# PAX S300

*Quick Reference Guide*

## SETUP

Your terminal is preprogrammed and ready for use as soon as it is connected to your software or POS system! Once that part is completed, follow these steps:

1) Plug into Ethernet
2) Plug into wall
3) Turn on

**TERMINAL PASSWORD:** Default password is the number 1

## SUPPORT

PHONE: 800-675-6573
EMAIL: service@bluefin.com

HOURS:
Monday- Friday 7 AM – 6 PM Central
Saturday 8 AM – 4:30 PM Central

**BASICS**

## PROCESSING

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| **SALE** | **Swiped transaction** | 1) Initiate transaction in software or POS, terminal will ask for card to be swiped<br>2) Swipe card |
| | **Keyed transaction** | 1) Initiate transaction in software or POS, terminal will ask for card to be swiped<br>2) Enter card number, expiration date, and additional info as prompted (varies depending on programming).<br>NOTE: *if it asks for the address you only need to enter the street number* |
| **V/SALE** | **Void a transaction**<br>*Prevents sale from settling, use in place of refund if transaction has not batched out* | 1) Initiate void in software or POS, terminal will ask for transaction number<br>2) Enter transaction number<br>3) Press the green Enter button on the keypad<br>NOTE: *These steps can vary slightly depending on software-specific programming* |
| **RETURN** | **Refund a transaction**<br>*Only refund transactions that were not run the same day* | 1) Initiate return in software or POS<br>2) Enter amount in terminal<br>3) Swipe or key card<br>NOTE: *These steps can vary slightly depending on software-specific programming* |

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| **AUTH** | **Authorization**<br>*Authorizations do not settle unless manually captured.* | 1) Initiate transaction in software or POS, terminal will ask for card to be swiped<br>2) Swipe or key card |
| **FORCED** | **Force sale**<br>*Manually capture an existing authorization.* | 1) Initiate transaction in software or POS, terminal will ask for card to be swiped<br>2) Swipe or key card<br>3) Enter auth code into terminal<br>4) Press the green Enter button on the keypad |
| **BATCH** | **Closing a batch**<br>*NOTE: Batches are closed within Bluefin's PayConex backend system, these instructions are to clear transactions out of the terminal* | 1) Press "Menu" on the screen<br>2) Enter "1" for password (unless you've changed it)<br>3) Press the green Enter button on the keypad<br>4) Press "4" for "Host Settings"<br>5) Enter "1" for password (unless you've changed it)<br>6) Press the green Enter button on the keypad<br>7) Press the down arrow on the screen<br>1) Press "1" for "Batch Close" |

# SETTINGS

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| **SECURITY** | Make certain transaction types **password protected** | 1) Press "Menu" on the screen<br>2) Enter "1" for password (unless you've changed it)<br>3) Press the green Enter button on the keypad<br>4) Press 2 for "Merchant Settings"<br>5) Press 1 for "Authorization"<br>6) Enter "1" for password (unless you've changed it)<br>7) Press the green Enter button on the keypad<br>8) Press 1 for "Transaction Types"<br>9) Choose the transaction type you want to make password-protected; on the next screen you will specify further<br>10) Choose whether returns, sales, etc. should be password protected<br>11) Press 3 for "Pswd Protected" |
| | Enabling or disabling address verification **(AVS)** settings | 1) Press "Menu" on the screen<br>2) Enter "1" for password (unless you've changed it)<br>3) Press the green Enter button on the keypad<br>4) Press the down arrow on the screen<br>5) Press "1" for "System Settings"<br>6) Press "3" for "Working Mode"<br>7) Enter "1" for password (unless you've changed it)<br>8) Press the green Enter button on the keypad<br>9) Press "2" for "Fraud Control"<br>10) Select the option you want to change – most likely "3" for "AVS On CardNotPrsnt"<br>11) On the next screen select the card types you want to include – most likely 1 for "All"<br>12) Select which items you want to turn AVS on for on the following screen |

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| **GENERAL** | Disable or enable the **beeping noise** | 1) Press "Menu" on the screen<br>2) Enter "1" for password (unless you've changed it)<br>3) Press the green Enter button on the keypad<br>4) Press 3 for "Operations Settings"<br>5) Press 1 for "Buzzer Setup"<br>6) Select the buzzer you want to disable<br>7) Follow the prompt to turn it off or on |
| | Put in **demo mode** or remove from demo mode for training or testing | 1) Press "Menu" on the screen<br>2) Enter "1" for password (unless you've changed it)<br>3) Press the green Enter button on the keypad<br>4) Press 3 for "Operation Settings"<br>5) Press 2 for "Operation Mode"<br>6) Enter "1" for password (unless you've changed it)<br>7) Press the green Enter button on the keypad<br>8) Press "1" to put in normal mode or "2" to put in demo mode<br>9) On the next screen when it says "Are you sure?"press 1 for "Yes" |
| | **Change logo** on image screen | 1) Create a version of your logo that is exactly 240x320 pixels<br>2) Email to service@bluefin.com and specify that you want it added to the programming for your PAX S300 terminal<br>3) When you receive confirmation that it has changed, turn terminal off and back on<br>NOTE: *If you do not know how to change the image size, just send us your logo and we will crop it for you* |
| | Changing the **time** or **date** on the device | 1) Press "Menu" on the screen<br>2) Enter "1" for password (unless you've changed it)<br>3) Press the green Enter button on the keypad<br>4) Press the down arrow on the screen<br>5) Press "1" for "System Settings"<br>6) Press "1" for "Date/Time Setup"<br>7) If the date is already correct, press the green button to bypass the screen, if it is incorrect, press the "X" button on the keypad and then enter the date in the format of DDMMYYYY<br>8) Press the green Enter button on the keypad<br>9) The time screen will come up next, if it is already correct press the green button to bypass the screen, if it is incorrect, press the "X" button on the keypad and then enter the time in the form of HHMMSS |
| | Changing if/when **backlight** turns on/off | 1) Press "Menu" on the screen<br>2) Enter "1" for password (unless you've changed it)<br>3) Press the green Enter button on the keypad<br>4) Press "3" for "Operation Settings"<br>5) Press "3" for "Screen Backlight"<br>6) Press "1" for it to always be off, "2" for it to be on but turn off after 60 seconds, or "3" to always be on |