

Paymark EFTPOS (PTS 2017)  
**Pax One-Piece S900**



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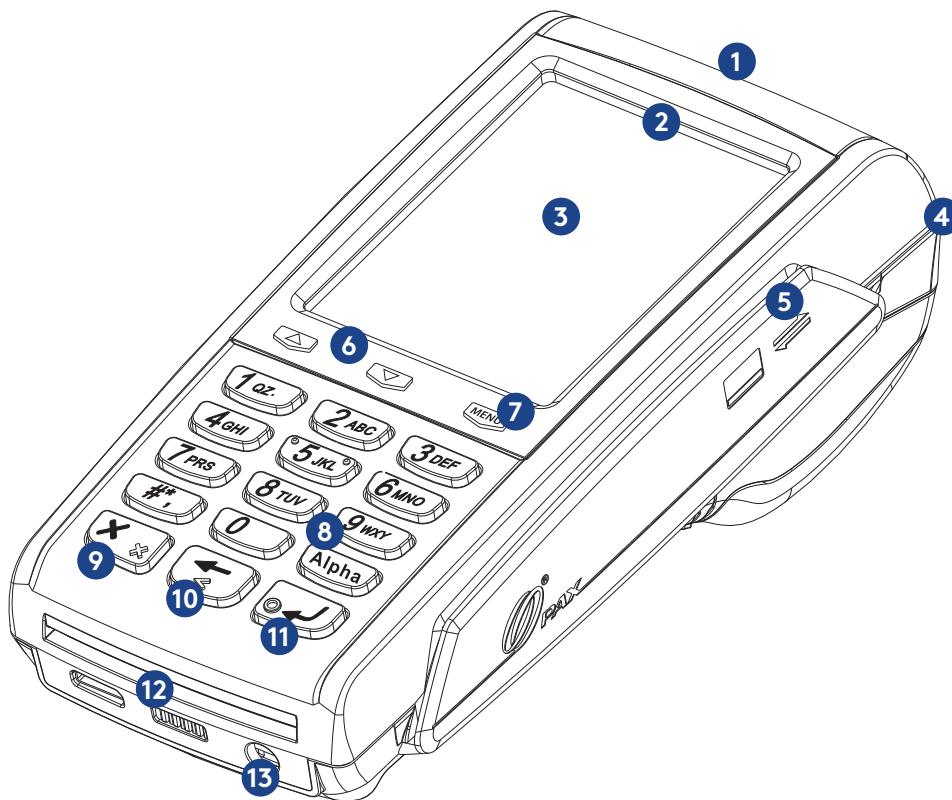
# CONTACT

For EFTPOS terminal related enquiries and support, or to report an issue with your EFTPOS terminal, contact Smartpay Technical Helpdesk on **0800 476 278** or email **customer.service@smartpay.co.nz**

## TERMINAL HARDWARE

### S900 Mobile EFTPOS

Smartpay Pax S900 EFTPOS provides a secure and robust touch screen mobile payment terminal. The S900 connects to the Internet to process transactions via a GPRS Data SIM card. Battery life is approx. 5-6 hours but will vary depending on signal quality and modes of usage – contact the THD team for tips to maximise.



1. Thermal receipt printer
2. Contactless LEDs
3. Colour display touch screen
4. Paper cutter
5. Card swipe reader
6. Page up/down arrows
7. Menu key
8. ALPHA menu key
9. Clear/No key
10. Back key
11. Enter/OK key
12. Chip card slot
13. Power cable socket

## Paper Rolls

- S900 terminals use standard 57mm (w) x 40mm (dia) thermal paper rolls

### Replacing printer paper:

1. Engage printer cover release flap to open printer bay
2. Remove existing roll core and place new roll in printer well, the tongue of paper should be feeding up from underneath and out towards the bottom of the terminal
3. Pull out tongue of paper so it is coming out of feeder and close the printer cover.

