

PAYMENT SYSTEM

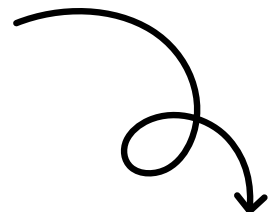


CONNECTING YOUR RED REGISTER TO WI-FI

When you connect your register to Wi-Fi, you'll be able to:

- Search for eWallets and process sales
(**NOTE:** While you can process eWallet sales offline by printing your school's scan sheet in the Host Hub, we recommend connecting to Wi-Fi in order to perform these actions on the register.)
- Redeem Share the Fair™ contributions
- View your real-time Share the Fair school balance from all registers and other funding sources
- Close out your register at end of the Fair to pre-populate your Financial Form

Continue to the next page for detailed instructions on getting—and staying—connected!



STEP 1: CHOOSE AN OPTION TO ACCESS WI-FI

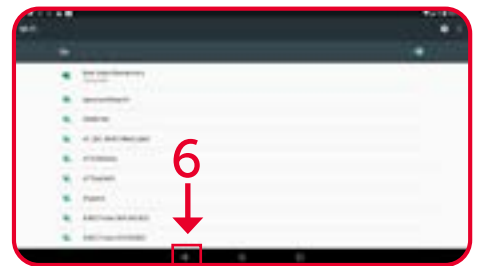
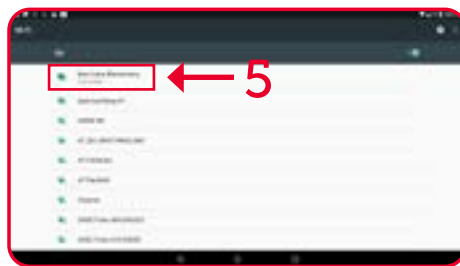
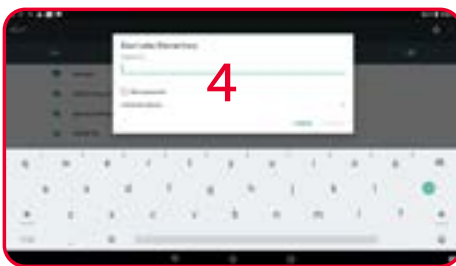
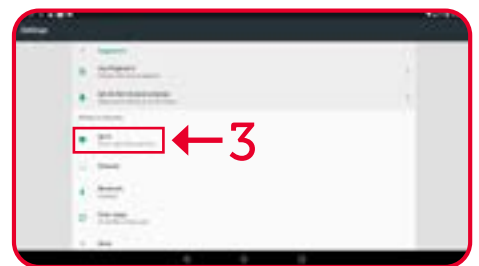
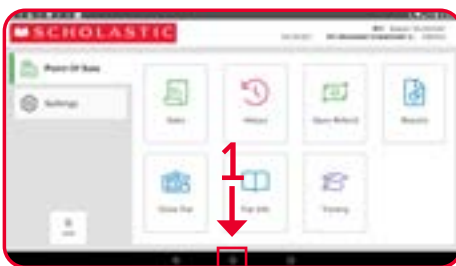
- Use the school's Wi-Fi network.

OR

- Use the router provided to access the Scholastic network:
 - The router is located in the top of the red carrying case.
 - Place the case near a window or door for best cellular signal (no more than 100 feet from the register)
 - and plug the router into an outlet.
 - Press and hold the POWER button to turn the router on. You're ready to connect!

STEP 2: CONNECT TO A WI-FI NETWORK

1. Tap the **WHITE CIRCLE** on the bottom black toolbar to navigate to the main desktop.
2. Tap the green gear icon to open **SETTINGS**.
3. In the **WIRELESS & NETWORKS** section, tap **WI-FI**.
4. Select your school's network or choose the Scholastic Book Fairs router (password: scholastic).
5. Once the register obtains a connection, the word **CONNECTED** will display.
6. Tap the circle on the bottom of the screen, then tap the **SCHOLASTIC ICON** to open the sales app.

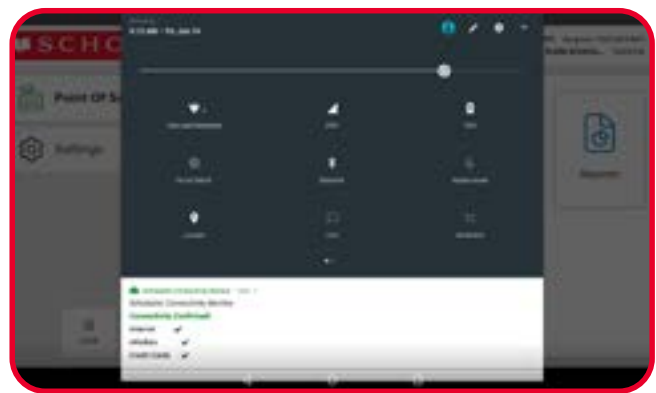


UNABLE TO CONNECT?

If you are unable to get connected to the internet, consider one of these options:

1. Connect the register to a hotspot on your personal phone or tablet.
(**NOTE:** You must acknowledge and agree that standard data rates may apply, and you or your school will be solely responsible for any such charges on your device.)
2. If allowed by your school, plug an Ethernet cable from the school's network into the register's Ethernet port, located on the bottom of the register. Share this **Troubleshooting Guide** with your school's network administrators.
3. If unable to connect to the internet, you can run your register offline. When offline, eWallets can be scanned from the barcode sheet available in the Host Hub. Share the Fair balance will not be available, and all sales data will be uploaded upon return to the warehouse.

For a quick status of cellular or Wi-Fi connection, swipe down from the top of the register screen. Swipe a second time to open full display and tap icons to adjust settings.



A second way to determine if your register is online is to select the **CHECK eWALLET BALANCE** button on the **SALES** screen. If eWallets display, you are connected to the Internet.

WE'RE HERE TO HELP!

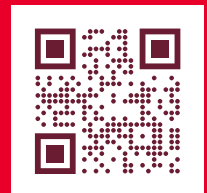


◆ **CALL** our dedicated Payment System Help Line at 877-245-0903 (M-F, 7am-9 pm ET)

◆ **VIEW FAQs** at s-bf.com/register-faq

◆ **DOWNLOAD** the Scholastic Payment System User's Manual anytime at s-bf.com/payguide

◆ **SCAN HERE TO WATCH** step-by-step tutorial videos



SCHOLASTIC, SHARE THE FAIR and any associated logos are trademarks and/or registered trademarks of Scholastic Inc. All rights reserved.

© 2025 Scholastic Inc. All rights reserved. S25 • E500