



## Menu Layout

To access letters on the numeric keypad, press the letter key quickly until the desired number appears.

Press 0 (zero) twice for space and Up button once for "\*" and down button twice for "."

Lit arrows on the terminal screen indicate more menu options. Press up or down arrows to reach options

## CONNECTING THE TERMINAL

Plug the connector of the power adapter cord into the PAX D210-W "Power" jack on the front of the terminal. Plug into electrical outlet or power bar and allow the terminal to charge for 2-3 hrs.

Confirm the Wi-Fi router is connected to the Internet and the network signal is strong enough. Supported encryption methods for Wi-Fi networks are WPA and WPA2. Make sure that your router does not have any network traffic restrictions, filters or require a special TCP/IP configuration on your network devices (the D210-W will use the default settings only). The network signal strength is indicated via a Wi-Fi signal icon located in the upper part of your D210-W screen. To connect via a Wi-Fi router have your network username and password available and:

Press F1 to access the Admin MENU

Press 3 for SET-UP

Press 3 for SYSTEM SET-UP

Enter Admin Password, press OK

Press OK until MAIN COMMUNICATION mode option. Press 3 for Wi-Fi

The terminal will scan for and display a list Wi-Fi networks available

Enter Wi-Fi NETWORK NAME

Enter Wi-Fi NETWORK PASSWORD

## SETTING ADMIN PASSWORD

Press F1 to access the ADMIN MENU

Press 3 for SET-UP

Press 3 for SYSTEM SET-UP

Enter default Admin password 000000, press OK

Enter new ADMIN PASSWORD

Confirm new Admin password

## COMMUNICATION TO HOST SET-UP

If you have not already, turn on terminal and change the temporary password

Press F1 to access ADMIN MENU

Press 3 for SET-UP

Press 2 for HOST SET-UP

Enter new Admin password, press OK

Enter the 8 digit TERMINAL ID (TID), press OK Select F2 to set FALLBACK TO DIAL to No

Confirm SELECT INPUT type:

Select F1 to confirm IP address

IP ADDRESS will be set automatically

Select F2 to confirm IP name

NAME will be set automatically

PORT NUMBER will be set automatically

## PAYFACTO HOST DOWNLOADS

Press F1 to access ADMIN MENU

Press F2 to scroll menu to 6 for MAINTENANCE function, press OK

Press 1 for DLL PARAMETERS, press OK

Terminal will automatically connect to Host and update DLL parameters

Follow same steps to update EMV keys:

Press 2 for EMV KEY DLL, press OK

Terminal will automatically connect to Host and update EMV parameters

Follow same steps to Associate terminal with Wi-Fi network:

Press 3 for ASSOCIATION

Choose network from list. Reset password if required

# PAX D210 Set-up Guide

## Wi-Fi Wireless Terminal

(device version with F1 and F2 keys)



### SYSTEM SET-UP

Press F1 - to access **ADMIN MENU**

Press 3 for **SET-UP**

Press 3 for **SYSTEM SET-UP**

Enter Admin Password, press OK

**TERMINAL DATE** will be set automatically by host

**TERMINAL TIME** will be set automatically by host

Port for ECR mode will be set to 9999

Press 3 to set **MAIN COMMUNICATION** mode to Wi-Fi

Enter or confirm Wi-Fi **NETWORK NAME**

Enter or confirm Wi-Fi **NETWORK PASSWORD**

### PAYFACTO KEY EXCHANGE

Press F1 to access **ADMIN MENU**

Press F2 to scroll menu and Press 4 for **KEY EXCHANGE** function

Terminal will automatically connect to Host and update KEYS, press OK

### OPTIONS SET-UP

Press F1 to access the **ADMIN MENU**

Press 3 for **SET-UP**

Press 1 for **OPTIONS**

Enter Admin Password, press OK

Set **MERCHANT LANGUAGE** – F1 for English or F2 for Francais

Set **APPLICATION MODE** (Retail/Restaurant/Driver) by entering the number next to the option

NOTE: Debit **SURCHARGE** Fee is configured by CT-Payment at the time of merchant set-up

Set **TERMINAL TYPE** to Debit only or both Debit and Credit by entering the number next to the option

