

CUSTOMER

## BEDFORD FALLS BOOKSCANNER2 APP INSTRUCTIONS – TABLET

1. Turn on tablet – press and hold power button (top right corner) for 3 seconds then release. It should start to power on. This takes about 20 seconds. If you see the picture of the battery, it did not work. Try again—press and hold the power button for 3 seconds.
2. Tap on BOOKSCANNER icon to start it.
3. Start shopping:

Scan a Book: Plug in handheld scanner and start scanning. The scanned items will go directly in the shopping cart. If the barcode is not recognized, “ITEM NOT FOUND” will appear on the screen. Or tap blue “Scan w/ Camera” button to enter scan mode. Red line comes up across screen. Hold the tablet's camera over the barcode that you want to scan. The line turns green when it has read it and you will hear a beep. The red line must cover the barcode (the one that starts with 978...) completely from left to right. Once the barcode is read, the item is added to the cart but you will remain in scan mode. To exit scan mode, tap the back button. If the barcode is not recognized, “ITEM NOT FOUND” will appear on the screen and you will be out of scan mode.

Type in a Price: Use this if the item does not have a barcode or the barcode is not scanning. Tap the field or the gray “Type Price or ISBN” button. The keyboard will appear on the bottom. If you want to type a price, type it (i.e., 20 or 20.00) and tap the “Add to Shopping Cart” button if you want to add that item to the shopping cart.

Type in an ISBN: Use this if the barcode is not scanning. Tap the field or the gray “Type Price or ISBN” button. The keyboard will appear on the bottom. Type in the 13 digit number beginning with 978 and then tap the gray “Lookup Typed ISBN” button. If the ISBN is found, the title and price will appear on the top of the screen. You can then add this item to the shopping cart by tapping the gray “Add to Cart” button. If the ISBN is not found, “ITEM NOT FOUND” will appear on the screen.

Edit Cart: Tap gray “Edit Cart” button. The items in the shopping cart will be displayed on the full screen. You can highlight an item by tapping it and then you will have the option of deleting it. Hit the back button to return to the main screen. The shopping cart will be updated.

Empty Cart: Tap gray “Empty Cart” button to delete all items currently in the shopping cart.

**\*\*REMEMBER TO CHARGE ALL DEVICES NIGHTLY\*\***

# BEDFORD FALLS BOOK FAIRS • BEDFORD FALLS BOOK FAIRS

Checkout: Tap blue “Checkout” button to take payment for items in the shopping cart. You will be prompted for payment type—cash, check, credit card, or gift certificate. Two payment methods are allowed per transaction.

Cash – You will be asked to enter the amount of cash handed to you. Then the change will be calculated and a receipt will be printed.

Check – You will be asked to enter the amount of the check and the check number. A receipt will then be printed.

Credit Card – We accept MasterCard and Visa. The credit card screen will be displayed allowing you to manually enter the credit card number and other information and hitting “Submit” OR choosing “Swipe” button to swipe the credit card on the credit card reader attached to the tablet. Choosing “Swipe” brings up the credit card reader screen which will show “CONNECTED” or “DISCONNECTED” in the bottom right hand corner. If “DISCONNECTED”, be sure the reader is pressed in all the way in the headphone slot until you hear a click.

When it says “CONNECTED”, choose “Swipe Card” button in lower left corner. Then swipe the card with the magnetic strip down and facing the “IDTECH” logo.

You will get a message that it is processing the transaction. It will then come back with an “Approved” or “Declined”.

If approved, a receipt will be printed. The receipt will include the reference number. This number is necessary if you need to void or refund this request.

If the card is declined, it says “Declined” and no receipt is printed. (If you are swiping the credit card correctly and it is not being read, make sure the volume is set to the highest setting. You can do this by hitting the home button on the bottom, selecting the “Settings” icon, and choosing “Sound”, then “Volume”. Make sure all the volumes listed are at max by sliding the blue circle all the way to the right. Hit OK.)

Gift Certificate – Choose this option first if the buyer is using a gift certificate. You will be asked to enter the amount of the gift certificate. If the amount is less than the total due, you will be asked to choose another option to complete the payment. If the amount is more than the total due, no change is given. A receipt will be printed.

Book Bucks – Choose this option first if the buyer is using book bucks. Five dollars will automatically be deducted from the total. If there is still an amount due, you will be asked to choose another option to complete the payment. If the amount is more than the total due, no change is give. A receipt will be printed.

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Sales History: Tap gray button to display all receipts for the fair from this tablet. You can scroll up and down to see all receipts. If you would like to print one of the receipts, tap the receipt you would like to print and it will be printed upon returning to the main shopping cart screen.

Process Refund: Tap gray button. Select cash refund, check refund, credit refund, or credit void (if the charge occurred the same day). Enter the amount of refund. For credit refund and void, you must also add the corresponding reference number from the credit charge receipt. A receipt will be printed upon returning to the shopping cart. A credit void can be processed about 5 minutes after the charge has occurred and will void the entire transaction. A void must be processed on the same tablet on which the charge was processed. Use refund credit if the charge occurred the previous day or earlier.

Apply Discount: Tap gray button to apply the previously agreed upon discount for special purchases, such as teacher books. The discount will be taken off the subtotal and displayed in the shopping cart and printed on the receipt.

