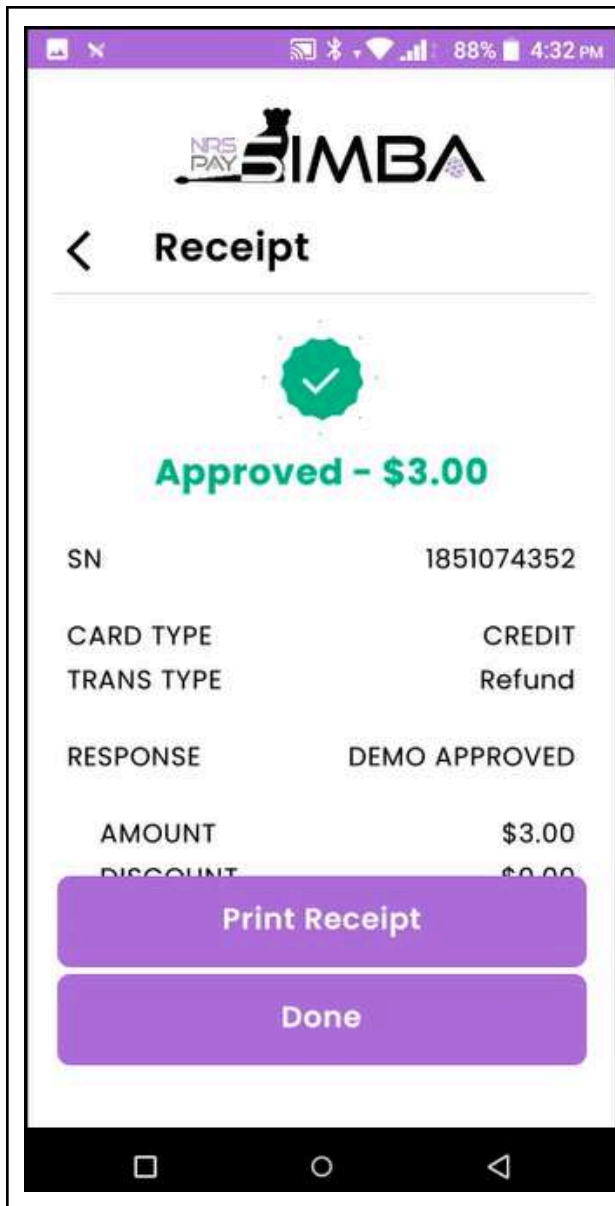
2. Enter the amount you want to refund. Select **Next** to continue.



3. Choose the payment method you wish to refund. In this case, select **Credit Card**.

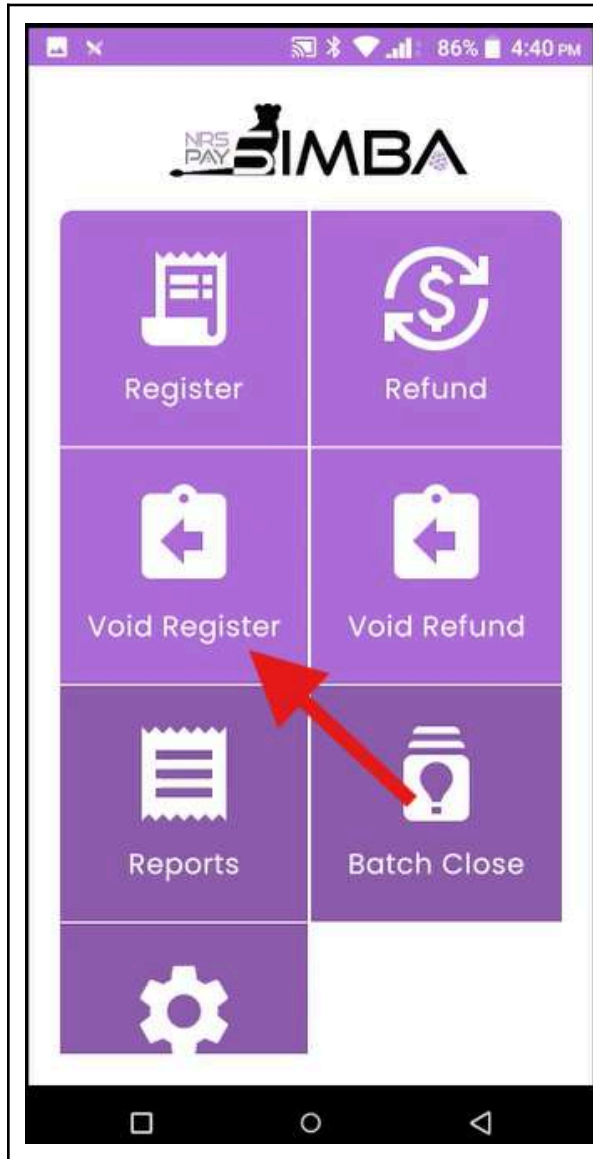


4. Enter the **Manager Password** to continue with the refund. This password can be set or changed (with managerial permission) within the Host App on your device. A default managerial password will be provided by NRS initially.

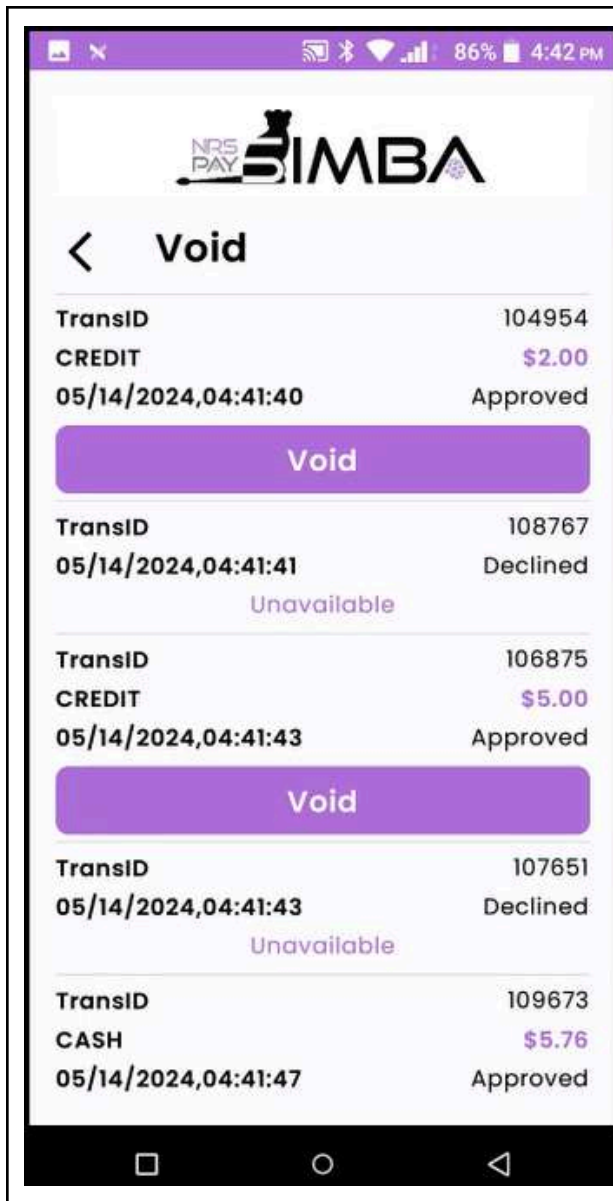


5. The refund is complete. A screen will display showing the results. A receipt will automatically print but can be reprinted by selecting the **Print Receipt** button.
6. Select **Done** to exit the Main Menu.

