MENU LAYOUT

Power button to turn terminal ON/OFF
The PAX S80 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 [•]
Use yellow CORR button to go back one step

CONNECTING THE TERMINAL

Hold the PAX S80 face down on a table or work place.
Plug the power adapter connector into the S80 “Power” jack (middle).
Plug the PAX S80 power cord into electrical outlet or power bar.
Plug the required communication cord(s) into the proper sockets.
Plug the Ethernet cable into the “LAN” socket, and/or plug telephone line cable into the “LINE” socket.
Switch the terminal on by pressing the Power button.

CHANGING TEMPORARY ADMIN PASSWORD

Press UP ARROW to access the ADMIN MENU
Scroll menu to 9 or Press 9 for PASSWORD
Press 2 for ADMIN PASSWORD
Enter temporary password, press OK
Enter new Admin password
Confirm new Admin password

COMMUNICATION TO HOST SET-UP

If you have not already change the temporary password
Press UP 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 preset, press OK
TERMINAL ID (TID) will be set automatically
FALLBACK TO DIAL to YES if required
(Default communication is ETHERNET)
SELECT INPUT TYPE should be set to IP
   IP ADDRESS will be set automatically
   NAME will be set automatically
   ENTER PORT 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 (not applicable)
SYSTEM SET-UP
Press UP ARROW to access ADMIN MENU
Press 3 for SET-UP then Press 3 for SYSTEM SETUP
Enter Admin Password, press OK
TERMINAL DATE will be set automatically
TERMINAL TIME will be set automatically
Main Communication mode default setting ETHERNET
To change communication mode, use Down scroll arrow to select DIAL
If the terminal is set to DIAL communication:
   Set the DIAL TYPE to TONE or PULSE using up/down buttons
   Set the LINE DETECTION to Yes/No using up/down buttons
   Set the BAUD RATE to 1200 or 2400 using up/down buttons
PORT FOR ECR will be set automatically, press OK
Set ETHERNET SETUP to dynamic or static using up/down buttons
If ETHERNET SETUP is DYNAMIC IP interface will synch automatically
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
Enter PRIMARY DNS ADDRESS, 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 the 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
   If Tip is YES, you can set up to 3 TIP PRESET amounts
Set MANUAL TIP PERC. INPUT?, press OK
Set PRINT PREAUTH TOTAL LINE to YES/NO
   If yes, set PRINT PREAUTH TIP LINE to YES/NO
Set CASHBACK 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 or OTHER amount
   If Cash Back Option is 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 CONTRAST from 0 (dimmest) to 7 (brightest), press OK
Set BUZZER (keys beep when pressed) to ON/OFF using scroll arrows
Set requirement to press OKs BEFORE PRINT (for reports) to YES/NO
Set requirement to press OKs ON SETTLEMENT to YES/NO
Set COMP. W/O PAUTH to YES/NO
Set SETT. HST TOTALS to YES/NO
SETTING DRIVER ID

**Step 1:** Press UP ARROW to access ADMIN MENU
Press 3 for SETUP
Press 1 to access OPTIONS
Enter Admin password
Scroll to APPLICATION MODE and select DVR, press cancel to exit menu

**Step 2:** Press UP ARROW to access ADMIN MENU
Press 3 to access SETUP Options
Press 5 to access DRIVER SETUP
Enter Merchant Password
Press 1 for OPTIONS
To ENABLE DRIVER ID choose YES/NO (if yes, close batch first)
To set DRIVER PASSWORD ID (driver will be required to enter password for transactions) choose YES/NO
Set OPER ID SYNC? To YES/NO
Press 2 to ADD a driver
Enter a 3 digit Driver ID when prompted for ENTER DRIVER ID
Enter a 4 to 6 digit password when prompted for ENTER DRIVER

(A password is required for the set-up of a driver ID. If a password is not required when a driver processes transactions all drivers can be set with the same password during the configuration)

PRINTER SET-UP

Press UP ARROW to access the ADMIN MENU
Press 5 for PRINT SET-UP
Set REVERSE PRINTING to YES/NO
Set ENABLE ECR RECT to YES/NO
Set ENABLE ECR CUST to YES/NO
Set PRINT PA RPT SETT to YES/NO
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 RECEIPT to YES/NO (recommended to set to YES)
Set PRINT VOID RECEIPT to YES/NO (recommended to set to YES)
Set PRINT COMPLETION RECEIPT to YES/NO (recommended to set to YES)
Set PRINT FORCED RECEIPT to YES/NO, press OK (recommended to set to YES)
Set FOOTER: Set up to 4 lines of text - 24 characters per line
To access letters on the numeric keypad, press the key quickly until the desired letter appears.
   (Press 0 twice for a space, up arrow for the [*] and down arrow twice for the [.)
Set # GST, press OK
Set # PST/QST if required, press OK

ENABLING CONTACTLESS TRANSACTIONS

Press UP ARROW to access ADMIN MENU
Press 3 to access SETUP Options
Press 4 FOR CONFIG NFC
Enter Admin 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
   To enable Discover D-PAS choose YES/NO
PRINTERS REPORTS

Press UP ARROW to access ADMIN MENU
Press 2 to access REPORT options
Press 1 to print terminal SET-UP configurations, enter Merchant password, press OK
Press 2 to print CLERK/SERVER/DRIVER RPT set-ups. Enter Merchant password, press OK
Press 3 to print BATCH RPT. Choose from three different batch reports
  Press 1 for TRM DETAILS (all transactions details), Enter merchant password, press OK
  Press 1 for TRM SUMMARY (all transactions by card types)
  Press 1 for HST SUMMARY (all transactions transmitted to host)
Press 4 to print P.A. RPT pre-authorization report, enter Merchant password, press OK
Press 5 to print EMV PARAMETERS

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 PWD (clerk, pre-auth, batch, term config reports) or
  Press 4 for FINAN PWD (refund, voided, keyed payments) or
  Press 5 for MISC PWD (clerk ID, print set-up, close batch)
Enter the Admin password, press OK
For each password option choose:
  Yes= Turn On No= Turn Off

CHANGING LANGUAGE

Press UP 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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