



S300 Integrated Mode

Quick Reference Guide



MENU LAYOUT AND KEY USAGE

- The PAX S300 has two menu menus: Transaction and Administration (**ADMIN**)
- Use the on-screen scroll arrows to navigate the menus
- To enter letters using the numeric keypad, press the number key for the corresponding letter and then press the **ALPHA** key until the desired letter appears
- Press **0** (zero) and then the **ALPHA** key to enter a space
- Press the on-screen **Up** arrow and then the **ALPHA** key to enter special characters
- To confirm an entry, press the green **O** key
- To correct an entry, press the yellow **←** key
- To cancel a function, press the red **X** key

PREPARING THE TERMINAL FOR USE

1. Turn the terminal over and remove the back cover (you may need to remove one screw).
2. Install the S300 connector cable to the terminal.



3. Replace the terminal's back cover (fasten the screw if required).
4. Connect power adapter cable to S300 connector cable.



5. If using an Ethernet connection:
 - a. Connect an Ethernet cable to red **LAN** connector of the S300 connector cable.
 - b. Connect the other end of the Ethernet cable to your network router.
6. If using a serial connection:
 - a. Connect the S80 download cable RJ11 plug to the blue **R5232A** connector of the S300 connector cable.
 - b. Fasten the two DB-9 connectors together.
 - c. Connect the DB-9 to USB serial connector to a USB plug on the POS system.
7. Press the terminal's red cancel **X** button to exit ECR mode.
8. Enter administrator password to enter Admin mode.
9. To return to ECR mode press yellow **←** key.

CHANGING TEMPORARY ADMIN PASSWORD

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **9** to access the **PASSWORD** menu.
3. Press **2** for **ADMIN PWD**.
4. Enter the temporary admin password (000000) and press the green **O** key.
5. Enter the new admin password and press the green **O** key.
6. Re-enter the new password to confirm and press the green **O** key.

COMMUNICATION TO HOST SET-UP

NOTE: If you have not already, change the temporary Admin password.

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **3** for **SETUP**.
3. Press **2** for **HOST SETUP**.
4. Enter the admin password and press the green **O** key.
5. Enter the assigned **MERCHANT ID** (provided by PayFacto) and press the green **O** key to confirm.
6. Enter the assigned **TID** (Terminal ID, provided by PayFacto) and press the green **O** key to confirm.
7. Select the **FALLBACK TO DIAL** option: press **1** for **Yes** or **2** for **No**.

NOTE: If you select **Yes**, ensure that the terminal has a telephone connection.

8. Select the **INPUT TYPE**: press **1** for **IP** or **2** for **NAME**.
9. Enter the information provided by PayFacto for the following parameters and press the green **O** key to confirm:
 - **IP ADDRESS** or **IP NAME** (according to the option selected in step 8)
 - **PORT**
 - **CTP GWAY URL**
 - **CTP GWAY PORT**
10. Press the red **X** key two times to return to the main screen.

HOST DOWNLOAD

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **6** for **MAINTENANCE**.
3. Press **1** for **PARAM DLL**.
4. Press the green **O** key to perform the download.
5. After the download completes, press **2** for **EMV KEY DLL**.
6. After the download completes, press **3** for **ASSOCIATION**.

NOTE: This step is only required if the terminal will be used as a wireless device.



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SYSTEM SET-UP

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **3** for **SETUP**.
3. Press **3** for **SYSTEM SETUP**.
4. Enter the admin password and press the green **O** key.
5. The **TERMINAL DATE** is set by the host; press the green **O** key to confirm.
6. The **TERMINAL TIME** is set by the host; press the green **O** key to confirm.
7. Select the **ECR TYPE**: press **1** for **STANDARD** or **2** for **CTP GATEWAY**.
8. If you select **1 – STANDARD**:
 - The **PORT FOR ECR** is set by the host; press the green **O** key to confirm.
 - Select the **ETHERNET SETUP**: press **1** for **DYNAMIC** or **2** for **STATIC**; go to step 10.
9. If you select **2 – CTP GATEWAY**, select the **ETHERNET SETUP**: press **1** for **DYNAMIC** or **2** for **STATIC**.
10. If you select **1 – DYNAMIC**, the terminal obtains the configuration information from the host; go to step 12.
11. If you select **2 – STATIC**, configure the following connection parameters:
 - **TERM IP ADDRESS**
 - **MASK IP**
 - **GATEWAY ADDRESS**
 - **PRIMARY ADDRESS**
12. When the connection parameters are set, select a **TEST CONNECTION** option: select **1 (Yes)** to test the connection or **2 (No)** to return to the **SETUP** menu.
13. Press the red **X** key two times to return to the main screen.

