



Quick Reference Guide

PAX® A920
PAX® A80
PAX® Aries 8

For additional help or support:

Hawthorne Payments

Phone: (800) 844 – 8288 Email: Support@gohp.com

Available Weekdays 8am – 9pm EST Closed on Weekends

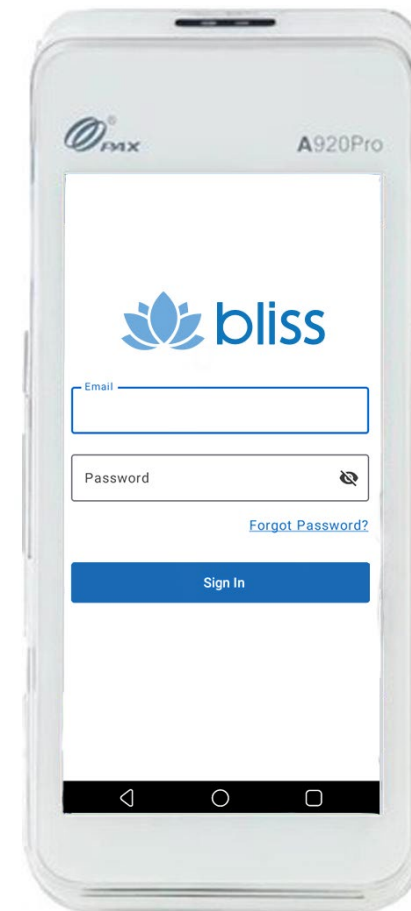
Swipe Simple Support

Phone: (800) 783 – 5596 Email: Support@swipesimple.com

Available Weekdays 8am – 8pm EST

Weekend Support via email

Emergency Weekend Support via returned call



Email: _____

Password: _____

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CONNECTING TO WIFI

Open the Settings application (Gear icon).
The password will be “pax9876@@” or “9876”.
Turn on Wifi. Then click Wifi. Select your network and login.
Once connected, click the circle at the bottom of the touchscreen.
You will be brought to the homepage. Click the Bliss app.

LOG IN

You will be provided with your login credentials.
Type your credentials and login.
If you do not have your credentials, call support or type in your email and hit forgot password to get a password reset email.

SALE

Add to your cart by adding an Item or Quick Item

- [A920 / Aries 8] Quick Item: Under the “Quick Item” tab key in a dollar amount on the touch screen (select the plus (+) button on the bottom left to add additional Quick Items).
- [A80] Quick Item: Key in a dollar amount and click the “+” to add to cart. (Repeat this process to add additional quick items)
- To add an item from your Item Catalog, select the “Items” tab and choose an item(s) from your list. Select the “Cart” tab to review or modify the items in your cart.

Select the Checkout button.
Select the payment method - “Card” or “Cash”.
Collect payment. You will then be taken to the approval screen.

ACCOUNT OVERVIEW : view reporting for the past 7 days.

VOID

Click the Menu button at the upper left corner.
Select “Transaction History”.
Select the sale you’d like to void.
Select the “Void” button then confirm.

REFUND

Click the Menu button at the upper left corner.
Select “Transaction History”.
Select the sale you’d like to Refund.
Select the “Refund” button then confirm.
Select the amount you would like to refund and confirm.
Insert the card used in the original transaction or key in the card details.

BATCH

Click the Menu button at the upper left corner.
Select “Current Batch”.
Select “Close Batch” at the top right.

TIP ADJUST

Click the Menu button at the upper left corner.
Select “Current Batch”.
Select the sale that you wish to add the tip to.
Add tip amount to the TIP field.
Select SAVE & CLOSE to exit or SAVE & NEXT to move to the next transaction in the batch.

Log in using the same credentials at [Swipesimple.com](https://swipesimple.com) to view more live reporting or make adjustments to your Item Catalog. If you need further help on how to use the machine call in or go to [Support.swipesimple.com](https://support.swipesimple.com) for more How-To articles.