



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 [•]

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

HOST DOWNLOAD

Press **UP** arrow to access **ADMIN MENU**
Press 6 for **MAINTENANCE**, press OK
Press 1 for **PARAM DLL**, press OK
Terminal will update 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 **MERCHANT LANGUAGE**
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 (dimmiest) 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-AUTHORIZATIONS** 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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