## Other Accessories

- Swivel counter stand
- Wetcovers
- Cleaning cards
- Car charger
- Spare battery

To order paper rolls or other accessories please contact Smartpay on **0800 476 278** or visit our website **[smartpay.co.nz/store](https://smartpay.co.nz/store)**

# SETTING UP YOUR EFTPOS EQUIPMENT

Please read the Getting Started Letter that is provided with your Smartpay EFTPOS equipment. Our technical helpdesk team (THD) can be contacted if you would like any assistance and to release the security key and perform your initial Logon.

## S900

### STEP ONE: Switch on

Turn on the terminal by holding the  button on the terminal. The terminal will go through a start up sequence.

### STEP TWO: Connect to the Paymark network

1. Your terminal arrived with a printed receipt still attached. If the receipt is short with your business name on it, you are now all ready to go.
2. If not, you'll need to call us before you can transact. Call our technical support team on 0800 476 278 and we will get your ready to take payments.

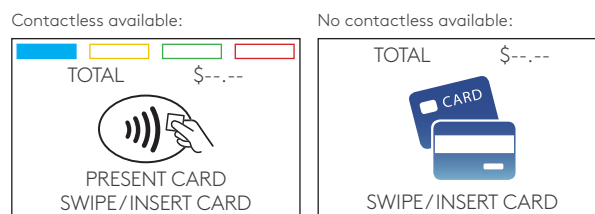
# CONTACTLESS TRANSACTIONS

Smartpay EFTPOS terminals can accept contactless payment cards and smart devices. Merchants can have contactless acceptance enabled or disabled through their Merchant bank. If contactless payment functionality is enabled, then once the transaction value is entered the Paywave/Paypass/tap-and-go card PRESENT option will be offered automatically for valid transaction types.

The terminal prompts the customer to **PRESENT/INSERT/SWIPE** their card. Merchants should offer the terminal to their customer to complete the transaction; instructing them (if required) to present their card over the screen where the blue light is flashing. It is best security practise for the customer to perform these steps themselves. The merchant should not take the customers payment card unless necessary.

**CREDIT CARD** is the default account for all contactless transactions. Account selection is not required. For transactions over the industry prescribed limit currently (NZD\$80) the customer will be prompted to enter their PIN to complete the transaction.

This is the symbol for contactless transactions. The symbol will be displayed on the **PRESENT CARD** screen and coloured LED boxes flash along the top of the screen:



**BLUE** LED = Awaiting card presentation

**BLUE + YELLOW** LED = Card presented

**BLUE + YELLOW + GREEN** LED = Card read successful

**RED** LED = Card read failed

# ELECTRONIC OFFLINE VOUCHERS

Electronic Offline Voucher (EOV) enables your business process EFTPOS transactions if your terminal has gone offline. EOV is not designed to function as a secondary connectivity option. EOV allows for emergency processing capability when unforeseen situations such as a loss of network or connectivity occur. To find out more about EOV, contact the Paymark Customer Care Centre on 0800 729 627.

## How does it work?

If the EFTPOS terminal encounters an issue connecting to the Paymark network, it will automatically revert to offline mode after two failed transactions. "EFTPOS OFFLINE" will be displayed on terminal screen. Your terminal can store up to 99 EOV transactions (to maximum allowed value). Once a successful connection has been made with Paymark, the terminal will automatically send stored offline transactions through for processing.

**All EOV transactions require the customer signature on the Merchant EFTPOS receipts instead of PIN verification. Merchants must keep all signed Merchant Receipts to verify EOV transactions. Refund and Cash Out transaction types are not supported in EOV mode.**

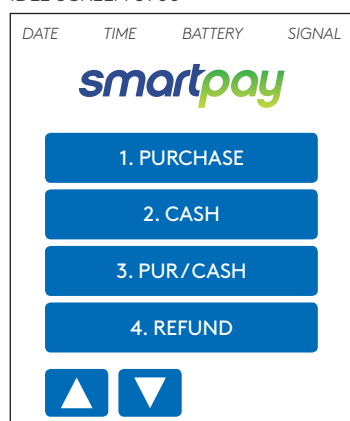
Most customers will automatically be enabled for offline mode but it can be enabled or disabled by your merchant bank.

