

PAX S300 Reference Guide Integrated Mode



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

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

COMMUNICATION TO HOST SET-UP

If you have not already, turn on terminal and change the default password (000000)
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
Enter the 8 digit **TERMINAL ID (TID)**, press OK
Default communication is **ETHERNET**
SELECT INPUT TYPE should be set to IP
IP ADDRESS should set at 206.152.27.137
NAME should be set at ww.ctpaiement.com
PORT NUMBER should be set at: 5085

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 should be set to 9999, 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 should be set to 9999, press OK

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 [.]

CHANGING DEFAULT 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 default **ADMIN PASSWORD 000000**, press OK
Enter new Admin password
Confirm new Admin password

CT-PAYMENT 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**

HOST DOWNLOAD

Press **UP** arrow to access **ADMIN MENU**
Press 6 for **MAINTENANCE**, press **OK**
Press 1 for **PARAM DLL**, press **OK**
Terminal will updates 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)

CHANGING MERCHANT AND ADMIN PASSWORDS

Press **UP** arrow to access **ADMIN MENU** (default password is 000000)
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:
1 888 800 6622
support@ctpayment.com

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 CT-Payment 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

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)

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**