



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

TO ORDER RECEIPT PAPER: Item #816613 in the Guy Brown Catalog in BUY.IU. Staples Thermal Paper Rolls, 2 1/4" x 50", 50/ carton (18875/3295)

BLUEFIN SUPPORT

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HOURS:

Monday- Friday 8 AM – 7 PM Eastern Saturday 9 AM – 5:30 PM Eastern

IU PAYMENT CARD SERVICES

PHONE: 812-855-0586

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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 |