



CONNECTING THE TERMINAL

Plug power cord connector into the “power” jack on the left side of the terminal.

Plug power cord into electrical outlet and allow it to charge for 2-3 hrs.

To insert SIM card turn over the terminal and remove back cover.

Remove the battery.

Note the name of the wireless network carrier printed on the SIM card.

Gently lift SIM card slot on the left.

Insert SIM card with so chip will face down when closed.

Replace battery and cover. Turn power on.

COMMUNICATION TO HOST SET-UP

If you have not already, change the **default password (000000)**

Press **MENU** 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 **MENU** to access **ADMIN MENU**

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

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

Enter Admin password, press OK

TERMINAL DATE will be set automatically by host

TERMINAL TIME will be set automatically by host

Set **MAIN COMM MODE** to Wireless or Dial

Set the following **DIAL** configurations if required (for main or back-up communication mode)

Set the **DIAL TYPE** to TONE or PULSE using up/down buttons, press OK

Set the **LINE DETECTION** to ON/OFF using up/down buttons, press OK

Set the **BAUD RATE** to 1200 or 2400 using up/down buttons, press OK

Set the wireless **ACCESS POINT** to one of the SIM card network provider listed:

Telus: isp.telus.com

Rogers: internet.com

Bell: pda.bell.ca

The PAX S90 is a 3G wireless terminal compatible with Rogers, Telus and Bell networks. It does not support WIFI connectivity. Contact your Payment Service Provider for SIM card and data plan.

MENU LAYOUT

Power button to turn terminal ON/OFF

The PAX S90 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

CHANGING DEFAULT ADMIN PASSWORD

Press **MENU** to access the **ADMIN MENU**

Scroll to 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 **MENU** to access **ADMIN MENU**
Press 4 for **KEY EXCHANGE** function
Terminal will connect to Host and update security Keys, press OK

HOST DOWNLOAD

Press **MENU** 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 **MENU** to access **ADMIN MENU** (default password is **000000**)
Use scroll arrows to reach 9, or Press 9 to access **PASSWORD MENU**
To change **MERCH PWD** (merchant password), press 1
 Enter current password, press
 OK Set new password, press OK
 Confirm new password, press O
To change **ADMIN PWD** (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 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 **MENU** 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 **MENU** 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 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

If Tip is YES, you can set up to 3 **TIP PRESET** amounts

Set **PRINT PREAUTH TOTAL LINE** to YES/NO

Set **PRINT PREAUTH TIP LINE** to YES/NO

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 **CHECK NUMBER** to OFF, Manual or Auto if tracking invoice numbers with transaction IDs, press OK

Set **BACKLIGHT** from 0 (dimpest) to 99 (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 **COMPL. W/O PAUTH** to YES/NO

SETTING DRIVER ID

Step 1: Press **MENU** 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 **MENU** to access Admin **MENU**

Press 3 to access **SETUP** Options

Press 5 to access **DRIVER SETUP**

Enter Merchant Password

Press 1 for **CLERK 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

Press 2 to **ADD** a driver

Enter a 3 digit Driver ID when prompted for **ENTER DRIVER ID**

Enter a 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 **MENU** to access **ADMIN MENU**

Press 3 to access **SETUP** Options

Press 4 **FOR CONFIG NFC**

Enter Admin password, press OK

To enable Contactless Transactions - **ENABLE 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 **MENU** to access the **ADMIN MENU**

Press 5 for **PRINT SET-UP**

Set **REVERSE PRINTING** 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 **MENU** 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**. Enter Merchant password, press OK

Choose from three different batch reports

Press 1 for **TRM DETAILS** (all transactions details),

Press 2 for **TRM SUMMARY** (all transactions by card types)

Press 3 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 PARAM** (EMV parameters)