PAX S500

Quick Reference Guide



ePAYP2PE_S500RedeploymentQRG_061219





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.

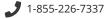
Print Batch Report

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?





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:

- 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.
- 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.