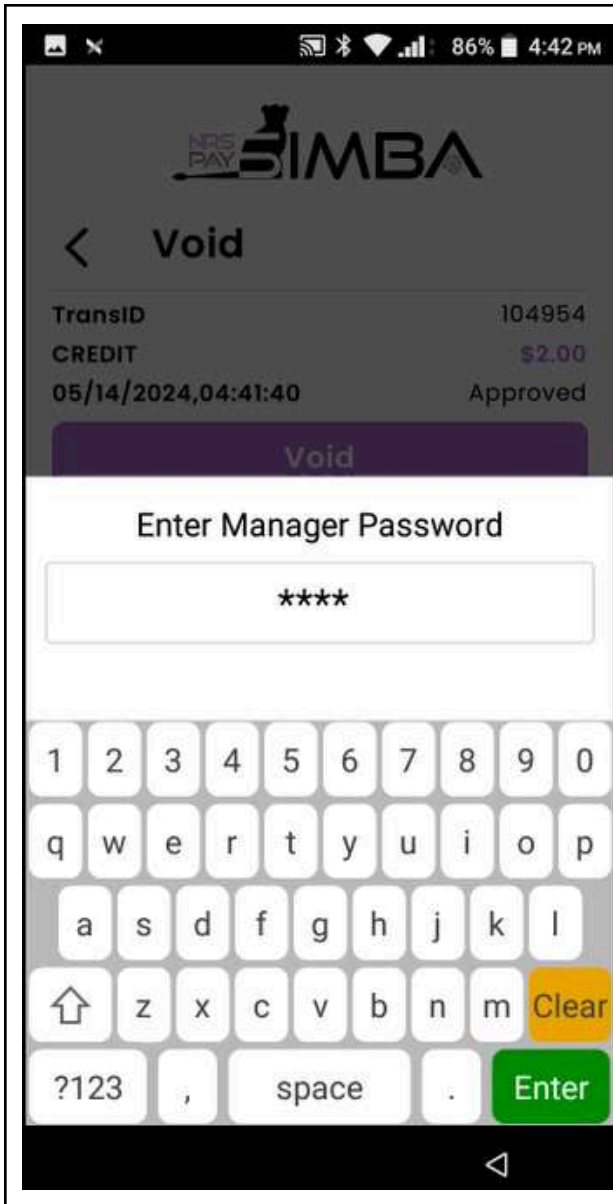
## Processing a Void



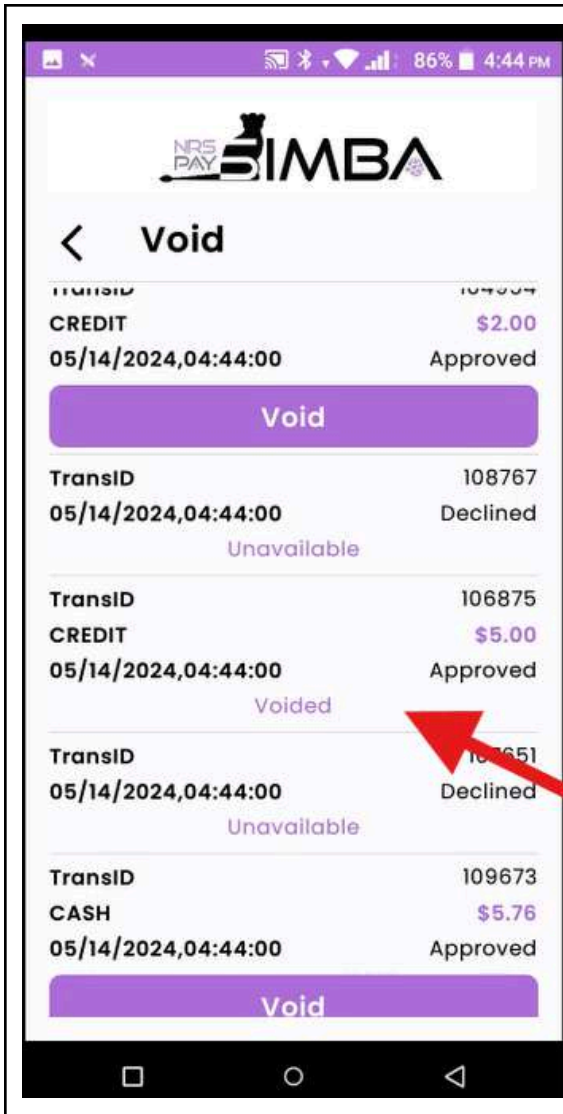
1. To process a void, select **Void Register** from the main menu.



- From the list of transactions, select the **transaction** you wish to **Void**.



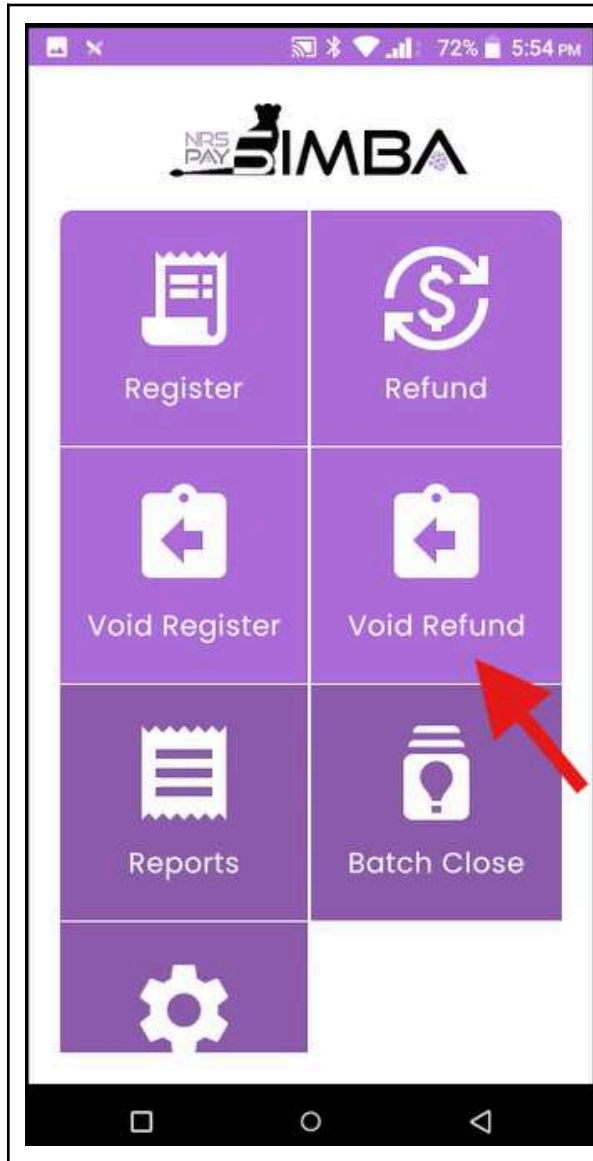
3. Enter the **Manager Password** to continue with the refund. This password can be set or changed (with managerial permission) within the Host App on your device. A default Manager Password will be initially provided by NRS.



