

## PAX D210 Set-up Guide

### Wi-Fi Wireless Terminal

(device version with F1 and F2 keys)



#### CONNECTING THE TERMINAL

Plug the connector of the power adapter cord into the PAX D210-W “Power” jack on the front of the terminal. Plug into electrical outlet or power bar and allow the terminal to charge for 2-3 hrs.

Confirm the Wi-Fi router is connected to the Internet and the network signal is strong enough. Supported encryption methods for Wi-Fi networks are WPA and WPA2. Make sure that your router does not have any network traffic restrictions, filters or require a special TCP/IP configuration on your network devices (the D210-W will use the default settings only). The network signal strength is indicated via a Wi-Fi signal icon located in the upper part of your D210-W screen. To connect via a Wi-Fi router have your network username and password available and:

Press F1 to access the Admin MENU

Press 3 for SET-UP

Press 3 for SYSTEM SET-UP

Enter Admin Password, press OK

Press OK until MAIN COMMUNICATION mode option. Press 3 for Wi-Fi

The terminal will scan for and display a list Wi-Fi networks available

Enter Wi-Fi NETWORK NAME

Enter Wi-Fi NETWORK PASSWORD

#### SETTING ADMIN PASSWORD

Press F1 to access the Admin MENU

Press 3 for SET-UP

Press 3 for SYSTEM SET-UP

Enter default Admin password 000000, press OK

Enter new ADMIN PASSWORD

Confirm new Admin password

#### CHANGING MERCHANT AND ADMIN PASSWORDS

Press F1 to access ADMIN MENU (default password is 000000)

Press F2 twice to reach option 9 PASSWORD MENU Options

#### Menu Layout

To access letters on the numeric keypad, press the letter key quickly until the desired number appears.

Press 0 (zero) twice for space and Up button once for “\*” and down button twice for “.”

Lit arrows on the terminal screen indicate more menu options. Press up or down arrows to reach options

#### 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

## COMMUNICATION TO HOST SET-UP

If you have not already, turn on terminal and change default password (000000)

Press F1 to access **ADMIN MENU**

Press 3 for **SET-UP**

Press 2 for **HOST SET-UP**

Enter new Admin password, press OK Enter

Enter the 8 digit **TERMINAL ID (TID)**, press

OK Select F2 to set **FALLBACK TO DIAL** to No

Confirm **SELECT INPUT** type:

Select F1 to confirm IP address

**IP ADDRESS** should set at 206.152.27.137

Select F2 to confirm IP name

**NAME** should be set at www.ctpaiement.com

**PORT NUMBER** should be set at: 5085

## Changing Language

Press Up scroll arrow to access Admin menu

Select 3 then 1

Enter **ADMIN** password, press OK

Press OK until Merchant Language appears

Choose Language

Press Cancel twice to return to main screen

## SYSTEM SET-UP

Press F1 - to access **ADMIN MENU**

Press 3 for **SET-UP**

Press 3 for **SYSTEM SET-UP**

Enter Admin Password, press OK

**TERMINAL DATE** will be set automatically by host

**TERMINAL TIME** will be set automatically by host

Port for ECR mode will be set to 9999

Press 3 to set **MAIN COMMUNICATION** mode to Wi-Fi

Enter or confirm Wi-Fi **NETWORK NAME**

Enter or confirm Wi-Fi **NETWORK PASSWORD**

## 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 (settlement) to be in training mode

Press F1 for Admin Menu

Press F2 to scroll menu twice and 8 for **TRAINING** mode

Enter merchant password, press OK

Select **TRAINING YES/NO**, press OK

## ENABLE PASSWORD TO RESTRICT VARIOUS TERMINAL FUNCTIONS

Press F1 to access **ADMIN MENU**

Enter the Admin password, press OK

Press F2 twice and select 9 - **PASSWORD MENU** Options

For each function choose:

Yes= Turn On No=Turn Off

Press F2 to reach second screen of password options

## CHANGING THE LANGUAGE

Press F1 to access **ADMIN MENU**.