Printer On/Off: This is a toggle switch. "Printer On": receipts will be printed. "Printer Off": you will have the option of emailing a receipt. Tap the button to switch between "On" and "Off".

Book Fair Chair: Tap red button to access the following functions:

Print Report: Tap red "Print Report" button and choose "Summary" or "Itemized" and choose the dates you would like included to print a report. Each tablet will have its own report. The summary report will include the totals for cash, checks, credit purchases, gift certificates, book bucks, cash refunds, check refunds, credit refunds, voids, and net revenue (all income minus all refunds) for each day. Net revenue does not include line-item gift certificate purchases or redemptions or book bucks. Totals for the entire event will also be printed. The itemized report will show all transactions for the day (this could use a lot of paper!). If "Printer On/Off" toggle switch is set to "Off", the report will be emailed.

Email Coming Soon List: Emails the list of "coming soon titles" purchased and student name.

Reorder List: Tap red "Reorder List" button to create a reorder list. See Reorder instruction sheet.

End Of Fair: Tap red "End Of Fair" button to calculate end of fair profits and purchase books with your profits. You will need the summary reports from all tablets to complete the end of fair calculations. The gross receipts, total cash profits, total amount to spend in books, and the amount due Bedford Falls Book Fairs is included. You can scan the books you would like to purchase and then print calculations or email the book list and all the calculations.

Change Tax Rate: This only needs to be done if you need to change the tax rate. If so, you will need to call Bedford Falls (919-954-0140 or 1-800-954-0140) to get the password. The tax rate should already be set correctly when you receive your fair.

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## Reorder Instructions - Tablet

Add a book to reorder list by scanning – Scan the barcode of the book you would like to reorder. You will be prompted to enter the “prepaids” amount and the “restock” amount.

Add a book by typing title – add a book by typing the title or part of the title and choosing gray “Lookup Title/Find Next” button. If the book you are looking for appears, you can add it to the reorder list by choosing “Add to Reorders”. You will be prompted to enter the “prepaids” amount and the “restock” amount. If the book you want is not displayed, choose the “Lookup Title/Find Next” button to keep searching the database.

The reorder list will be saved upon returning to the shopping cart. You can return to it at any time to add or delete items. Please be sure your order is complete for the day before submitting.

Email Reorders: Tap red “Email Reorders” button to email the reorder to Bedford Falls. If the order is received by noon, you will receive your books the next day. You will also be given the option to email the reorder to yourself as well by entering your email address.

Edit Reorders: Tap gray “Edit Reorders” button to view the current reorder list that has not already been submitted. You will have the option to change the prepaid or restock values or delete the item.

Type Title: Tap gray “Type Title” button to clear the input field and bring up the keyboard so you can begin typing the title.

Lookup Title/Find Next: Tap gray “Lookup Title/Find Next” button to search the database for the title you have entered. If the book found is the one you want added to the reorders list, choose gray “Add to Reorders” button. If it is not the book you want, choose the gray “Lookup Title/Find Next” button to continue searching.

Lookup Series/Find Next: Tap gray “Lookup Series/Find Next” button to search the database for the series you have entered. If the book found is the one you want added to the reorders list, choose gray “Add to Reorders” button. If it is not the book you want, choose the gray “Lookup Series/Find Next” button to continue searching.

Reorder History: Tap gray “Reorder History” button to see the books previously saved to your reorders.

## Recharging Instructions

Recharge tablets and printers nightly.

Tablets – insert flat wide end of charger cable into charger port on bottom of tablet. Make sure “Samsung” is facing the front. Plug other end into wall outlet.

Printers A – K: plug round end of charger cable into charger port on the side. Plug the other end into wall outlet.

Printers L – Z: plug round end of charger cable into charger port on the inside of the printer. You must lift the cover to do this. Plug the other end into the wall outlet.

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## Troubleshooting

1. Scanner always comes back with “ITEM NOT FOUND”

Make sure you have a WiFi connection then power down the tablet and power back on.

2. Typed price is not being added to cart

Once you type the price, tap the gray “Add to Cart” button.

3. Receipt is not printing or only part of the receipt is printing

Ensure the printer has paper, is on, and is plugged into an outlet. The printer will need to be plugged into an outlet for about 5-10 minutes before the batteries should be charged enough to resume printing. The printer should be charging nightly to ensure the batteries are fully charged during the fair.

4. Credit Card is not swiping

Make sure the credit card reader is pushed in far enough in the headphone slot of the tablet. It will say “Connected” on the bottom right corner of the swipe screen. Make sure the magnetic strip is down and facing the IDTECH logo. Make sure the volume is set to the highest setting. You can do this by hitting the home button on the bottom, selecting the “Settings” icon, and choosing “Sound”, then “Volume”. Make sure all the volumes listed are at max by sliding the blue circle all the way to the right. Hit OK. Also, if the tablet battery is running low, you will need to charge the tablet so it has enough power to run the credit card reader. If still not working, try entering the number by hand.

5. Hand held scanner is not scanning

If using the Bluetooth scanner, make sure the batteries are charged. Try plugging the scanner into an outlet for 5-10 minutes and trying again.

If using the scanner that plugs directly into the tablet, press the on/off button on the black rectangular battery to determine if it has enough power to run the scanner. If the 4 blue lights do not come on, you will need to charge the battery for at least 30 minutes and then try again.

6. Other issues

Please call us at 1-800-954-0140. We will be happy to help you.

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