YOUR GUIDE TO WELCOMING AMERICAN EXPRESS® CARDS ON PAX A900 MODEL TERMINALS

All you have to do is check your terminal is as ready as you are.

This guide will help you start welcoming new customers as soon as possible.

PAX A900 Models

If at any point you need extra assistance, give us a call on **0800 032 7216, select option 2** and we can guide you through the set-up process.

STEP 1: DOWNLOAD

- Please contact your terminal provider to request installation.
- Your terminal provider will support installation and troubleshooting.
- If you wish to check if Amex is already installed, see **step 2: LOGON**.

STEP 2: LOGON

- Use this feature to check if Amex is installed or to restore connection.
    - Go to main menu.
    - Select **Test Acquiring Connection**.
    - Terminal will provide a report showing Cards schemes installed.
- Please contact your terminal provider if the logon fails.
- Your terminal provider will support installation and troubleshooting.

STEP 3: TEST PAYMENT

- Go to main menu.
- Choose **SALE** (or Card Not Present option).
- Follow the on-screen prompts.
    - Key in the American Express Test Card details.
    - Key in the correct **TEST AMOUNT** from the test transaction list.
    - If terminal asks for a security code, input **0000**.
    - If asked for address details, use the building number for **1 John Street** and the numbers within post code **BN88 1YR**.
- Terminal will display "Test Complete" / "Init Complete", Not Authorised.

This is your American Express Test Card

Card No - 37 999 999 999 999 4
Expiry Date - 12/calendar year*
Please keep these details safe.

AMERICAN EXPRESS
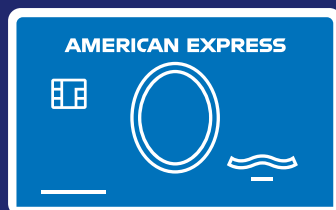
TEST TRANSACTION AMOUNTS:

Barclays (BARC)	£850.01
WorldPay/Cardsave/Handepay (SMS)	£900.01
LTSB/Cardnet/FDGL (LTSB)	£955.01
Clover/Payment Sense/Merchant Rentals (FDMS/HBOS)	£470.01
Allied Irish (AIB)	£440.01
Rapyd (Valitor/Chip&Pin)	£325.01
TakePayments	£505.01
Pax	£200.01

✓ **Your terminal is now set up and ready to accept American Express Cards.**

AMERICAN EXPRESS DON'T *do business* WITHOUT IT ™

RECONCILIATION

1. Z Report (End Of Day)

To generate a reconciliation/End of Day report; from the main menu, swipe across to the admin menu and choose Z Report (End of Day). This will bring up a menu where you can choose to print either the report for Visa/MasterCard or Amex acquired transactions. We recommend you run both of these, separate reports, daily.

2. How to reprint

To reprint the Z Report (End of Day), from the main menu swipe across to the admin menu and choose Reprint Z Report.

3. X / Z Balance (Local totals)

To generate a report of the X / Z balances; from the main menu, swipe across to the admin menu and choose "X/Z balances". This will display a menu where you can choose to run an X Balance (Print only) or a Z Balance (Print and Reset).

If you have been unable to activate using our set-up guide, please contact your terminal provider for assistance.

If you experience non set-up related problems, view our **Common Errors and Issues guide.**