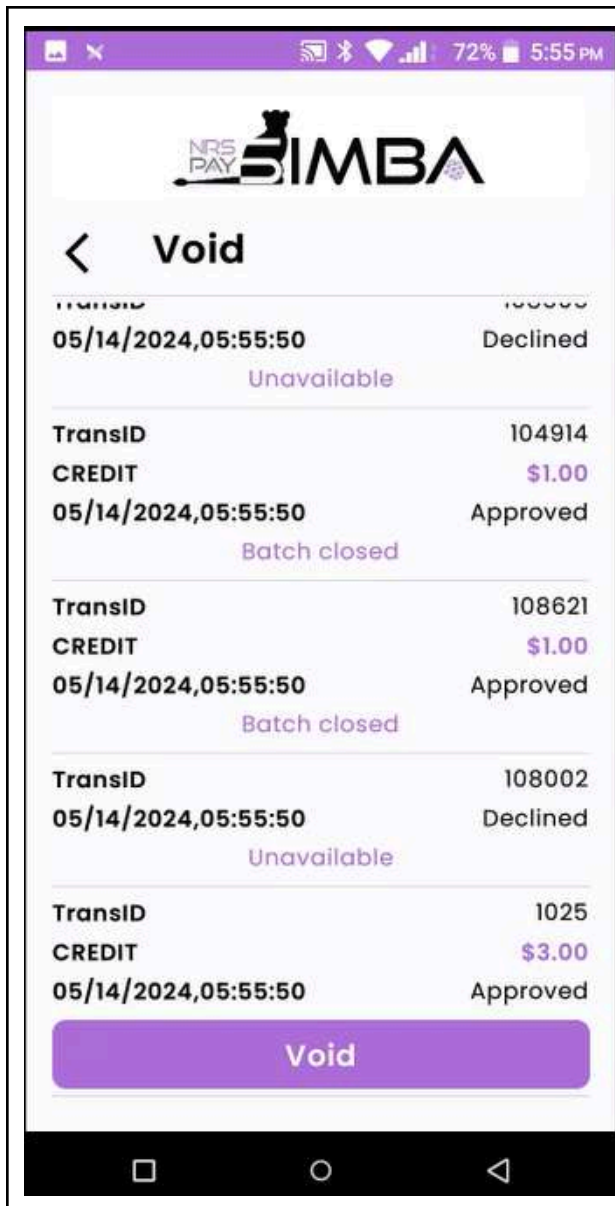
4. The voided transaction will be notated in the list.
5. To exit this screen, press the **back** button (<).



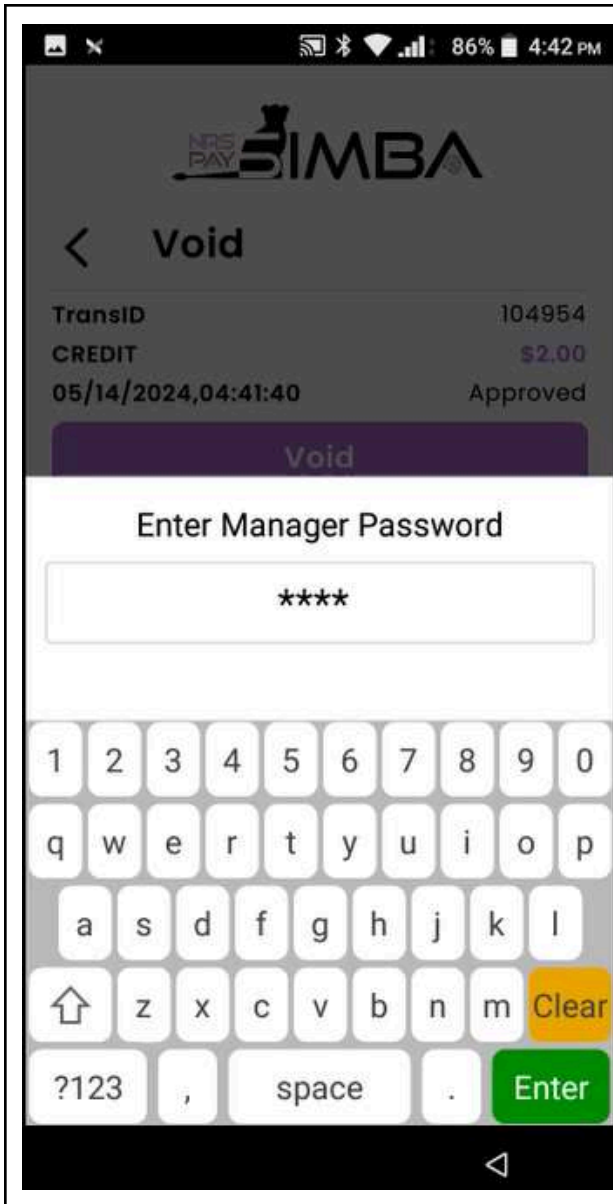
## Process a Void Refund



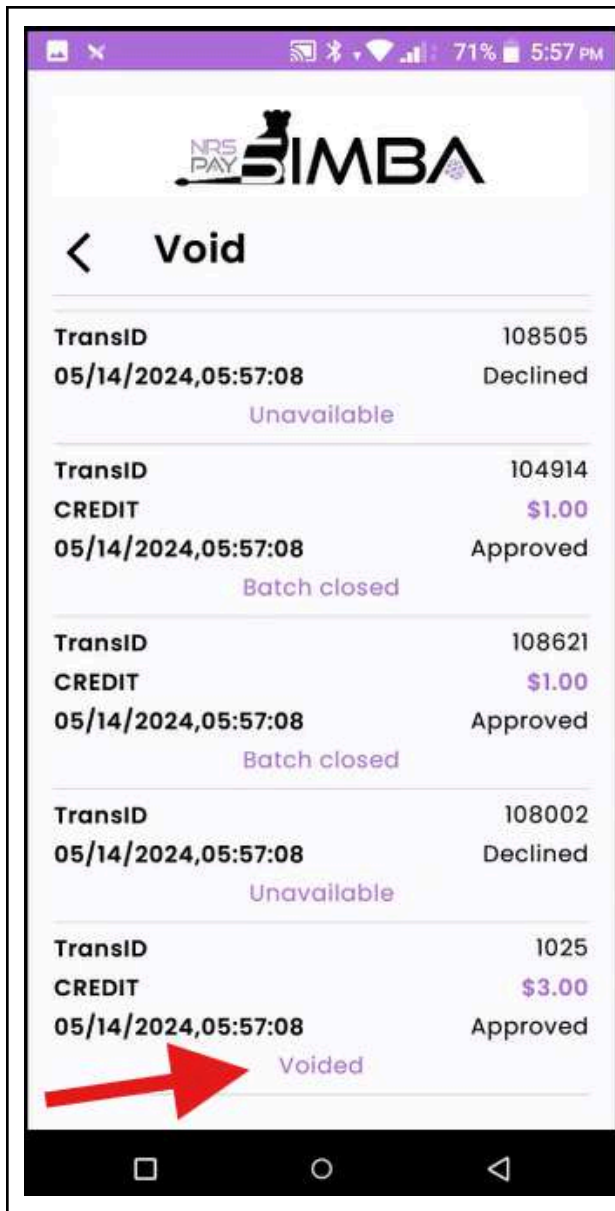
1. To Void a refund, select **Void Refund** in the main menu.



2. Find the transaction (credit) that you wish to void and select the **Void** button.

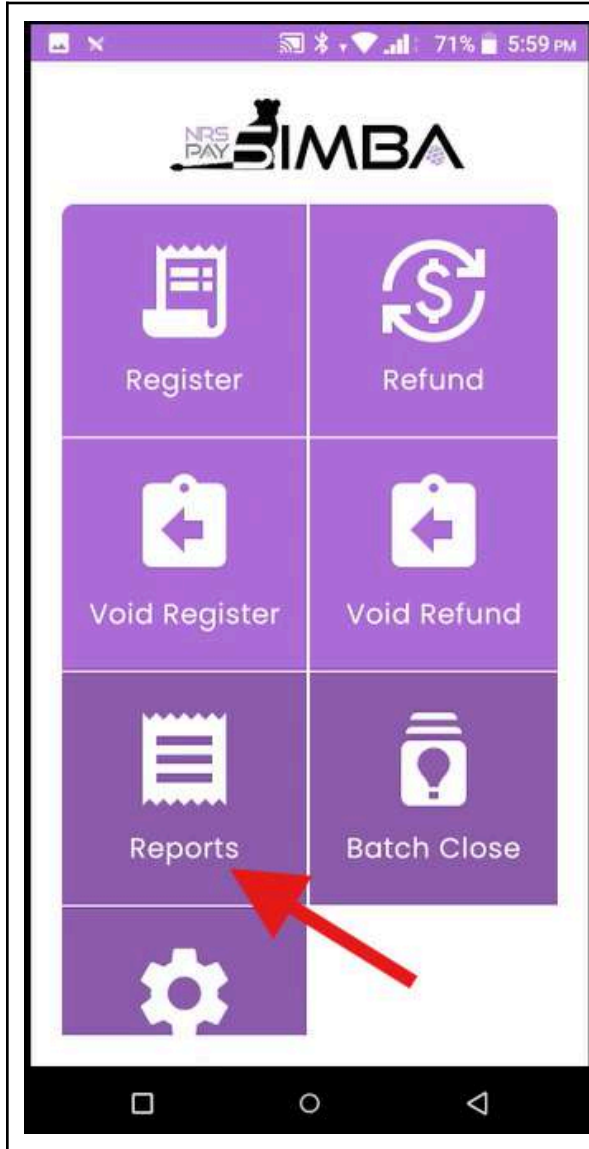


3. Enter the **Manager Password** to continue with the refund. This password can be set or changed (with managerial permission) within the Host App on your device. A default Manager Password will be initially provided by NRS.

