

### 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 and charge for 2-3 hrs. Turn on terminal by pushing on cancel button

#### Wi-Fi Set-up

Ensure that 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.

#### 3G Wireless Set-up

Remove the battery and gently lift SIM card slot. Insert SIM card with so chip will face down when closed. Replace battery and cover.

#### To Configure

Press **UP ARROW** 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 Comm Mode** option.

Press **Wi-Fi** to set Wi-Fi settings

Enter **Wi-Fi NETWORK NAME**

Enter **Wi-Fi NETWORK PASSWORD**

Press **WIRELESS** to set 3G wireless settings

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

Telus: isp.telus.com or Rogers: internet.com or Bell: pda.bell.ca

**PORT FOR ECR** mode will be set automatically in both cases.

### COMMUNICATION TO HOST SET-UP

Press **UP ARROW** to access **ADMIN MENU**

Press 3 for **SET-UP**

Press 2 for **HOST SET-UP**

Enter new Admin password, press **OK** Enter **MERCHANT**

**ID (MID)** will be pre-set, press **OK**

**TERMINAL ID (TID)** will be set automatically, press **OK**

Confirm **SELECT INPUT** type:

**IP ADDRESS** will be set automatically

**NAME** will be set automatically

**ENTER PORT** will be set automatically



### MENU LAYOUT

**UP ARROW** will access the **ADMIN MENU**  
and the **DOWN ARROW** will access the  
**TRANSACTION MENU**

To input letters and special characters the  
alpha key will need to be used. Press the  
number on the keypad that contains the  
character and press the alpha key until  
that character is visible on the screen.

### CHANGING TEMPORARY ADMIN PASSWORD

Press **UP ARROW** to access the **ADMIN MENU**

Scroll to 9 or Press 9 for **PASSWORD**

Press 2 for **ADMIN PWD**

Enter temporary **ADMIN PASSWORD**, press **OK**

Enter new Admin password

Confirm new Admin password

## SYSTEM SET-UP

Press **UP ARROW** - 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

Set **Main Comm mode**

For WIFI: Enter or confirm Wi-Fi **NETWORK NAME/PASSWORD**

For 3G wireless: Set **ACCESS POINT** to one of the SIM card network provider

listed: Telus: isp.telus.com or Rogers: internet.com or Bell: pda.bell.ca

**PORT FOR ECR mode** will be set automatically in both cases

## KEY EXCHANGE

Press **UP ARROW** to access **ADMIN MENU**

Press 4 for **KEY EXCHANGE**

Terminal will automatically connect to Host and update **KEYS**, press OK

## HOST DOWNLOADS

Press **UP ARROW** to access **ADMIN MENU**

Press 6 for **MAINTENANCE**, press OK

Press 1 for **PARAM DLL**, 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

## 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 **MERCH PWD** (merchant password), press 1

Enter current password, press

OK Set new password, press OK

Confirm new password, press 0

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 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 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 **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.

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 (dimpest) 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 **COMPL. 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** (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 - **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 **UP ARROW** to access the **ADMIN MENU**

Press 5 for **PRINT SET-UP**

Set Enable **ECR RECPT** 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**. 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)