



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 PREUTH 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 (dimmiest) 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)

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

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**

PRINTER 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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