PAX S500

ePAYP2PE_PAXS500QRGNew_061219

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 the 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

Point to Point Encryption (P2PE)

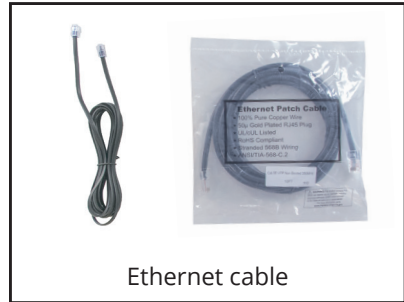Immediate data encryption keeping your clients data secure.

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:

S500 POS power cord

Ethernet cable

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.