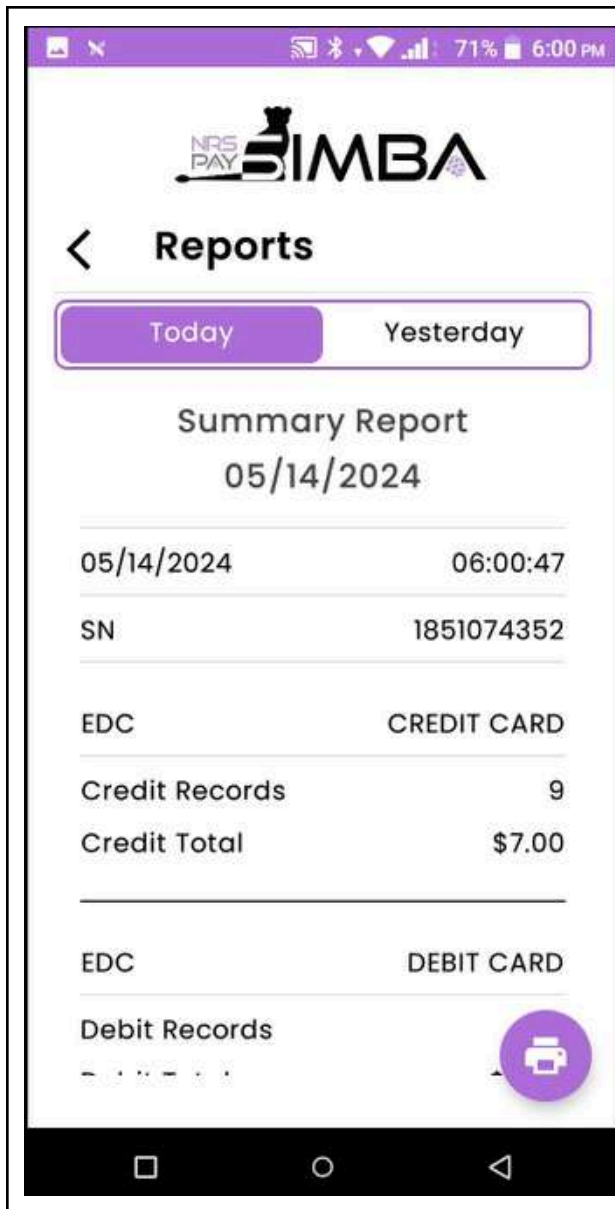


4. The voided transaction will be notated in the list.
5. To exit this screen, select the **back** button (<).

## Reports

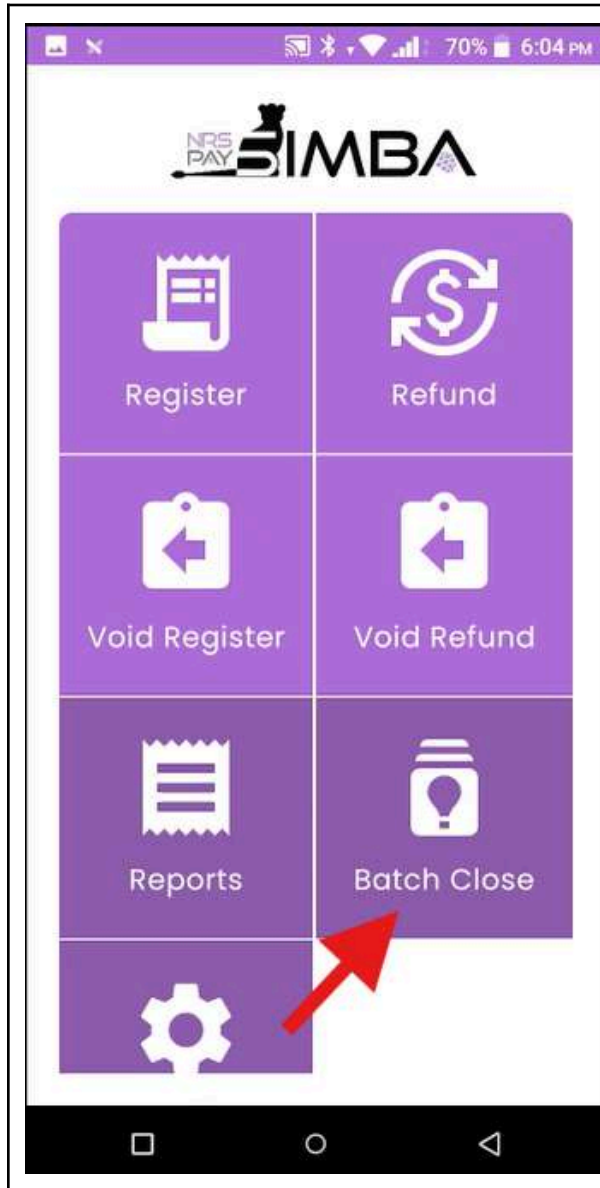


1. To view/print transaction reports, select **Reports** from the main menu.

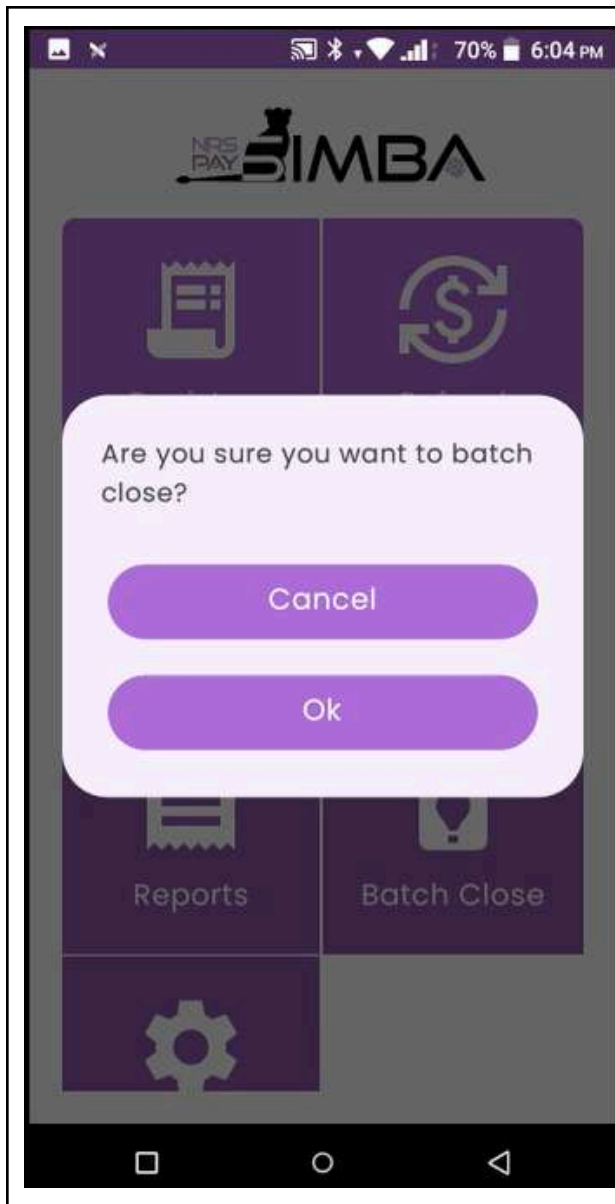


2. The **Reports** screen will display a **Summary Report** showing a breakdown of the different payment methods, their counts and amounts.
3. To print this report, select the **Printer** button on the bottom right corner.
4. To view yesterday's information, you select the **Yesterday** tab.
5. Select **Back (<)** to return to the main menu.