Select 3 for **SET-UP**, press OK

Select 1 for **OPTIONS**, press OK

Key in Admin password, press OK

Select **MERCHANT LANGUAGE** - F1 for English and F2 for Francais

## OPTIONS SET-UP

Press F1 to access the **ADMIN MENU**  
Press 3 for **SET-UP**  
Press 1 for **OPTIONS**  
Enter Admin Password, press OK  
Set **MERCHANT LANGUAGE** - F1 for English F2 for Francais  
Set **APPLICATION MODE** (Retail/Restaurant/Driver) by entering the number next to the option  
NOTE: Debit **SURCHARGE** Fee is configured by CT-Payment at the time of merchant set-up  
Set **TERMINAL TYPE** to Debit only or both Debit and Credit by entering the number next to the option  
Set **TIP OPTION** to ON/OFF using scroll arrows, press OK  
IMPORTANT: If Tip is YES, set up to three **TIP PRESET** amounts  
Set **PRINT PREAUTH TOTAL LINE** to YES/NO, press OK  
Set **CASH BACK OPTION** (Debit Only) to ON/OFF using scroll arrows, press OK  
If Cash Back Option is set to YES you can set up to three preset cashback amounts, press OK  
Set **CASH BACK LINE FOR SIGNATURE** 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 F1/F2 keys  
Set **CHECK NUMBER** to OFF or Manual or Auto if tracking invoice numbers with transaction IDs, press OK Set  
**TERMINAL BACKLIGHT** from 0 (dimkest) to 99 (brightest), press OK  
Set **TERMINAL BUZZER** to ON/OFF using scroll arrows  
Set requirement to "Press OK" before printing  
Set **OKs ON SETTLEMENT** to YES/NO, press OK

## PRINTER SET-UP

Press Menu to access the **ADMIN MENU**  
Press 5 for **PRINT SET-UP**  
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 RECEIPTS** to YES/NO (recommended to set to YES)  
Set **PRINT VOID RECEIPTS** to YES/NO (recommended to set to YES)  
Set **PRINT COMPLETION** to YES/NO (recommended to set to YES)  
Set **PRINT FORCED RECEIPTS** to YES/NO, press OK (recommended to set to YES)  
Set **RECEIPT FOOTER**: Set up to 4 lines of text - 24 characters per line.  
Set **FOOTERS** Enter alpha-numeric for first receipt footer line, press OK  
Set **GST #**, press OK. Set **PST #** if required, press OK

## CT-PAYMENT KEY EXCHANGE

Press F1 to access **ADMIN MENU**  
Press F2 to scroll menu and Press 4 for **KEY EXCHANGE** function  
Terminal will automatically connect to Host and update **KEYS**, press OK

## CT-PAYMENT HOST DOWNLOADS

Press F1 to access **ADMIN MENU**  
Press F2 to scroll menu to 6 for **MAINTENANCE** function, press OK  
Press 1 for **DLL PARAMETERS**, press OK  
Terminal will automatically connect to Host and update DLL parameters  
Follow same steps to update EMV keys:  
Press 2 for **EMV KEY DLL**, press OK  
Terminal will automatically connect to Host and update EMV parameters  
Follow same steps to Associate terminal with Wi-Fi network:  
Press 3 for **ASSOCIATION**  
Choose network from list. Reset password if required

## ENABLING CONTACTLESS TRANSACTIONS

Press MENU 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

## BATCH CLOSE/ SETTLEMENT

Press F1 for **ADMIN MENU**  
Press 1 for **SETTLEMENT**  
Enter merchant password, press OK  
**PRE-AUTHORIZATION REPORT** will print  
Complete **PRE-AUTHORIZATIONS** if required  
Confirm **SALES** total and # of transactions, press OK  
Confirm **REFUNDS** total and # of transactions, press OK  
Confirm **SETTLE BATCH**  
Print Summary **REPORT**

## TECHNICAL SUPPORT

For assistance contact us:  
1 888 800 6622  
support@ctpayment.com