

PAX D210 User Guide

How to change the date and time on the terminal

- Press the "Menu Key" (top right button on keypad)
- Input password
- Press the down arrow key
- Press option 1 (System Settings)
- Press Option 1 (Date Time Setup)
- Enter date EX: 04262016 = April, 26th 2016
- Press enter (green Enter key on bottom right of keypad)
- Enter time (24hr clock) EX: 13:20:00 = 1:20 PM
- Press enter to save

How to do a Manual Batch Close

- Press The "Menu Key"
- Input password
- Press Option 4 (Host Settings)
- Input Password
- Press the Down Arrow on the screen
- Press Option 1 (Batch Close)
- Terminal will state "Batch Closed"

How to Review Transactions (from the Terminal)

- Press The "Menu Key" (top right button on keypad)
- Input password
- Press Option 1 (Display Transactions)
- Press "Review" or "Find"
- Input password
- Review all transactions for current day (Review)
- If "Find" pressed, enter last 4 of card number
- Terminal will display transactions from that card number

Manual Entry

- Run sale from POS like normal
- When terminal prompts for a swipe/insert card, start typing the card number on keypad
- Press Enter (green Enter key) after you have input the card number
- Enter Exp. Date EX: 0917 = September 2017

- Press enter (green Enter key)
- Enter 3 digit CVV code located on the back of the card.
- Press enter (green arrow key)
- Have customer sign the pin pad

Connecting to Wi-Fi

- Press The “Menu Key” (top right button on keypad)
- Input password
- Press the down arrow key
- Press Option 2 (Communication)
- Input password
- Press Option 1 (Main Comm.)
- Press Option 1 (Wi-Fi)
- This should bring you back to the Comm. Options menu
- Press the down arrow key
- Press Option 3 (Wi-Fi Parameters)
- Press Option 3 (Password)
- Input password (If you need to input special characters, the alpha key will need to be used. Press the number on the keypad that contains the character and press the alpha key until that character is visible on the screen.)
- Press the green Enter key to save
- Press the cancel button until you see the message “Please wait Wi-Fi init.”
- Device will then connect to Wi-Fi

Best Practices

- To ensure your transaction goes through without any errors, have your customer swipe/insert the card when the terminal prompts them to. Please do not have your customer swipe/insert their card early, as this may lead to errors with the transaction.
- Cards should be removed promptly when the transaction has been completed. Your terminal should have a continuous beep until the card is removed. If your terminal does not have this feature, contact ChargeItPro Technical Support at 1800-989-2135 to have this feature added.
- If you are unsure if a transaction has been completed, check the terminal for the transaction. (Please see how to review transactions on page 1)
- Your terminal will batch out every day at a specific time. The default is 10:30 pm. If you wish to change the batch time, please contact ChargeItPro technical support.
- It is very important that your terminal has the correct date/time according to your time zone. The batch time relies on the terminal time being correct—please see



"How to change the date and time" on page 1 if the terminal time is incorrect. If it is incorrect, it can cause multiple day batches that will make reconciliation difficult.

- The PAX D210 is a wireless device that relies on a strong Wi-Fi signal to operate correctly. Please be aware that if the device is taken out of range of the Wi-Fi signal, it will have difficulty running transactions successfully.