

# PAX S300 Semi-Integrated

Quick Reference Guide




ePAY2PE\_S300SemiIntegratedRedeploymentQRG\_061219




## Credit/Debit Sale

ePay Dashboard	Action
Make A Payment - Payment Information - Add Payment Information	Enter the <b>Payment Category</b> , <b>Payment Type</b> and <b>Payment Amount</b> . Then press <b>Add Item and Checkout</b> .
How would you like to pay?	Select the S300 device. Then press <b>Process Card</b> .
Pax Transaction	Select the payment method ( <b>Credit/Debit</b> ).
Terminal Display	Action
Insert/Tap/Swipe Card/ Device	On the terminal, Insert, Tap or Swipe the card.
Trans. Approved PLS Sign Your Name	Sign for the payment. Then tap <b>Accept</b> .

## Return

ePay Dashboard	Action
Return/Void- Payment Search- Search Criteria- Search Text	Using the search bar, search for the payment that needs to be returned.
	Press the <b>red process credit</b> button next to the payment that should be returned.
Amount To Credit	Confirm the amount to be returned, the payment details and add notes in the <b>Notes</b> field if needed.
Process Credit	Press <b>Process Credit</b> .

## Void

ePay Dashboard	Action
Return/Void- Payment Search- Search Criteria- Search Text	Using the search bar, search for the payment that needs to be returned.
	Press the <b>red process credit</b> button next to the payment that should be returned.
Amount To Credit	Confirm the amount to be returned, the payment details and add notes in the <b>Notes</b> field if needed.
Process Void	Press <b>Process Void</b> .
<i>Note: Voids are only available the day that the payment is made – payments cannot be voided after it has settled. Payments that have already settled will need to be refunded.</i>	


## Re-Print Receipt

ePay Dashboard	Action
Search bar	Using the Search bar, search for the payment you would like to re-print the receipt for.
Confirmation Number	Click the <b>Confirmation Number</b> next to the payment to view the payment's receipt.
<i>Optional Step</i>	To email or print the receipt, press the <b>Email To</b> or <b>Print Button</b> .

## Reporting

ePay Dashboard	Action
Reports	Press <b>Reports</b> on the top bar.
Category	In the <b>Category</b> dropdown, select the report type that will be run.
Report Parameters	Under <b>Report Parameters</b> enter the desired additional information to drill down to specific transaction(s).
Run Reports	Press <b>Run Reports</b> .

## Setup or Technical Support Questions?

 1-855-226-7337

 [https://www.illinoistreasurer.gov/Local\\_Governments/ePAY\\_Overview](https://www.illinoistreasurer.gov/Local_Governments/ePAY_Overview)

*Note: Before proceeding, please ensure your S300 packaging has not been tampered with.*

# Point to Point Encryption (P2PE)

Immediate data encryption keeping your clients data secure.

## Technical Requirements:

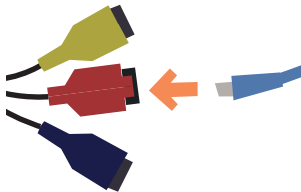
- Standard 110 volt power outlet
- An ethernet switch port for each device
- A fixed IP address on your internal network that is reachable from the workstation that will be used for payment processing

## What's included:

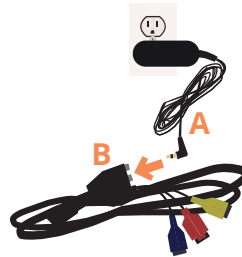
Your package will only include the P2PE certified terminal. Make sure you keep your original cords and cables to connect your new terminal.

## 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. Plug an ethernet cable into the RED post on the S300 cable. The yellow and blue ports will not be used in this configuration.



3. Plug the power adapter into a nearby outlet and plug adapter A into adapter B on the S300 cable and the device will power on.

## REMINDER

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