CTPayment

PAX S80 Set-Up Guide

CONNECTING THE TERMINAL

Hold the PAX S80 face down on a table or work place.

Plug the power adapter connector into the S80 "Power" jack (middle).

Plug the PAX S80 power cord into electrical outlet or power bar.

Plug the required communication cord(s) into the proper sockets.

Plug the Ethernet cable into the "LAN" socket, and/or plug telephone line cable into the "LINE" socket.

Switch the terminal on by pressing the Power button.

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

Set **FALLBACK TO DIAL** to YES if required

(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**

Press 3 for SET-UP then 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**

To change communication mode use Down scroll arrow to select **DIAL**

If the terminal is set to **DIAL** communication:

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

   Set the **LINE DETECTION** to Yes/No using up/down buttons

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

PORT FOR ECR should be set to 9999, press OK

Set **ETHERNET SETUP** to dynamic or static using up/down buttons

If ETHERNET SETUP is DYNAMIC IP interface will synch automatically

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

Enter **PRIMARY DNS ADDRESS**, press OK

MENU LAYOUT

Power button to turn terminal ON/OFF

The PAX S80 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 menu to 9 or Press 9 for **PASSWORD**

Press 2 for **ADMIN PASSWORD**

Enter default 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** (not applicable)

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 **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 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 PREUTH 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 (dimmest) 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 **COMP. 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 - **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**. Choose from three different batch reports

    Press 1 for **TRM DETAILS** (all transactions details), Enter merchant password, press OK

    Press 1 for **TRM SUMMARY** (all transactions by card types)

    Press 1 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 PARAMETERS**

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