## To Close a Batch



1. To close the batch, select **Batch Close** from the main menu.

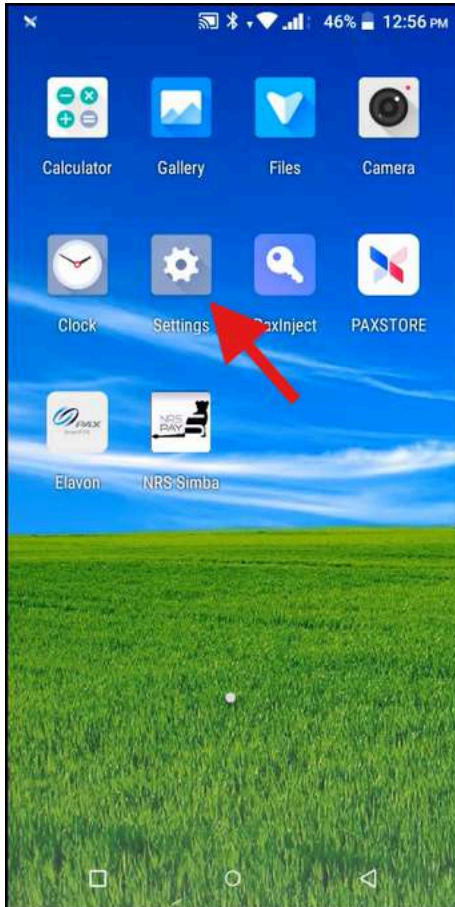


2. Select **OK** to close the batch or select **Cancel** to return to the main menu without processing the batch.
3. A batch report will print to the printer.

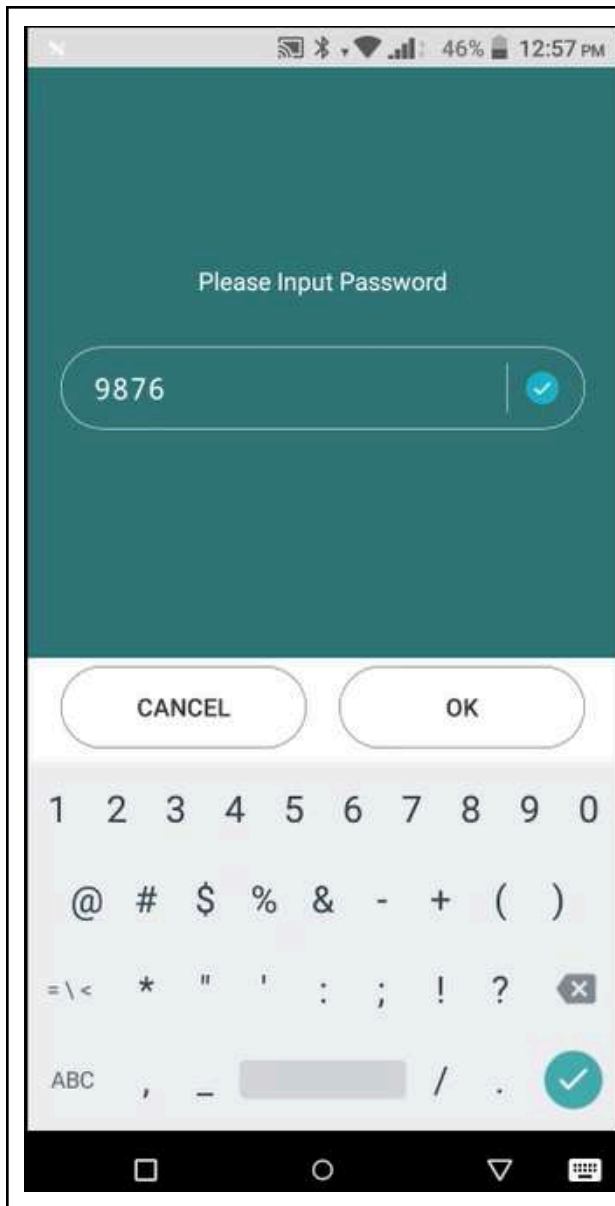


## Changing Passwords

The PAX A920 default system password is **9876**. This will allow you to enter the settings of your Pax Unit (by clicking the Settings icon). You must change this password and keep it secure. To do so, follow these steps:

