

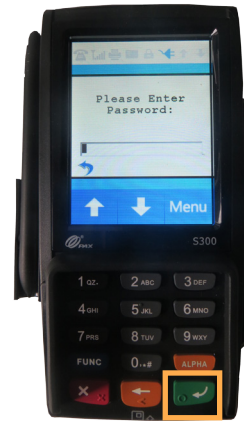
# PAX S300: Terminal Time Update

It's important to set the correct terminal time so that batch transaction totals match your POS credit card totals for each business day. Follow these simple steps to verify and update the time on your terminal.

## How to Update the Terminal Time on your PAX S300:

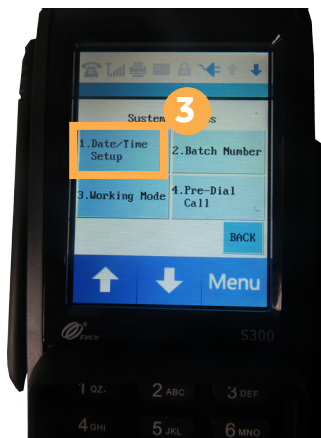
**Step 1** - Tap "Menu" on the touch screen (or "Func" + "1" keys).

**Step 2** - Enter the current password and press ENTER.



**Step 3** - Tap the down arrow key to scroll down, and tap "System Settings". On the next screen, tap "Date/Time Setup".

**Step 4** - Verify the date. Use the yellow arrow key on the bottom of the keypad to clear the entry if it needs to be updated. Type in the current date in MMDDYYYY format\*. Press ENTER (green button).



\*To make a correction, press the yellow backspace button.

# PAX S300: Terminal Time Update

## How to Update the Terminal Time on your PAX S300:

**Step 5** - Verify the time is correct. If not, use the yellow arrow key on the bottom of the keypad to clear the entry.

**Type in the current time in 24-hour (military time) HHMMSS format\***. For example, if it's 1:08PM, enter the time as 13:08:00. Then press ENTER.

**Step 6** - Once everything has been updated, continue pressing the red "X" button on the keypad until the Main Menu appears.



**Congratulations!** Your terminal time has been updated. If you need help updating the date or time, call ChargeItPro for help at 800.989.2135.

\*To make a correction, press the yellow backspace button.