



PAX S500 STANDALONE

Quick Reference Guide

BASICS

SETUP

Your terminal is preprogrammed and ready for use immediately!

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

TERMINAL PASSWORD: Today's date in the format of MMDDYYYY
(can be changed upon request)

SUPPORT

PHONE: 800-675-6573

EMAIL: service@bluefin.com

HOURS:

Monday- Friday 7 AM – 6 PM Central

Saturday 8 AM – 4:30 PM Central

PROCESSING

BATCH	<p>Batch out terminal <i>Only need to do manually before turning off terminal</i></p>	<ol style="list-style-type: none"> 1) Press FUNC 2) Press 2 for "Batch" 3) Press 1 for "Batch Close"
SALE	<p>Swiped transaction</p>	<ol style="list-style-type: none"> 1) Ensure bottom right corner says "Sale" 2) Enter Amount 3) Press Enter 4) Swipe card
	<p>Keyed transaction</p>	<ol style="list-style-type: none"> 1) Ensure bottom right corner says "Sale" 2) Enter Amount 3) Press Enter 4) Enter card number, expiration date, and additional info as prompted (varies depending on programming)
V/SALE	<p>Void a transaction <i>Prevents sale from settling, use in place of refund if transaction has not batched out</i></p>	<ol style="list-style-type: none"> 1) Press arrows until V/SALE screen 2) Press Enter 3) Search by transaction or reference number 4) Transaction will be displayed; press enter 5) Press cancel at signature screen
RETURN	<p>Refund a transaction <i>Only refund transactions that were not run the same day</i></p>	<ol style="list-style-type: none"> 1) Press arrows until you reach RETURN option 2) Press Enter 3) Choose if by card number or reference number 4) Enter amount 5) Press Enter 6) Swipe or enter card number or reference number
AUTH	<p>Authorization <i>Authorizations do not settle unless manually captured.</i></p>	<ol style="list-style-type: none"> 1) Press arrows until you reach AUTH option 2) Enter amount 3) Swipe or key card 4) Sign if swiped
FORCED	<p>Force sale <i>Manually capture an existing authorization.</i></p>	<ol style="list-style-type: none"> 1) Press arrows until you reach FORCED option 2) Enter amount 3) Swipe or key card 4) Enter auth number (if it has letters, press number key and then alpha key until correct letter is displayed)
V/FRCD	<p>Void a forced transaction</p>	<ol style="list-style-type: none"> 1) Press arrows until you reach V/FRCD 2) Press Enter 3) Enter Transaction # and press enter 4) Transaction will be displayed 5) Press enter 6) Will ask if card present, respond 7) Press cancel at signature screen

SETTINGS

SECURITY	Make certain transaction types password protected	<ol style="list-style-type: none"> 1) Press MENU 2) Press 2 for "Merchant Settings" 3) Press 2 for "Authorization" 4) Press 1 for "Transaction Types" 5) Choose the transaction type you want to make password-protected 6) Press 3 for "Pswd Protected"
GENERAL	Disable or enable the beeping noise	<ol style="list-style-type: none"> 1) Press MENU 2) Press 3 for "Operations Settings" 3) Press 2 for "Buzzer Setup" 4) Press 1 for "Buzzer Setup" 5) Press 1 to turn it off, or 2 to turn it on
	Put in demo mode or remove from demo mode for training or testing	<ol style="list-style-type: none"> 1) Press MENU 2) Press 3 for "Operation Settings" 3) Press 3 for "Operation Mode" 4) Follow prompt to put in normal mode or demo mode
	Change logo on image screen	<ol style="list-style-type: none"> 1) Create a version of your logo that is exactly 320x80 pixels 2) Send to service@bluefin.com 3) When you receive confirmation that it has changed, turn terminal off and back on <i>If you do not know how to change the image size, just send us your logo and we will crop it for you</i>
	Change terminal date or time	<ol style="list-style-type: none"> 1) Press MENU 2) Press the down arrow 3) Press 3 for "System Settings" 4) Press 1 for "Date/ Time setup" 5) Enter the correct date (enter today's date if already correct) 6) Press enter 7) Enter correct time 8) Press enter
RECEIPTS	Change whether customer receipt prints out	<ol style="list-style-type: none"> 1) Press MENU 2) Press 3 for "Operation Settings" 3) Scroll down then press 4 for "Receipt Print" 4) Press 1 for "Customer Copy" 5) Follow prompt to turn off or on
	Change whether receipt preprints immediately	<ol style="list-style-type: none"> 1) Press MENU 2) Press 3 for "Operation Settings" 3) Scroll down then press 4 for "Receipt Print" 4) Press 2 for "Preprint" 5) Follow prompt to turn off or on
	Change receipt font size	<ol style="list-style-type: none"> 1) Press MENU 2) Press 3 for "Operation Settings" 3) Scroll down then press 4 for "Receipt Print" 4) Press 3 for "Font Size" 5) Follow prompt to select a size
	Change receipt header or trailer	<p><i>The easiest way to do this is email Bluefin Payment Systems at service@bluefin.com and we will update it for you. Once updated, just restart your terminal and the new text should appear</i></p> <ol style="list-style-type: none"> 1) Press MENU 2) Press 2 for "Merchant Settings" 3) Press 3 for "Edit Header" or 4 for "Edit Trailer" 4) Select what you would like to edit, you can type letters by pushing the ALPHA key and then the corresponding number

PLEASE NOTE: Any time your terminal is powered off, it must be batched out first. Please see first line item on chart below for instructions