

PAX S300 User Guide

How to change the date and time on the terminal

- Press the "Menu" key (or "Function" + "1" keys)
- Input password
- Press option 5 (System Settings)
- Press option 1 (Date\Time Setup)
- Enter date EX: 04262016 = April, 26th 2016
- Press enter (Green arrow on bottom right of keypad)
- Enter time (24hr clock) EX: 13:20:00 = 1:20 PM

How to do a Manual Batch Close

- Press The "Menu" key (or "Function" + "1" keys)
- Input password
- Press Option 4 (Host Settings)
- Input Password
- Press the Down Arrow on the screen
- Press Option 2 (Batch Close)
- Terminal will state "Batch Closed"

How to Review Transactions (Terminal)

- Press The "Menu" key (or "Function" + "1" keys)
- 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 arrow key) after you have input the card number
- Enter Exp. Date EX: 0917 = September of 2017
- Press enter (green arrow key)
- Enter 3 digit CVV code located on the back of the card

- Press enter (green arrow key)
- Have customer sign the pin pad

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.