# TRANSACTIONS OVERVIEW

## Manual (standalone) EFTPOS

- EFTPOS terminal is not connected to POS
- The idle screen displays transaction options
- To start a transaction the operator selects required transaction type and enters an amount

IDLE SCREEN S900



- To start any of the main transaction types – select the corresponding number
- To tab between the transaction type screens press **up/down ARROW** keys
- Press **MENU** key for EFTPOS configuration, diagnostics and admin functions.
- Press **ALPHA** key to access **QUICK MENU**

## Transaction Types

|                          |   |
|--------------------------|---|
| <b>PURCHASE</b>          | Standard Purchase/Sale transaction using an EFTPOS/CREDIT/DEBIT card  |
| <b>CASH</b>              | Cash Out transaction using an EFTPOS/CREDIT/DEBIT card  |
| <b>PUR/CASH</b>          | Combined Purchase/Sale and Cash Out transaction using an EFTPOS/CREDIT/DEBIT card   |
| <b>REFUND</b>            | Refund transaction using an EFTPOS/CREDIT/DEBIT card<br><i>Merchants requiring refund functionality will need to have this enabled through their Merchant bank. The Merchant bank will issue your Merchant Refund Card.</i>   |
| <b>AUTH</b>              | Hospitality transaction type to request pre-authorisation of funds on CREDIT card (usually for room or vehicle hire).<br><i>All hospitality functionality must be approved by Merchant bank before it can be enabled on terminal.</i>   |
| <b>CANCEL AUTH</b>       | Transaction type used to removed a stored AUTH that is no longer required by the merchant.  |
| <b>FINALISE</b>          | Hospitality transaction type to complete (Finalise) a previously stored AUTH transaction on a CREDIT/DEBIT card (usually for room or vehicle hire)..  |
| <b>PUR/TIP</b>           | Hospitality transaction type to initiate a Purchase transaction type with Signature Receipt Tipping enabled. (only some cards will support this option - if the card does not support Signature then then the transaction will cancel and operator will need to restart as Purchase with/without instant tip-on-terminal) |
| <b>ADD TIP</b>           | Hospitality transaction type to add tip amount to a stored PUR/TIP transaction. All PUR/TIP Signature Receipt Tip transactions MUST be uploaded to Paymark manually at the end of day. See Tipping User Guide for further information.  |
| <b>CHECK CARD STATUS</b> | Card Status Check can be used to check if a card is valid. It is not a pre-authorisation and does not guarantee any funds.  |

# TRANSACTIONS OVERVIEW

## Purchase

1. Operator selects **PURCHASE** and types in purchase amount
2. Press **ENTER** and terminal prompts customer to **PRESENT/ INSERT** or **SWIPE CARD**
3. Operator presents EFTPOS terminal to customer
4. Customer taps, inserts or swipes card
  - a. Insert or swipe - customer follows screen prompts to select account and enter PIN
  - b. Tap - customer follows screen prompts if required
5. EFTPOS terminal displays **ACCEPTED** or **DECLINED** result
6. EFTPOS Receipt will be offered (depending on receipt print/prompt settings)
7. EFTPOS terminal returns to idle screen ready for next transaction

## Refund

Merchants are enabled for refund transactions and provided a Merchant Refund Card by their merchant bank. Merchants should contact their bank to request this service and the card.