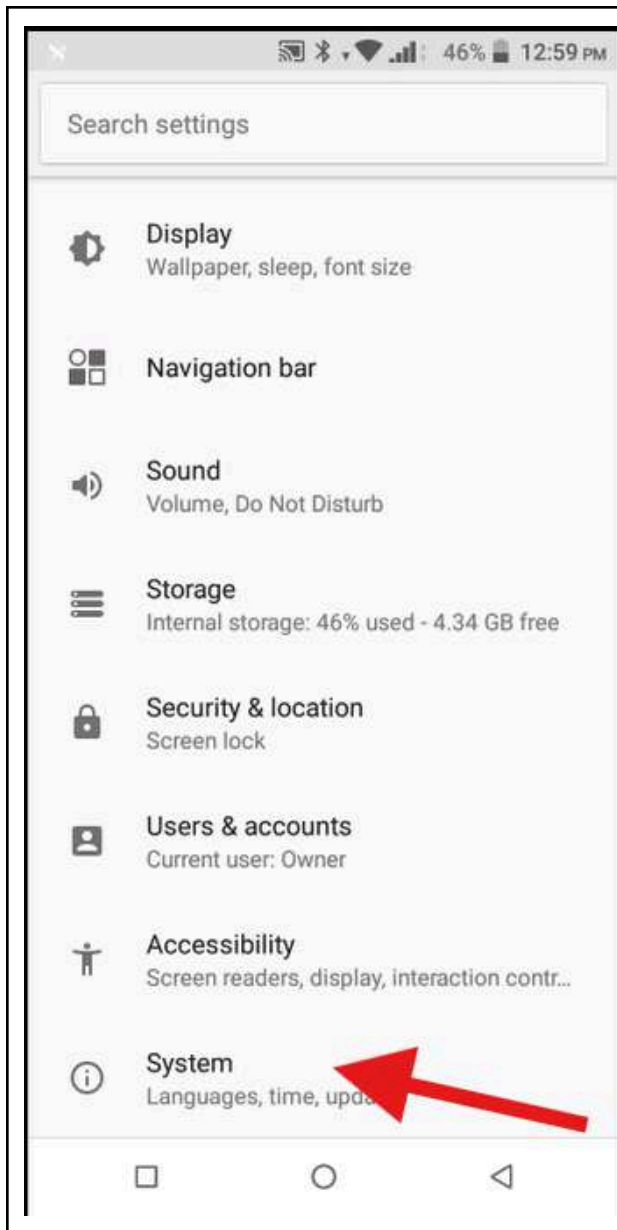


1. Click **Settings** on the PAX desktop.

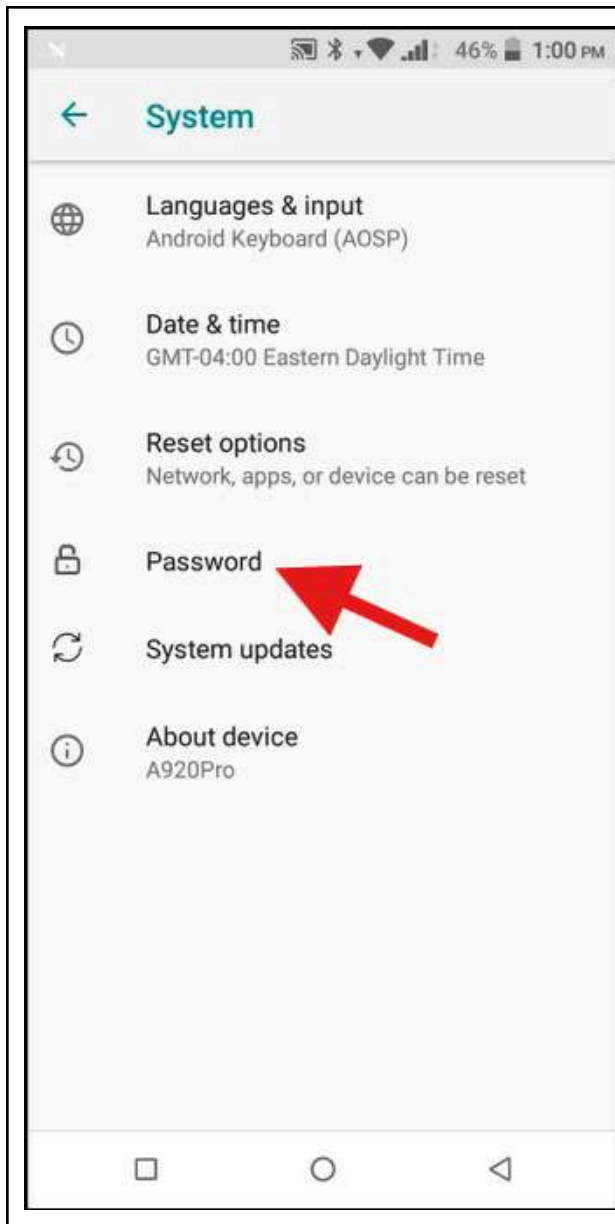


2. Enter **9876** (or your current password)

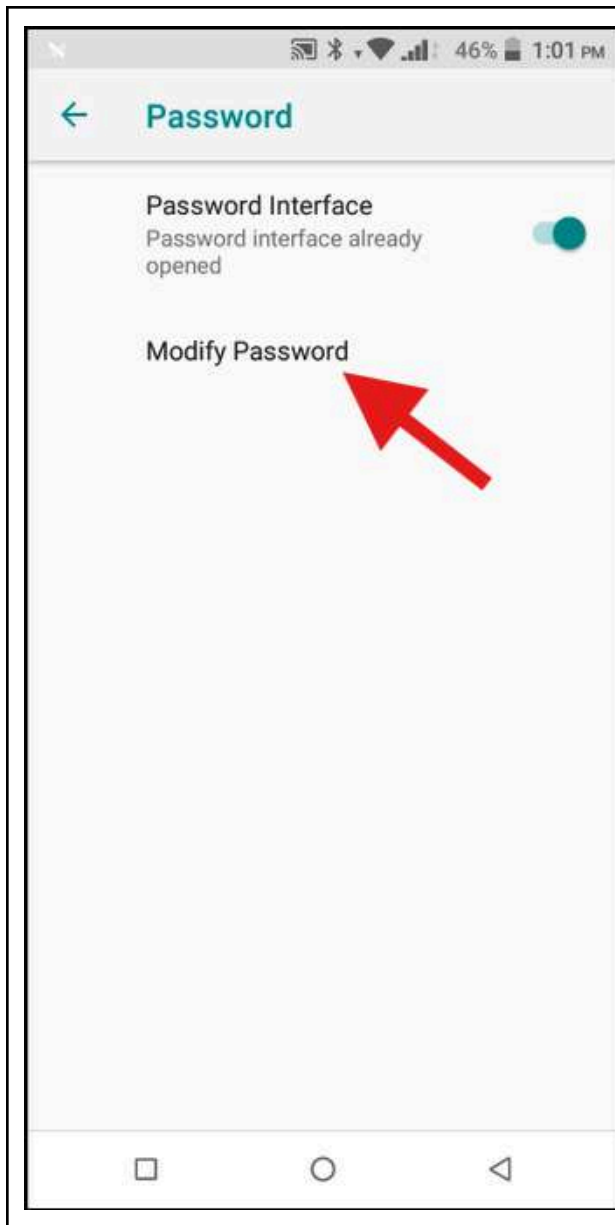
3. Press **OK**



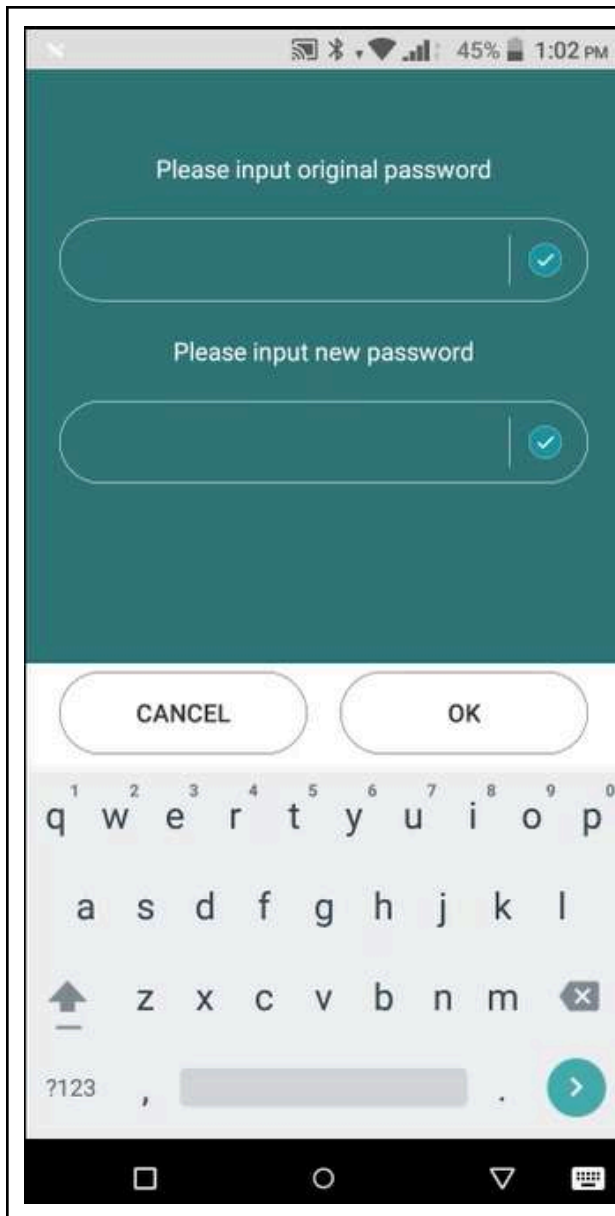
#### 4. Choose **System**



## 5. Choose **Password**




6. Choose **Modify Password**

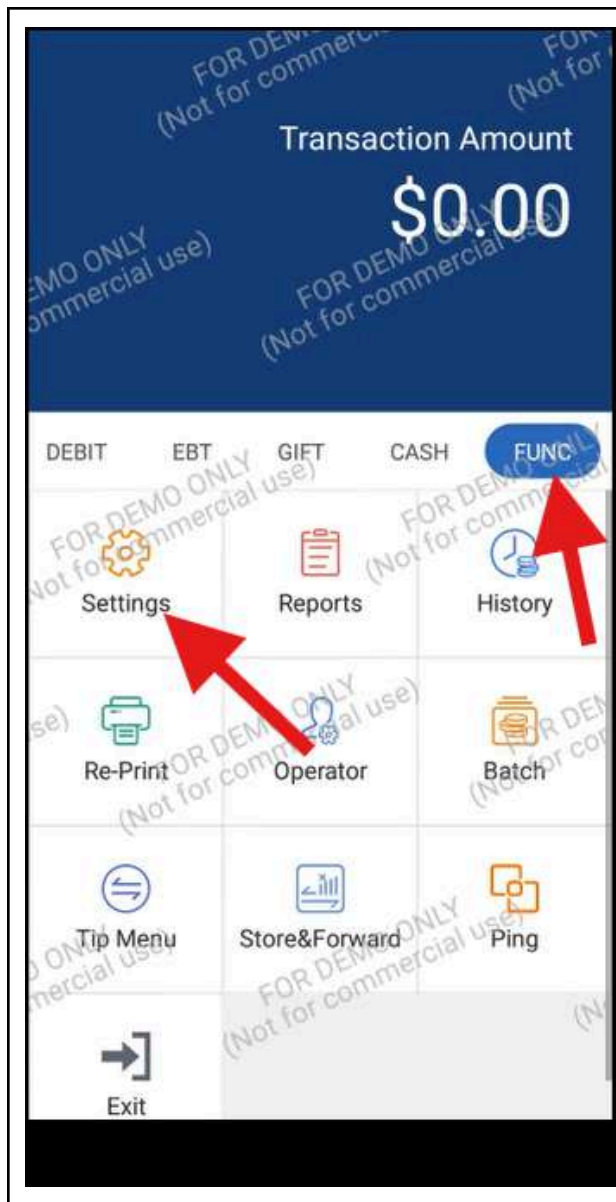


7. Enter the **current password** on the top field (default is 9876).
8. Enter the **new password** on the bottom field.
9. Press **OK** to change the password for the PAX unit.

**PLEASE NOTE: This is not the managerial password for Simba. To change the Simba managerial password, please see next section.