Set **TIP OPTION** to ON/OFF using scroll arrows, press OK

IMPORTANT: If Tip is YES, set up to three TIP PRESET amounts

Set **PRINT PREAUTH TOTAL LINE** to YES/NO, press OK

Set **CASH BACK OPTION** (Debit Only) to ON/OFF using scroll arrows, press OK

If Cash Back Option is set to YES you can set up to three preset cashback amounts, press OK

Set **CASH BACK LINE FOR SIGNATURE** to ON/OFF using scroll arrows, press OK

Set **ENTER LAST 4 DIGITS** to activate fraud protection of swiped transactions. Set to ON/OFF using F1/F2 keys

Set **CHECK NUMBER** to OFF or Manual or Auto if tracking invoice numbers with transaction IDs, press OK Set **TERMINAL BACKLIGHT** from 0 (dimkest) to 99 (brightest), press OK

Set **TERMINAL BUZZER** to ON/OFF using scroll arrows

Set requirement to "Press OK" before printing

Set **OKs ON SETTLEMENT** to YES/NO, press OK

### BATCH CLOSE/ SETTLEMENT

Press F1 for **ADMIN MENU**

Press 1 for **SETTLEMENT**

Enter merchant password, press OK

**PRE-AUTHORIZATION REPORT** will print

Complete **PRE-AUTHORIZATIONS** if required

Confirm **SALES** total and # of transactions, press OK

Confirm **REFUNDS** total and # of transactions, press OK

Confirm **SETTLE BATCH**

Print Summary **REPORT**

### ENABLING CONTACTLESS TRANSACTIONS

Press MENU to access Admin MENU

Press 3 to access SETUP Options

Press 4 FOR CONFIG NFC, enter merchant password, press OK

To enable Contactless Transactions - CLESS choose YES/NO

To enable VISA PAYWAVE choose YES/NO

To enable MasterCard PAYPASS choose YES/NO

To enable Interac FLASH choose YES/NO

## PRINTER SET-UP

Press Menu to access the **ADMIN MENU**

Press 5 for **PRINT SET-UP**

Set the **NUMBER OF COPIES** (choose 2 for merchant and customer copy), press OK

Set **PAUSE** between copies to YES/NO, press OK

If Pause set to YES, set **PRINTER INTERVAL** in seconds, press OK

Set **PRINT DECLINED RECEIPTS** to YES/NO  
(recommended to set to YES)

Set **PRINT VOID RECEIPTS** to YES/NO  
(recommended to set to YES)

## CHANGING MERCHANT AND ADMIN PASSWORDS

Press F1 to access **ADMIN MENU**

Press F2 twice to reach option 9 **PASSWORD MENU** Options

### TO CHANGE MERCHANT PASSWORD

**PRESS 1**

Enter current password, press OK Set new password, press OK

Confirm new password, press OK

### TO CHANGE ADMIN PASSWORD

**PRESS 2**

Enter current password, press OK Set new password, press OK

Confirm new password, press OK

## ENABLE PASSWORD TO RESTRICT VARIOUS TERMINAL FUNCTIONS

Press F1 to access **ADMIN MENU**

Enter the Admin password, press OK

Press F2 twice and select 9 - **PASSWORD MENU** Options

For each function choose:

Yes= Turn On No=Turn Off

Press F2 to reach second screen of password options

Set **PRINT COMPLETION** to YES/NO  
(recommended to set to YES)

Set **PRINT FORCED RECEIPTS** to YES/NO, press OK  
(recommended to set to YES)

Set **RECEIPT FOOTER**: Set up to 4 lines of text - 24 characters per line.

Set **FOOTERS** Enter alpha-numeric for first receipt footer line, press OK

Set **GST #**, press OK. Set **PST #** if required, press OK

## CHANGING LANGUAGE

Press F1 to access **ADMIN MENU**.

Select 3 for **SET-UP**, press OK

Select 1 for **OPTIONS**, press OK

Key in Admin password, press OK

Select **MERCHANT LANGUAGE** - F1 for English and F2 for Francais

## Training Mode

**IMPORTANT NOTE: When terminal is in training mode any Sale transactions will not be processed. Please ensure you turn Training OFF to begin accepting payments.**

Batch must be closed (settlement) to be in training mode

Press F1 for Admin Menu

Press F2 to scroll menu twice and 8 for **TRAINING** mode

Enter merchant password, press OK

Select **TRAINING** YES/NO, press OK

## TECHNICAL SUPPORT

For assistance contact us:

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