1. Operator selects **REFUND** types in refund amount
2. Press **ENTER** and terminal prompts for **MERCHANT REFUND CARD**
3. Operator swipes **MERCHANT REFUND CARD** and enters **REFUND PIN**
4. PINpad will display refund amount and prompt customer to **PRESENT/INSERT** or **SWIPE CARD**
5. Operator presents EFTPOS terminal to customer
6. Customer taps, inserts or swipes card
  - a. Insert or swipe - customer follows screen prompts to select account and enter PIN
  - b. Tap - customer follows screen prompts if required
7. EFTPOS terminal displays **ACCEPTED** or **DECLINED** result
8. EFTPOS Receipt will be offered (depending on receipt print/prompt settings)
9. EFTPOS terminal returns to idle screen ready for next transaction



# TRANSACTIONS OVERVIEW

## Purchase with Signature

In some cases, the customer may be able to select **ENTER** instead of using their PIN. If this happens the Merchant Receipt will print with a space for the customer to sign in. The terminal will require the operator to verify the customer signature to complete the transaction.

Your merchant agreement states you should keep a copy of your signed Merchant Receipts. These can be used to verify the transaction should it be disputed at a later date.

## Cash Out

(Contactless not available with cash out transaction type)

1. Operator selects **CASH** and types in cash-out amount
2. Press **ENTER** and terminal prompts customer to **INSERT** or **SWIPE CARD**
3. Operator presents EFTPOS terminal to customer
4. Customer inserts or swipes card
5. Customer follows screen prompts to select account and enter PIN
6. EFTPOS terminal displays **ACCEPTED** or **DECLINED** result
7. EFTPOS Receipt will be offered (depending on receipt print/prompt settings)
8. EFTPOS terminal returns to idle screen ready for next transaction

## Purchase + Cash Out

(Contactless not available with cash out transaction type)

1. Operator selects **PUR/CASH**
2. Operator types in purchase amount - Press **ENTER**
3. Operator types in cash-out amount - Press **ENTER**
4. EFTPOS terminal will prompt customer to **INSERT** or **SWIPE CARD**
5. Operator presents EFTPOS terminal to customer
6. Customer inserts or swipes card
7. Customer follows screen prompts to select account and enter PIN
8. EFTPOS terminal displays **ACCEPTED** or **DECLINED** result
9. EFTPOS Receipt will be offered (depending on receipt print/prompt settings)
10. EFTPOS terminal returns to idle screen ready for next transaction

## MOTO Purchase

Manual card entry or MOTO functionality can be enabled for merchants who process telephone or mail order sales. MOTO should only be used in situations where cardholder authorisation is given for the transaction and the physical credit card is not present to be used at the terminal.

1. Operator selects **PURCHASE** and types in purchase amount
2. Press **ENTER** and terminal prompts user to **PRESENT/ INSERT** or **SWIPE CARD**
3. Operator should press **ENTER**
4. Operator types in 16-digit card number - Press **ENTER**
5. Operator types in card expiry date [mm/yy] - Press **ENTER**
6. Operator is prompted to enter card CSC - Select YES or NO and follow screen prompts
7. Operator selects appropriate **MOTO TYPE** option
8. Operator selects CRD account type
9. EFTPOS terminal displays **ACCEPTED** or **DECLINED** result
10. EFTPOS Receipt will be offered (depending on receipt print/prompt settings) - you should always print a copy of MOTO receipts
11. EFTPOS terminal returns to idle screen ready for next transaction

## MOTO Refund

MOTO Refunds can be performed in the same way as MOTO purchase. Merchant should select Refund transaction type and use their Merchant Refund Card. The amount being refunded should be credited back to the card used for the original purchase. Merchants should contact their bank to request this service and the card.

