▌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 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**.

- This must be repeated 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 888-900-9364 (M–F, 8am–7pm ET)

✦

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

✦

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

FLIP FOR TROUBLESHOOTING TIPS

Scanner not working? Printing and paper loading troubles? We've got you covered on the flip side of this sheet.

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

- Register must be connected to Wi-Fi to complete this step.
- Tap **FAIR CLOSE**.
- Tap **OK** to confirm Fair Admin and begin upload.
- Tap **DONE** once upload is complete.
- Repeat for all Registers.

3. SUBMIT FINANCIALS

- After all Registers are uploaded, the Financial Form in the Host Hub will be populated with your Fair's data within 24 hours.
- Access your Financial Form in the Host Hub (**scholasticbookfairs.com/hub**) to confirm and submit your financials.

TROUBLESHOOTING
Got *questions*? We've got *answers.*

MY SCANNER ISN'T 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, please call 888-900-9364.

MY REGISTER ISN'T PRINTING.

Confirm that the Register is plugged into a power source and the green power light on the front of the Register is on. Also, confirm that there's paper in the Register, and it has been loaded properly with the end hanging over the top.

HOW DO I LOAD A NEW ROLL OF PAPER?

- Push the red button on the front of the device to open the door.
- Place Paper Roll into the compartment. Ensure the paper feeds from above with the end hanging over the top.
- Extend the paper past the perforated edge and close the door.

MY TAX RATE ON THE FAIR INFO SCREEN IS WRONG—IT SHOULD BE ZERO.

The Register uses the tax rate on file for your location. Sales tax must be collected except when making purchases for your school with school funds when your school holds a valid sales tax-exemption certificate on file with Scholastic Book Fairs. If you have tapped **EDIT TAX**, press the back arrow in the upper-left corner to continue.

I'M STUCK ON THE "ENTER THE ONE-TIME PASSWORD" SCREEN.

To navigate back to your **HOME** screen, tap the downward arrow in the black bar at the bottom of the screen. Then tap the left-facing arrow in the top left of the screen.

MY FAIR DATA WON'T UPLOAD.

No worries! Go back to the **MAIN MENU**, tap **REPORTS**, tap **FINANCIAL SUMMARY REPORT**, and tap **PRINT**—you can use this to complete the Financial Form in the Host Hub. Now you can simply turn off the device and pack up. Upon return to the warehouse, one of our Payment System specialists will ensure your Fair data is uploaded.

SCHOLASTIC BOOK FAIR