**

For Simba, the default Managerial Password is **4321**. You must change this to a new password and keep it secure! To change your password please follow these steps:

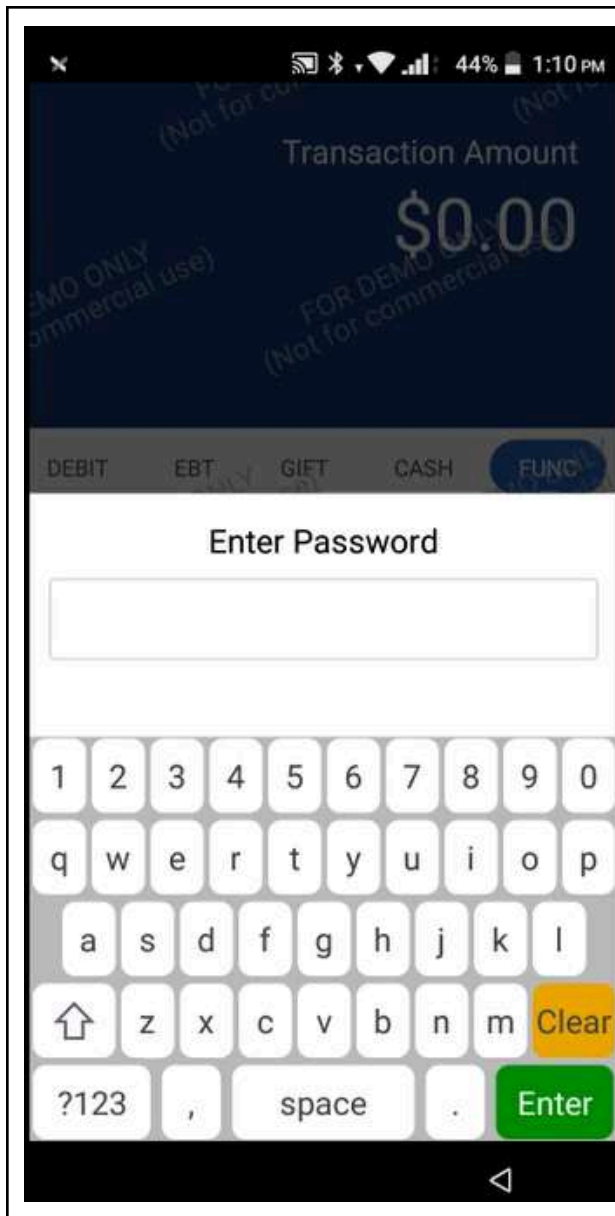
 <p>The screenshot shows an Android phone home screen with a blue sky and green grass background. The status bar at the top shows 45% battery and 1:06 PM. The app icons are arranged in a grid: Calculator, Gallery, Files, Camera, Clock, Settings, PaxInject, PAXSTORE, Elavon, and NRS Simba. A red arrow points to the Elavon icon.</p>	<ol style="list-style-type: none"><li>1. Locate the Host App icon. It would normally say Elavon or Omaha underneath the icon.</li></ol>
--	---