# TRANSACTIONS OVERVIEW

## Pre Authorisation

(Contactless not available with pre authorisation)

1. Operator selects **AUTH**
2. Terminal will prompt merchant to enter a **TRANSACTION REFERENCE**  
*(optional free text field used to search for the transaction later)*
3. Press **ENTER**
4. Key in **AUTH** amount and press **ENTER**
5. EFTPOS terminal will prompt customer to **INSERT** or **SWIPE CARD**  
*(for card-not-present transaction you can perform a manual entry, by pressing **ENTER** at this stage)*
6. Operator presents EFTPOS terminal to customer
7. Customer inserts or swipes card
8. Customer follows screen prompts to select account (credit only) and enter PIN
9. Press Enter for signature verification
10. EFTPOS Receipt for merchant and customer will print  
*(Merchant must keep their receipt copy)*
11. EFTPOS terminal returns to idle screen ready for next transaction

## Finalise Transaction

1. Operator selects **FINALISE**  
*(If there are no stored pre auth transactions the terminal will display no stored auth transactions)*
2. Terminal will prompt merchant to **SEARCH STORED TXNS**
  - > **TRANS NUMBER** = found on the receipt
  - > **CARD NUMBER** = merchant will need the card that did the original pre auth transaction.
  - > **AUTH ID** = found on the receipt
  - > **TRANS AMOUNT** = found on the receipt
  - > **TRANS REFERENCE** = found on original AUTH receipt at the top
3. Terminal will display all matching stored pre auth
4. If there is more than one - merchant should select the correct one to continue.
5. Terminal will display **ORIGINAL** amount and prompt for **FINAL** amount entry.
6. Key in **FINAL** amount and press **ENTER**
7. Confirm **ORIGINAL** and **FINAL** amounts displayed - press **ENTER**
- Print out merchant & customer copy of the **FINAL** receipt for merchant/customer record  
*(merchant must keep their receipt copy)*

# TRANSACTIONS OVERVIEW

## CANCEL AUTH

1. Operator selects **CANCEL AUTH**  
*(If there are no stored pre auth transactions the terminal will display no stored auth transactions)*
2. Terminal will prompt merchant to **SEARCH STORED TXNS**
  - > *TRANS NUMBER = found on the receipt*
  - > *CARD NUMBER = merchant will need the card that did the original pre auth transaction.*
  - > *AUTH ID = found on the receipt*
  - > *TRANS AMOUNT = found on the receipt*
  - > *TRANS REFERENCE = found on original AUTH receipt at the top*
3. Terminal will display all matching stored pre auth
4. If there is more than one - merchant should select the correct one to continue.
5. Terminal will display original pre auth amount and prompt merchant to confirm **CANCEL AUTH**
6. Confirm **CANCEL AUTH** transaction displayed - press **ENTER**
7. Print out merchant & customer copy of the **PREAUTH CANCELLATION** receipt for merchant/customer record  
*(merchant must keep their receipt copy)*

## CHECK CARD STATUS

1. Operator Selects **CHECK CARD**
2. EFTPOS terminal will prompt to **PRESENT/INSERT/SWIPE CARD**
3. Customer follows screen prompts to select account (credit only) and enter **PIN**
4. EFTPOS terminal displays **ACCEPTED** or **DECLINED** result
5. EFTPOS receipt will be offered (depending on receipt print/prompt settings)

## ALPHA Menu

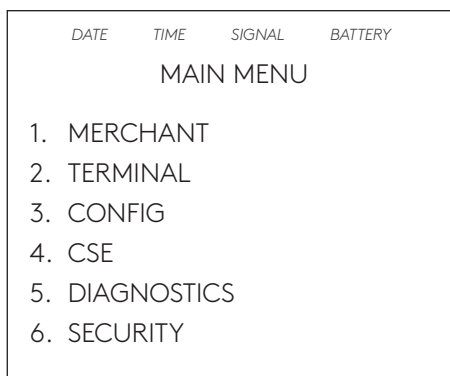
You can quickly perform common functions by pressing the ALPHA key + required number key

The ALPHA menu provides a simple a two-key press process to perform up to five common tasks. If you have a multi-merchant terminal the ALPHA menu always relates to Merchant 1 only.