PAYFACTO KEY EXCHANGE

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **4** for **KEY EXCHANGE**.
The terminal connects to the host to update the security keys.
3. Press the green **O** key to continue.

TERMINAL FUNCTIONS/OPTIONS SET-UP

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **3** for **SETUP**.
3. Press **1** for **OPTIONS**.
4. Enter the admin password and press the green **O** key.
5. Set the terminal's operation using the on-screen options for the following functions:
 - **MERCHANT LANG**: Terminal language
 - **APPLICATION MODE**: Sales environment
 - **TERMINAL TYPE**: The accepted card type(s)
 - **TIP OPTION**: Whether to enable tipping or not; selecting Yes displays additional related settings
 - **CASHBACK OPTION**: Whether to enable cashback or not; selecting Yes displays additional related settings

- **ENTER LAST 4 DIGITS**: Whether to require the entry of the card's last 4 digits as fraud prevention
- **INVOICE NUMBER**: Whether the terminal prints an invoice number on the receipt
- **BUZZER**: Enables or mutes terminal sounds
- **OKS BEFORE PRINT**: Whether the operator presses OK before printing a receipt
- **OKS ON SETTLEMENT**: WHETHER THE OPERATOR PRESSES OK BEFORE PERFORMING A SETTLEMENT
- **COMPL W/O PAUTH**: Selects if a transaction can be completed without a preauthorization
- **SETT HST TOTALS**: Whether the terminal's settlement history totals are retained
- **PAY TYPE QUES**: Whether the terminal asks for the payment type
- **OKS CONFIRM AMOUNT**: Whether the operator presses OK to confirm an amount

BATCH CLOSE (SETTLEMENT)

NOTE: This function can also be completed in ECR mode.

IMPORTANT: Complete any open pre-authorizations before closing a batch.

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **1** for **SETTLEMENT**.
3. Enter the admin password and press the green **O** key.
4. Press the green **O** key to confirm the **SALES AND TRANSACTION COUNT**.
5. Press the green **O** key to confirm **REFUND** details.
The settlement completes and closes the batch.

ENABLING CONTACTLESS TRANSACTIONS

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **3** for **SETUP**.
3. Press **4** for **CONFIG NFC**.
4. Enter the admin password and press the green **O** key.
5. To enable contactless transactions, press **1 – YES** for **ENABLE CLESS**.
6. For each contactless technology, select **1 – YES** to accept or **2 – NO** to refuse:
 - **ENABLE PAYWAVE** (Visa)
 - **ENABLE PAYPASS** (MasterCard)
 - **ENABLE FLASH** (Interac)
 - **ENABLE DPAS**
 - **ENABLE XPRESSPAY**
 - **ENABLE JSPEEDY**
7. Press the red **X** key two times to return to the main screen.



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CHANGING MERCHANT AND ADMIN PASSWORDS

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **9** to access the **PASSWORD** menu.
3. Press **1** for **MERCH PWD** (merchant) or **2** for **ADMIN PWD** (admin).
4. Enter the current password and press the green **O** key.
5. Enter the **NEW PASSWORD** and press the green **O** key.
6. Re-enter the **NEW PASSWORD** to confirm and press the green **O** key.

PASSWORD PROTECT TERMINAL FUNCTIONS

You can protect certain terminal functions by restricting access without a password.

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **9** to access the **PASSWORD** menu.
3. Select the function category to configure:
 - Press **3** for **REPORT PWD** to configure report-related passwords.
 - Press **4** for **FINAN PWD** to configure terminal finance-related passwords.
 - Press **5** for **MISC PWD** to configure passwords for miscellaneous functions.
4. Enter the admin password and press the green **O** key.
5. For each category function, press **1 (Yes)** to enable the password requirement or press **2 (No)** to disable password use for the function.
6. Press the red **X** key twice to return to the main screen.

CHANGING LANGUAGE

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **3** for **SETUP**.
3. Press **1** for **OPTIONS**.
4. Enter the admin password and press the green **O** key.
5. Select the desired language: **1** for **English** or **2** for **Français**.
6. Press the red **X** key three times to return to the main screen.

TRAINING MODE

NOTES :

- Training mode is unavailable if the batch is open (must perform a settlement).
- Transactions are not recorded in training mode.
- Make sure to leave training mode before processing transactions.

To access training mode:

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **8** for **TRAINING**.
3. Enter the merchant password and press the green **O** key.
4. Press **1** for **YES** to access training mode.
5. Press the red **X** key to return to the main screen.

To leave training mode:

1. Press the on-screen **Up** arrow to access the **ADMIN** menu.
2. Press **8** for **TRAINING**.
3. Enter the merchant password and press the green **O** key.
4. Press **2** for **No** to leave training mode.
5. Press the red **X** key to return to the main screen.



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