

# PAX E600 Mini

## — User Manual — & Setup Guide





## Overview

Accepting payments is effortless with the PAX E600 Mini. Discover how the E600 device seamlessly meets your POS needs through lightning-fast Wi-Fi and Bluetooth connection. Whether managing a brick-and-mortar store or running a farmer's market stall, this wireless smart terminal can simplify the checkout process wherever you go.

Click here to [purchase the PAX E600 Mini](#) from our online shop.

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## Setup

### How to Load Paper Roll

1. Press the printer cover button to open the receipt paper compartment.
2. Insert thermal receipt paper roll with the end facing upward.
3. Close the printer cover latch and tear off any excess paper using the printer cutter.

### How to Turn On/Off

- **Power On:** Press and hold the power button for approximately three seconds until you see a display on your screen.
- **Power Off:** Press and hold the power button until a menu appears onscreen with an option that reads SHUTDOWN. Select SHUTDOWN.

### How to Set Up a Wifi Connection

1. From POS menu, select SETTINGS.
2. Select NETWORK & INTERNET.
3. Select WIFI.
4. Select your WiFi network. When prompted, enter your personalized network password.
5. Select CONNECT.

### PAX E600 Mini - Default Password

The default password for the PAX E600 Mini will either be 9876 or pax9876@@.

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## Accept Payments

### How to Process a Sale

System applications power the E600 Mini via BroadPOS. The individual merchant's POS system will determine how to process a sale via credit card, debit card, cash, or mobile payment.

#### Chip Credit Sale

1. From your POS menu, select SALE.
2. Enter the total amount for the sale, then confirm.
3. Turn the terminal so that the smaller side is now facing you.
4. When asked to select card type, select CREDIT.
5. Cardholders will then insert their credit card chip first into the E600 Mini's EMV chip reader.
6. A display reading TRANSACTION APPROVED will appear on the screen, after which the cardholder will be prompted to sign for their purchase.
7. The merchant will have the option to print a receipt for the sale.

#### Debit Sale

1. From your POS menu, select SALE.
2. Enter the total amount for the sale, then confirm.
3. Turn the terminal so that the smaller side is now facing you.
4. When asked to select card type, select DEBIT.
5. Cardholders will then swipe or insert their debit card before entering their PIN. A prompt reading PLEASE ENTER PIN and a numerical dashboard for cardholder use will appear on the screen.
6. A display reading TRANSACTION APPROVED will appear on the screen, after which the cardholder will be prompted to sign for their purchase.
7. The merchant will have the option to print a receipt for the sale.

### Note on Processing a Refund

System applications power the E600 Mini via BroadPOS. The individual merchant's POS system will determine how to properly administer refunds via credit card, debit card, or mobile payment. For additional questions about the details of refunds and how they affect your E600 Mini, contact PAX support directly.

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## Accept Payments Cont.

### How to Reprint Receipt

1. From POS menu, select REPRINT.
2. You will see dual prompts appear on your screen: REPRINT LAST RECEIPT and PRINT TRANSACTION NUMBER. Select one.
3. If you select PRINT LAST RECEIPT, you will be prompted to choose between MERCHANT COPY or CUSTOMER COPY.
4. Select CUSTOMER COPY.

### How to Void Transaction

#### Void Credit Transaction (Card Present)

1. From your POS menu, select VOID.
2. When prompted, swipe or insert the card used in the original transaction.
3. Review and verify void details. If correct, select VOID.
4. The merchant will have the option to print a receipt for the void.

#### Void Credit Transaction (Card Not Present)

1. From your POS menu, select VOID.
2. Enter TRANSACTION #, then press SEARCH.
3. Review and verify void details. If correct, select VOID.
4. The merchant will have the option to print a receipt for the void.

### How to Print Reports

1. From the POS menu, select REPORTS.
2. Select CURRENT REPORTS.
3. Select the report to print.
4. Merchants may be asked to enter details related to card and payment types. Merchants can also search for reports according to transaction numbers.
5. Press ENTER to confirm or CANCEL to deny.

### How to Close a Batch

1. From the POS menu, select BATCH.
2. Review details of the relevant batch report. If correct, select CLOSE BATCH.
3. The merchant will have the option to print a receipt for the closed batch.

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## Settings

### How to Charge Your PAX E600 Mini

#### With Charging Dock:

1. Connect your USB charging cord to your power adapter.
2. Plug into the available power outlet.
3. Link dock to charging cord
4. Alternatively, the merchant can link the charging cord to the power port on the E600 accessory hub.
5. Link doc to accessory hub cord.

#### Without Charging Dock:

1. Insert the charging cord into the power port located on the right side of your E600 mini.
2. The accessory hub can be used without the dock by plugging in directly to the power port and then linking to the charging cord via the power port.

### How to Change the Date and Time

1. From the main menu, select SETTINGS.
2. Select SYSTEM.
3. Select DATE & TIME.
4. Key in details of your date and time display. Inaccurate date and time displays can negatively impact your ability to accept payments.

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## Troubleshooting & Tips

### How to Reboot Your E600 Mini

To reboot your PAX device in accordance with Android settings, follow these instructions:

1. Select SETTINGS.
2. Enter password (pax9876@@).
3. Select SECURITY AND LOCATION.
4. You will see an opportunity to schedule a reboot on your PAX device. When ready, select SCHEDULED TIME REBOOT. Ensure that this option is turned ON on your PAX device.
5. To confirm, select SET REBOOT TIME.
6. Select a specific time you would look to reboot your PAX payments tool.

*Note: PCI standards dictate that a 24-hour reboot, once initiated, cannot be undone.*

### Note on Performing a Factory Reset

It is strongly advised that any PAX user hoping to factory reset their PAX E600 should do so with the assistance of their merchant service provider.

*Note: Performing a factory reset will erase all data on the device, including transaction history and customized settings. Be sure to back up any important data before proceeding with a factory reset.*

### A Note About PAX E600 Mini's End Of Life Status

The PAX E600 Mini reached End Of Life status in 2022. This date effectively served as the cutoff point for customers placing new orders for the E600 Mini terminal.

### How to Reach Customer Service

If you have any customer service issues related to your [PAX device](#), contact PAX support directly, via email ([support@pax.us](mailto:support@pax.us)) or telephone (877-859-0099).

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