The default menu setting is:

1. **ALPHA** > 1 LOGON
2. **ALPHA** > 2 REPRINT RECEIPT
3. **ALPHA** > 3 SETTLE INQUIRY
4. **ALPHA** > 4 SETTLE CUTOVER
5. **ALPHA** > 5 PRINT CONFIG

## Payment Application Menu



Press **MENU**

1. To tab between the menu pages press up/down ARROW keys
2. Press **CLEAR** or **CANCEL** to go back
3. Press number to select option

# ADMINISTRATIVE FUNCTIONS

## Common Admin Functions

|                           |  |
|---------------------------|--|
| Manual Logon              | Press <b>MENU</b> > <b>MERCHANT</b> > <b>ADMIN</b> > <b>LOGON</b>  |
| Reprint Last Receipt      | Press <b>MENU</b> > <b>MERCHANT</b> > <b>REPRINT</b>   |
| Reprint Any Receipt       | Press <b>MENU</b> > <b>MERCHANT</b> > <b>REPRINT</b> > <b>RECEIPT LOOK UP</b> > <b>SELECT REQUIRED LOOK UP CRITERIA</b>  |
| Settlement Inquiry        | Press <b>MENU</b> > <b>MERCHANT</b> > <b>ADMIN</b> > <b>SETTLE INQUIRY</b><br>Enter required date [dd/mm/yyyy] and press <b>ENTER</b>  |
| Manual Settlement         | Press <b>MENU</b> > <b>MERCHANT</b> > <b>ADMIN</b> > <b>SETTLE CUTOVER</b><br><br><i>Note: This can only be performed during your regular settlement window. Terminal will automatically perform Paymark settlement once per day. For further information about auto settlement window contact Paymark helpdesk.</i> |
| Print (Shift) Totals      | Press <b>MENU</b> > <b>MERCHANT</b> > <b>ADMIN</b> > <b>PRINT TOTALS</b><br>- Press <b>NO</b> to print without clearing totals<br>OR<br>- Press <b>YES</b> to print totals and clear them for next shift   |
| Send Offline Transactions | <ul style="list-style-type: none"> <li>Press <b>MENU</b> &gt; <b>MERCHANT</b> &gt; <b>ADMIN</b> &gt; <b>SEND OFFLINE</b></li> </ul> <i>Note: Terminal will automatically send stored offline transactions when the terminal regains connection to the Paymark network.</i>   |
| Stored Totals             | <ul style="list-style-type: none"> <li>Press <b>MENU</b> &gt; <b>MERCHANT</b> &gt; <b>ADMIN</b> &gt; <b>STORED TOTALS</b></li> </ul>   |

# MERCHANT & COMMUNICATION SETTINGS

## Print Current Configuration

- Press **MENU** > **CONFIG** > *password* > **PRINT CONFIG**

Terminal will print out configuration receipt with current network and other host and merchant settings.

## Configuration Updates

Smartpay offers a range of value-add services like Smartcharge automatic credit card surcharging, Receipt Tipping and Tipping on terminal, Multi merchant, Currency Select EFTPOS and Pre-Authorisation.

From time to time Smartpay THD may need you to perform a CONFIG UPDATE on the terminal to apply functionality changes. To do this:

- Press **MENU** > **CONFIG** > *password* > **UPDATE CONFIG**

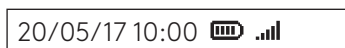
Contact our sales team or THD to discuss activating/deactivating the value-added services on your EFTPOS terminal.

## Network Comms Check

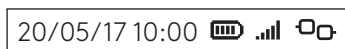
This check can be performed to verify the terminal has a working network connection.

- Press **MENU** > **DIAGNOSTICS** > COMMS TEST

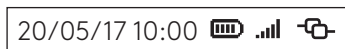
Terminal screen will display process and display **COMMS TEST: OK** (and **CONNECTION: OK** if using IP) for a working connection or **DECLINED PLEASE TRY AGAIN** if the connection is not working.



