**PAX D210 Set-up Guide**  
**Wi-Fi Wireless Terminal**  
*(device version with F1 and F2 keys)*

**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 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

**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

**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

The terminal will scan for and display a list Wi-Fi networks available  
Enter Wi-Fi NETWORK NAME  
Enter Wi-Fi NETWORK PASSWORD
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 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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