

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 (upper 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 THE INTERNET

- When the register is turned on, it will connect automatically to the built-in cellular network just like a cell phone. This could take up to five minutes.
- To view signal strength or switch to the best cellular network (AT&T or T-Mobile), tap the white circle in the bottom black toolbar and select the AirLink app with blue cloud icon.
- If the cellular service is weak, you can choose to use the school's Wi-Fi or an alternative network. Tap the circle in the bottom black toolbar to access the desktop. Tap on the gray gear icon to open **SETTINGS**. Tap Wi-Fi to toggle it on. Select an available 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

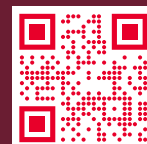
our dedicated
Payment System
Help Line at
877-245-0903
(M-F, 7am-9pm ET)

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 action.
- 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

WHAT IF MY CELLULAR CONNECTION IS WEAK OR ISN'T WORKING?

Switch to Wi-Fi. Turn off the cellular network by swiping down from the top of the screen. Tap the cellular icon and tap the toggle to turn it off. Then swipe down again to expand section and connect to a Wi-Fi network.

WHAT IF I AM UNABLE TO CONNECT TO MY SCHOOL'S WI-FI NETWORK?

Ask your school's network administrator to visit s-bf.com/network-admin to get a troubleshooting guide.

WHY ISN'T MY SCANNER WORKING?

- Confirm that the green power light is on.
- If the scanner still doesn't scan, plug it into one of the other USB ports on the bottom of the register.
- 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 feeding from below.
- 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.