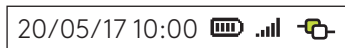
**Not Connected** - No comms connection detected. Check cables etc.



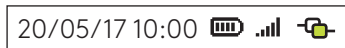
**Connecting/Disconnecting** - Displayed when connection is active.



**Connected** - Boxes are together when connection is made.



**Sending** - Back box is filled green when sending info.

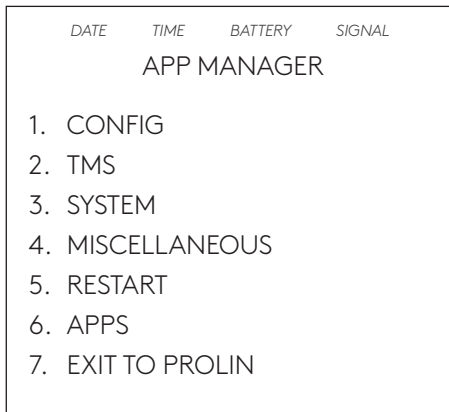


**Receiving** - Front box is filled green when receiving info.

# MERCHANT & COMMUNICATION SETTINGS

## App Manager

Smartpay THD may require you to access App Manager to change comms type or update your terminal software. Making unauthorised changes in these settings may stop your terminal from working correctly. Please contact Smartpay THD for assistance before you attempt to use this menu.



Press **CANCEL > FUNC** (or **MENU**) to exit idle screen and access APP MANAGER MENU

- Press **CLEAR** or **CANCEL** to go back



# MERCHANT & COMMUNICATION SETTINGS

## System Settings

App Manager controls some system settings that can be applied over the whole terminal. Terminal needs to be rebooted to apply changes.

|                             |  |
|-----------------------------|--|
| <p><b>DISPLAY</b></p>       | <p><b>Brightness</b><br/>Default setting is at 80% - to update the display screen brightness:</p> <ul style="list-style-type: none"> <li>• Press <b>CANCEL &gt; FUNC</b> (or <b>MENU</b>) &gt; <b>SYSTEM &gt; DISPLAY &gt; BRIGHTNESS</b></li> </ul> <p><b>Colours</b><br/>Default setting is black text on white background - to change the display screen background colour between white and black</p> <ul style="list-style-type: none"> <li>• Press <b>CANCEL &gt; FUNC</b> (or <b>MENU</b>) &gt; <b>SYSTEM &gt; DISPLAY &gt; COLOURS</b></li> </ul>  |
| <p><b>POWER OPTIONS</b></p> | <p><b>Screensaver</b><br/>Default setting is when enabled is 30 seconds – to enable/disable screensaver and set timeout period (set between 30 seconds and 180 seconds).</p> <ul style="list-style-type: none"> <li>• Press <b>CANCEL &gt; FUNC</b> (or <b>MENU</b>) &gt; <b>SYSTEM &gt; POWER OPTIONS &gt; SCREENSAVER</b></li> </ul> <p>Do not enable screensaver if your terminal is being used with POS or ECR in integrated/ interfaced mode.</p> <p><b>Sleep Timeout</b><br/>Set time on S900 mobile unit for terminal to go into low power consumption mode (set between 1 second and 60 seconds).</p> <ul style="list-style-type: none"> <li>• Press <b>CANCEL &gt; FUNC</b> (or <b>MENU</b>) &gt; <b>SYSTEM &gt; POWER OPTIONS &gt; SLEEP TIMEOUT</b></li> </ul> <p>Enabling Sleep Timeout will conserve battery when terminal is not in use. However, the unit will require an additional few seconds to “wake” from Sleep mode.</p> |
| <p><b>KEY BEEPS</b></p>     | <p>Enable or Disable key press noise.</p> <ul style="list-style-type: none"> <li>• Press <b>CANCEL &gt; FUNC</b> (or <b>MENU</b>) &gt; <b>SYSTEM &gt; KEY BEEPS</b></li> </ul>   |

**smartpay**