PAX S500

Quick Reference Guide

ILLINOIS ePAY

NCR

Retail

Credit Sale

Terminal Display	Action
INPUT AMOUNT	Input the amount of the transaction, then press **[ENTER].**
Insert/Tap/Swipe Card	Insert, Tap or Swipe card.
Note - Make sure the bottom right corner says 'sale' before completing the transaction	

Debit Sale

Terminal Display	Action
INPUT AMOUNT	Touch **Credit** on the screen to change selection to **Debit**.
INPUT AMOUNT	Input the amount of the transaction, then press **[ENTER].**
Swipe Card	Swipe the card.
ENTER PIN	Input PIN number and press **[ENTER]**.

Credit Return

Terminal Display	Action
INPUT AMOUNT	Press down arrow to toggle selection to RETURN, input amount and press **[ENTER].**
Insert/Tap/Swipe Card	Insert, Tap, or Swipe the card.

Credit Void Sale

Terminal Display	Action
INPUT AMOUNT	Press down arrow to toggle selection to V/Sale and press **[ENTER].**
ENTER TRANS #	Input transaction number and press **[ENTER].**
AMOUNT: X.XX	Confirm transaction to void by pressing **[ENTER].**

Batch Settlement

Terminal Display	Action
INPUT AMOUNT	Press **[FUNC].**
FUNCTION MENU	Press **2. Batch.**
BATCH MENU	Press **1. Batch Close**.

Re-Print Receipt

Terminal Display	Action
INPUT AMOUNT	Press **[FUNC]**, press down arrow, press **2**. Reprint.
1. Last Cust. Rcpt. 2. Any Receipt	Press **2** for Any Receipt.
Select Pmt Type: 1. Credit, 2. Debit	Select **1** for Credit or **2** for Debit.
ENTER TRANS #	Input transaction number and press **[ENTER]**.
1. Customer 2. Merchant	Select **1** for Customer or **2** for Merchant.

Print Batch Report

Terminal Display	Action
INPUT AMOUNT	Press the **[FUNC]** button.
FUNTION MENU	Press **1.** Report

Change Default Report

Terminal Display	Action
INPUT AMOUNT	Press **[MENU]**.
MAIN MENU	Press **1.** Reports
ENTER PASSWORD	Input Password and press **[ENTER]**.
REPORTS	Press **2**. Current Report
CUR. REPORT TYPE	Select desired report type and press **[ENTER]**.
SELECT PMT TYPE	Select desired payment types for report and press **[ENTER]**.
SELECT CARD TYPE	Select desired card types for report and press **[ENTER]**.
SORT METHODS 1. By EDC Type 2. By Card Type	Press **1** to select By EDC Type or **2** for By Card Type
SELECT TRAN. TYPE	Select desired transaction types and press **[ENTER]**.
SET CUR. DEFAULTS? ENTR=YES, CANC=NO	Press **[ENTER]** to set as default report.

Setup or Technical Support Questions?

📞 1-855-226-7337

🌐 https://www.illinoistreasurer.gov/Local_Governments/ePAY_Overview

Note: Before proceeding, please ensure your S500 packaging has not been tampered with.

Point to Point Encryption (P2PE)

Immediate data encryption keeping your clients data secure.

Technical Requirements:

- Standard 110 volt power outlet
- An ethernet switch port for each device
- A fixed IP address on your internal network that is reachable from the workstation that will be used for payment processing

What's included:

Your package will only include the P2PE certified terminal. Make sure you keep your original cords and cables to connect your new terminal.

Connecting your terminal:

1. Verify your bag number in your ePAY portal **https://epay.jtpyportal.com** to ensure you have received the correct terminal. For more information on where to confirm your bag number, please refer to page 9 on our P2PE Instruction Manual (PIM), which can be found at: **https://www.jetpay.com/pim.**

2. Complete **one** of the following depending on how you connect to the internet:

   - Connect the ethernet cable to the 'LAN' port.
   - Connect the line cable into the 'LINE' port.

3. Plug the power cable into the POWER Port.

REMINDER
Don't forget that you need to ship your old terminal back using the packaging and mailing label provided.