# SCHOLASTIC

# PAYMENT SYSTEM

# QUICK-START GUIDE

## BEFORE THE FAIR

### 1. CONNECT THE EQUIPMENT

- Connect the power cord, scanner, and cash drawer to the back of the register and plug the power cord into an outlet.
- Press the **ON/OFF** button (lower right) until the green power light goes on.
- To log in, enter the **PIN NUMBER 999999**. (Or, if prompted, use **ACCOUNT ID: 100010**, **USERNAME: bfc**, and **PASSWORD: 12345678**)
- **CONFIRM** your school information and tap **DONE**.

### 2. CONNECT TO WI-FI

- Find the provided router in the top of the red carrying case. Place the case near a window or door (no more than 100 feet from the register) and plug the router into an outlet.
- Press and hold the **POWER** button on the router.
- On the register, tap the green gear icon to access **SETTINGS** and then tap **WI-FI** in the **WIRELESS & NETWORKS** section.
- Connect to the Scholastic Book Fairs router (**PASSWORD**: **scholastic)** or your school's Wi-Fi network.

## DURING THE FAIR

### USING YOUR REGISTER

- Tap **SALES** and then scan all items. When scanning is complete, tap **DONE** or **CHECKOUT**.
- Select the **CUSTOMER TYPE**.
- Tap **CONFIRM CHECKOUT**.
- Select the **PAYMENT METHOD** and **COMPLETE** the transaction.

### FOR TAX-EXEMPT SALES*

- Select **SCHOOL** as the customer type.
- Tap **TAX-EXEMPT**.
- Tap **CONFIRM**.
- Tap **CONFIRM CHECKOUT**.
- Repeat for each qualified tax-exempt sale.

*If Scholastic Book Fairs has a sales tax-exemption certificate on file for your school, you may process purchases for the school made with school funds as tax-exempt. Sales tax must be charged on all other sales.

## WE'RE HERE TO HELP!

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

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

**VIEW FAQS** at **s-bf.com/register-faq**

**SCAN HERE** to **WATCH** step-by-step tutorial videos

*FLIP* FOR TROUBLESHOOTING TIPS

Scanner not working? Receipt not printing? Flip the page for TROUBLESHOOTING TIPS.

# AFTER THE FAIR

**NOTE:** Do not perform the following actions until after your Fair has ended. No additional sales can be completed after a Fair has been uploaded.

## 1. PRINTING REPORTS

- Go to **REPORTS** and tap **FINANCIAL SUMMARY**.
- Select **ENTIRE FAIR** when printing.
- Repeat for all registers. (Be sure to keep the reports for your records.)

## 2. UPLOADING FAIR DATA

- Make sure register is connected to Wi-Fi to complete this step.
- Tap **CLOSE FAIR**.
- Tap **OK** to confirm.
- Tap **DONE** once upload is complete.
- Repeat for all registers.

## 3. SUBMITTING FINANCIALS

- After all registers are uploaded, the Financial Form in the Host Hub will be populated with your Fair's data. We'll send you an email when your financials are ready to be completed.
- Log in to the Host Hub (**scholasticbookfairs.com/hub**) to confirm and submit your financials.

# TROUBLESHOOTING

## WHY ISN'T MY SCANNER WORKING?

- Confirm that the green power light is on.
- If the scanner still doesn't scan, plug it into the USB port on the right side of the register (above the power button).
- If it's still unresponsive, visit **s-bf.com/scanner** for troubleshooting tips to resolve your issue.

## WHY ISN'T MY REGISTER PRINTING?

- Confirm that the register is plugged into an outlet and the green power light is on.
- Confirm that there's paper in the register and it has been loaded with the end hanging over the top.
- From the Home screen, tap Fair Info to ensure the number of receipts to print is **not** set to zero.

## HOW DO I PROCESS A REFUND?

From the Sales screen, select **COMPLETED** in the top menu or select **HISTORY** from the Home screen. Then tap a specific transaction and select **REFUND** on the right panel.

## WHY WON'T MY FAIR DATA UPLOAD?

Run your Financial Summary report on each register to capture your school's sales by selecting **REPORTS**, then tap **FINANCIAL SUMMARY REPORT**, then tap **PRINT** to keep this for your records. Upon return to the warehouse, your Fair data will be uploaded for you, and you'll receive an email when your Financial Form is ready to be completed in the Host Hub.

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BOOK FAIR