

PAX A35

Click Icon to Download

External Setup

1. Flip the **PAX A35 POS Terminal** over, resting on the screen.
2. Plug the **Communication Cable** into the *USB-C Port* located at the back of the terminal.
3. Plug the **USB-C Cord** into the Communication Cable's *triangular hub*.
4. Connect the **AC Power Adapter** to the **USB-C Cord**.
5. Plug the **AC Power Adapter** into the *Outlet*.
6. Place the **Back Cover** onto the device.
7. *The Back Cover has two screws for security.*

Connectivity Issues

Connection Option #1 - Connect Via Wi-Fi

1. Power the device on.
2. Open the **Settings** app.
3. Input the password - **pax9876@@**.
4. Click the **Green Check Box**.
5. Select **Ok**.
6. Select **Network & Internet**.
7. Select **Wi-Fi**.
8. Select the **Wi-Fi Network** from the list of available options.
9. Enter in the **Wi-Fi Password**.
10. Select **Connect**.

Connection Option #2 - Connect via Ethernet

1. The **Ethernet Cord** can plug into the **Red Port** on the *Communication Cable*.

Run a Sale

1. Open the **WSP Link App** on the *PAX A35 POS Terminal*.
2. On a web browser, log-in to **iQ Pro**.
3. Select **Virtual Terminal** on the left-hand side navigation bar.
4. Select the **Terminal** tab.
5. Enter in the **Sale Amount**.
6. Choose **Yes** or **No** on *Signature Required*.
7. Select **Submit**.
8. The *PAX A35 POS Terminal* will prompt the customer to **Tap, Insert, or Swipe** their card. Information can also be **Manually Entered**.
 - *16-Digit Card Number*
 - *Expiration Date*
 - *CVV*
 - *Zip Code*
9. Customer may be prompted to **Sign**.
10. Select **OK**.
11. Screen will say **Transaction Successful** and return to the *Powered by Sound Payments* page.

Void a Transaction

Debit Transactions cannot be voided. Debit Transactions must settle and then be refunded. If needed, please manually settle the terminal to refund the transaction.

1. Open the **WSP Link App** on the *PAX A35 POS Terminal*.
2. On a web browser, log in to **iQ Pro**.
3. Select **Reporting** on the left-hand side navigation bar.
4. Select **Transactions** on the left-hand side navigation bar.
5. Select the **Three Dots** under the *Action Header* of the transaction you'd like to void.
6. Select **Void Transaction**.
7. Select **Void**.

8. The *PAX A35 POS Terminal* will say **Transaction Successful**, indicating that the transaction was voided.

Manual Settlement

1. Log in to **iQ Pro**.
2. On the left-hand navigation bar, select **Manage**.
3. Select **Terminals**.
4. Select the **Yellow Pencil** icon next to the device.
5. Select **Settle**.
6. Page will automatically refresh to the *Settlements Page*.

Refund a Debit Transaction

1. Settle the *PAX A35 Terminal* **Manually**.
2. Select **Reporting** on the left-hand side navigation bar.
3. Select **Transactions** on the left-hand side navigation bar.
4. Select the **Three-Dots** under the action header.
5. Select **Refund**.
6. Enter in the **Amount** you wish to refund.
7. Select **Ok**.