PAX S300 Reference Guide
Integrated Mode

CONNECTING THE TERMINAL

Remove back cover of terminal
Connect the S300 POS connector cable
Replace back cover of terminal
Connect power cable to S300 connector cable
(terminal is turned on/off via power connection)
Connect Ethernet cable to red LAN port on S300 POS connector cable
Connect other end of Ethernet cable to router
To begin configuration, exit ECR mode by pressing red cancel button
Enter admin password. Terminal will now be in Admin mode
To return to ECR mode press yellow arrow button

CHANGING TEMPORARY ADMIN PASSWORD

Press UP arrow to access the ADMIN MENU
Use scroll arrows to reach 9 or Press 9 for PASSWORD
Press 2 for ADMIN PASSWORD
Enter temporary ADMIN PASSWORD, 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 default password
Press UP scroll arrow to access ADMIN MENU
Press 3 for SET-UP
Press 2 for HOST SET-UP
Enter new ADMIN PASSWORD, press OK
MERCHANT ID (MID) will be pre-set, press OK
TERMINAL ID (TID) will be pre-set, press OK
Default communication is ETHERNET
SELECT INPUT TYPE should be set to IP
IP ADDRESS will be set automatically
NAME will be set automatically
PORT NUMBER will be set automatically

CABLES REQUIRED

For LAN connection
S300 POS connector cable
S300 Power Cord
Ethernet Cable

For serial connection
S80 Download cable
DB 9 USB to serial convertor

MENU LAYOUT

Power button to turn terminal ON/OFF
The PAX S300 menu functions are arranged in two menus: Transaction and Administration
Scroll buttons are used to scroll through to display menu options
To access letters on the numeric keypad, press the key quickly until the desired letter appears
Press 0 (zero) twice for space
Press Up button for [*]
Press Down button twice for [•]

For serial connection
S80 Download cable
DB 9 USB to serial convertor
**HOST DOWNLOAD**

Press **UP** arrow to access **ADMIN MENU**
Press 6 for **MAINTENANCE**, press OK
Press 1 for **PARAM DLL**, press OK
Terminal will updates DLL parameters
Press 2 for **EMV KEY DLL**, press OK
Terminal will update EMV KEY
Press 3 for **SIM CARD ASSOCIATION** (for wireless device only)

**SYSTEM SET-UP**

Press **UP** arrow to access **ADMIN MENU**
Press 3 for **SET-UP**
Press 3 for **SYSTEM SETUP**
Enter Admin Password, press OK
**TERMINAL DATE** will be set automatically by host
**TERMINAL TIME** will be set automatically by host
Main Communication mode default setting **ETHERNET**
Set **ETHERNET SETUP** to dynamic or static using up/down buttons
If **ETHERNET SETUP** is set to **DYNAMIC IP**
**PORT FOR ECR** will be set automatically, press OK
If **ETHERNET SETUP** is set to **STATIC IP**:
Enter **TERMINAL IP ADDRESS**, press OK
Enter **MASK IP**, press OK
Enter **GATEWAY IP ADDRESS**, press OK
**PORT FOR ECR** will be set automatically, press OK

**PAYFACTO KEY EXCHANGE**

Press **UP** arrow to access **ADMIN MENU**
Press 4 for **KEY EXCHANGE** function
Terminal will connect to Host and update security Keys, press OK

**TERMINAL FUNCTIONS/OPTIONS SET-UP**

Press **UP** arrow to access **ADMIN MENU**
Press 3 for **SET-UP**
Press 1 for **OPTIONS**
Enter Admin Password, press OK
**NOTE**: Amount for Debit **SURCHARGE** Fee is configured by Payfacto at the time of merchant set-up
Set **MERCHANTABILITY**
Set **APPLICATION MODE** (Retail/Restaurant/Driver) using F buttons, press OK
Set **TERMINAL TYPE** to Debit only, credit only or both Debit and Credit using F buttons, press OK
Set **TIP OPTION** to ON/OFF using scroll arrows, press OK
**IMPORTANT**: If Tip is YES, you can set up to 3 **TIP PRESET** amounts
Set **CASH BACK** option (Debit Only) to ON/OFF using scroll arrows, press OK
If Cash Back Option is set to YES you can predefine up to 3 **CASHBACK PRESET** amounts.
Set Cash Back **SIGNATURE LINE** 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 scroll arrows
Set **INVOICE NUMBER** to OFF, Manual or Auto if tracking invoice numbers with transaction IDs, press OK
Set **TERMINAL BACKLIGHT** from 0 (dimmest) to 99 (brightest), press OK
Set **TERMINAL BUZZER** (keys beep when pressed) to ON/OFF using scroll arrows
Set requirement to press **OK BEFORE PRINT** (for reports) to YES/NO

**BATCH CLOSE (SETTLEMENT)**

This function can also be completed in ECR mode
Press **UP** scroll arrow for **ADMIN MENU**
Press 1 for **SETTLEMENT**
Enter merchant password, press OK
Complete **PRE-AUTORIZATIONS** if required
Confirm total **SALES AND TRANSACTION COUNT** details, press OK
Confirm **REFUNDS** details, press OK
ENABLING CONTACTLESS TRANSACTIONS
Press UP arrow 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

CHANGING MERCHANT AND ADMIN PASSWORDS
Press UP arrow to access ADMIN MENU
Use scroll arrows to reach 9, or Press 9 to access PASSWORD MENU
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
To enable password to restrict various terminal functions
Press 3 for REPORT (reports) or 4 for FINANC (transaction types)
or 5 for MISC PASSWORD settings
Enter the Admin password, press OK
For each password option choose:
Yes= Turn On No= Turn Off

CHANGING LANGUAGE
Press Up scroll arrow to access ADMIN MENU
Select 3 SET-UP
Select 1 OPTIONS
Enter ADMIN password, press OK
MERCHANT LANGUAGE appears
Choose Language
Press Cancel twice to return to main screen

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 (complete settlement) to be in training mode
Press UP arrow to access ADMIN MENU
Press/scroll to 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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