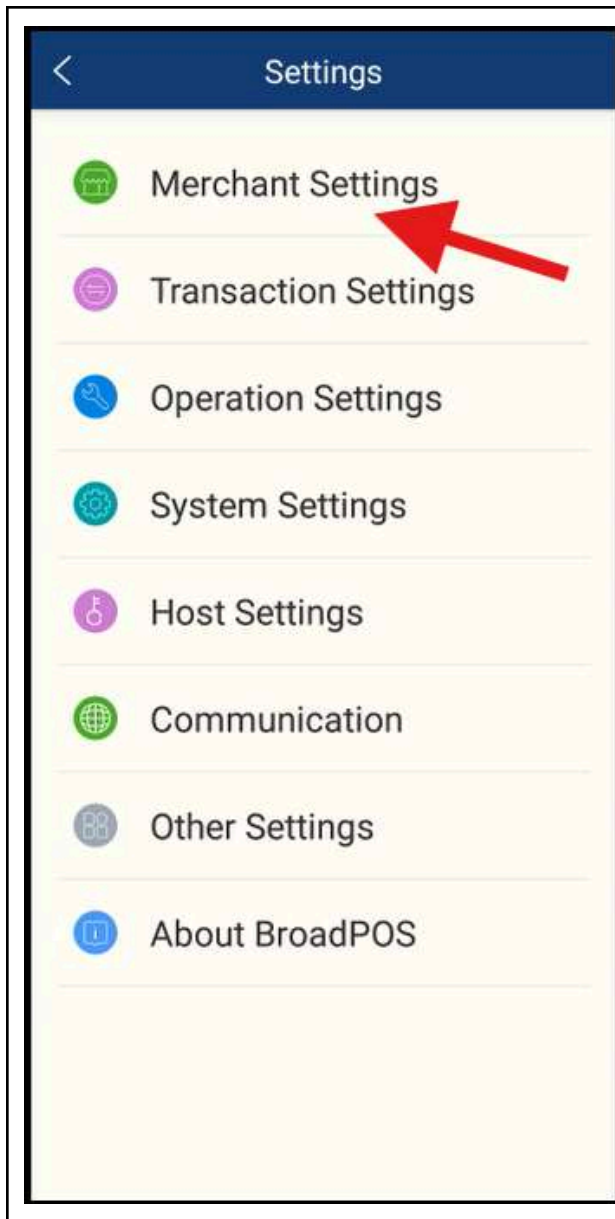
2. Choose the **Func** (Functions) menu

3. Choose **Settings**

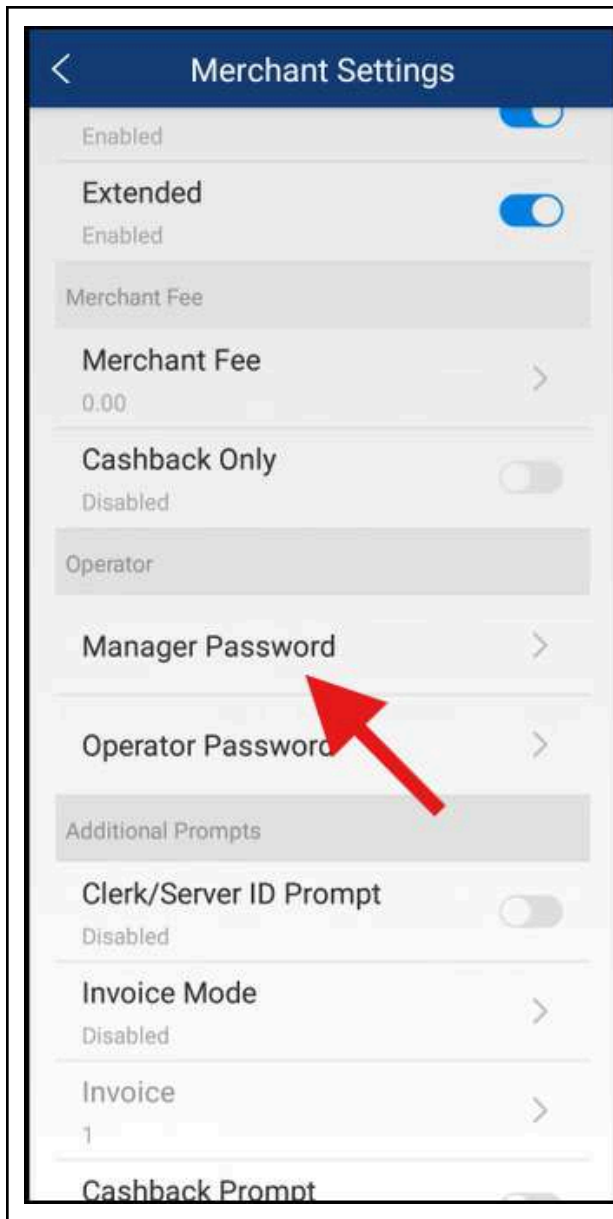




4. Enter the **current managerial password** (default is **4321**)



## 5. Choose **Merchant Settings**



## 6. Select **Manager Password**

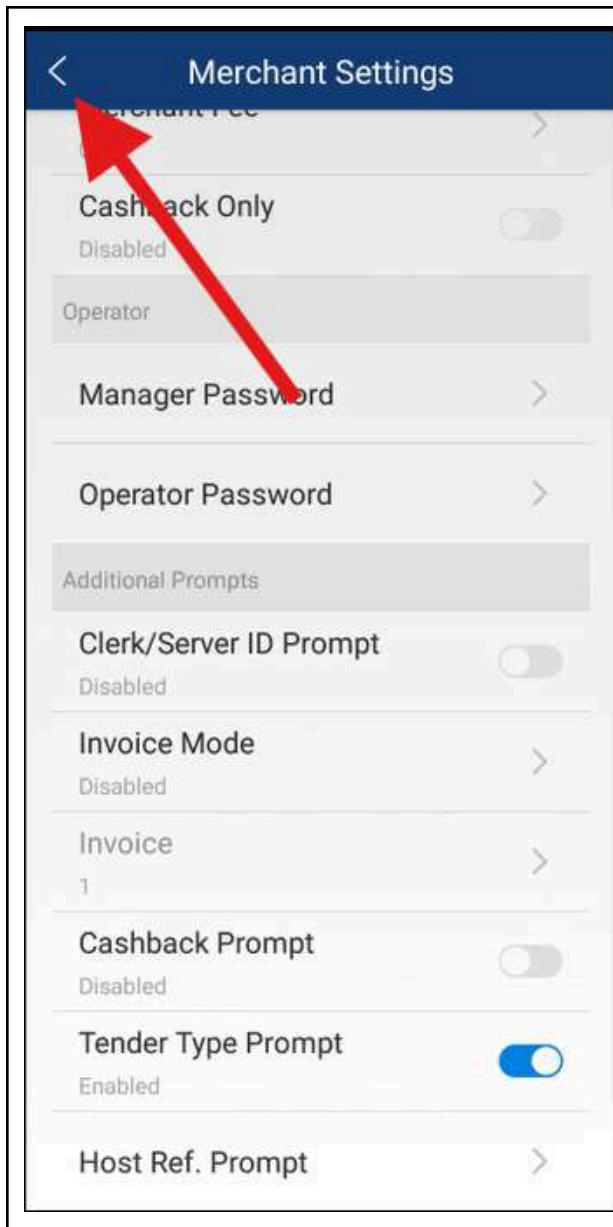
The screenshot shows a mobile application interface with a dark blue header containing a back arrow and the text "Manager Password". Below the header are three white input fields with labels: "Enter Current Password:", "Enter New Password:", and "Enter New Password Again:". The first input field has a red vertical cursor. Below the input fields is a blue bar with the word "CONFIRM" in white. At the bottom, a standard QWERTY keyboard is visible, with the "Enter" key highlighted in green. The bottom of the screen shows a black navigation bar with a white back arrow.

7. Enter the Current Password (default is 4321)

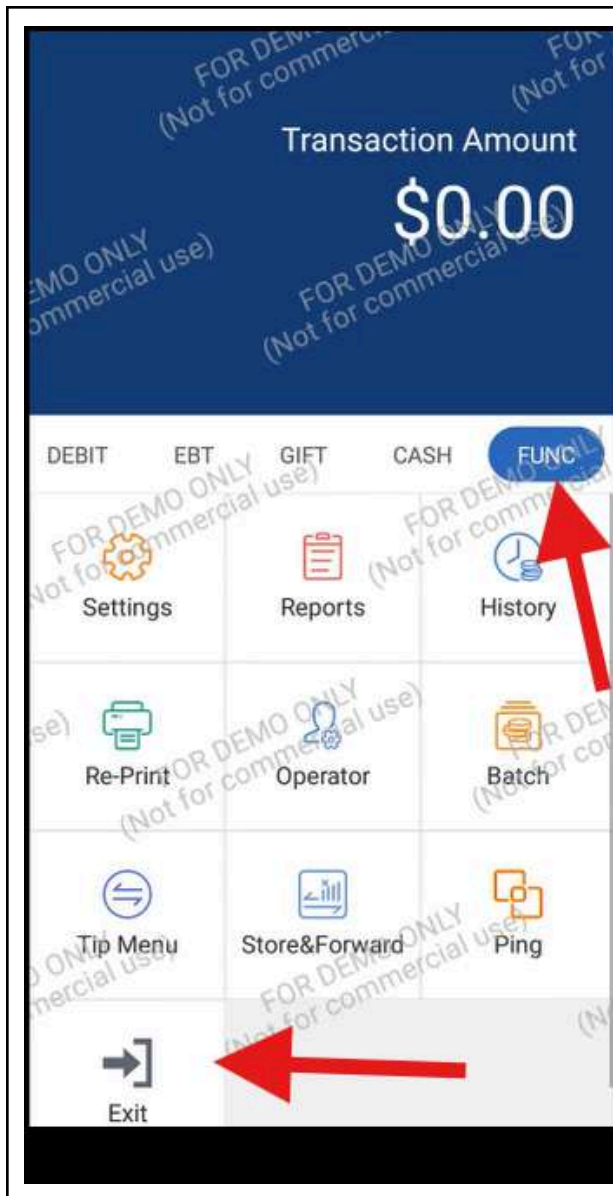
8. Enter **New Password**

9. Re-Enter the **New Password** again to confirm the new password.

10. Press **Enter** to continue



11. Press the **Back** (<) button until you return to the main menu of the Host App.



12. From the main menu, press **Exit** to exit the Host App.

13. Return to Simba from the desktop.

Your managerial password is now updated.