



Customer Instructions  
BookScanner2 App

# Bedford Falls Book Fairs • Bedford Falls Book Fairs

REMEMBER TO CHARGE ALL DEVICES NIGHTLY

## BookScanner2 App – TABLET

### Set Up

You have been provided with a point-of-sale system comprising of a tablet, Bluetooth scanner, Bluetooth printer, credit card reader, barcode sheet and additional paper for each set up.

The router for internet access will be set up by the driver at the time of delivery.

1. Tablets are packaged with the corresponding printer and scanner. Please keep the devices together to ensure proper functioning. Should there be any mix up, the Equipment Checklist in the blue folder lists the pairings.
2. Check out stations should be set up within close proximity of an outlet to allow for charging of devices. While tablets and scanners may be used wirelessly, we suggest charging during periods of down time. All devices should be plugged in each night to fully charge.
3. Turn on tablet – press and hold power button (top right corner) for 3-5 seconds then release. The manufacturer logo will appear and it should start to power on. If the display shows an image of the battery, the device is not on. Try again—press and hold the power button for 3-5 seconds.
4. Attach the credit card reader to the tablet by pressing **firmly** into the headphone jack until it clicks (the silicone casing will bulge slightly). The IDTECH logo should face up.
5. Turn on printer by pressing the power button for 2-3 seconds. A steady blue light will appear. If printer does not power on, make sure battery compartment is properly closed as it may have come loose during transit. There is extra printer paper in the orange toolkit. Drop in the paper with the loose end under the roll.
6. Keep the barcode price sheet next to the register for scanning items that do not have barcodes. Gift Certificate barcodes are on the reverse.
7. Check WiFi connection in SETTINGS to confirm device is connected to the BFBF router. Password to connect is SEBKS3201.
8. Select the BOOKSCANNER2 icon on the HOME screen to get started.
9. For technical assistance, please call 800-954-0140.

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## Purchases

**Scan a Book:** Using the handheld scanner, aim at the barcode and press the scan button. The light will be blue-green when the device is ready to scan. Scanned items will go directly in the shopping cart. If the barcode is not recognized, "ITEM NOT FOUND" will appear on the screen. You may either scan the price on the barcode sheet or key it in manually.

**Type in a Price:** If an item does not have a barcode or it is not scanning, tap the line with the blinking cursor to activate the keyboard and key in the price (i.e. 20 or 20.00). Tap ADD TO CART and proceed to checkout.

**Edit Cart:** Tap EDIT CART to display a list of items in the shopping cart. Highlight by tapping to select and you will have the option to add more copies of the same title or delete. Hit the BACK button to return to the main screen. The shopping cart will be updated.

**Empty Cart:** Tap EMPTY CART to delete all items currently in the shopping cart.

**Find Book at Fair:** Need to locate a book in your fair? Found a book out of place? Using the FIND BOOK AT FAIR function, you can search by title or series name to determine the section in which the book should be located. It will also tell you the price and Author. This is a search function only and the item will NOT be added to the cart.

**Make a Donation:** Collect monetary donations to be used during your Book Fair. Button will display the amount available and allow you to add donation as part of a Sale transaction. To make a revision to the amount, use the EDIT CART function. Donations will be listed as a separate item on the receipt. Donations must be redeemed for purchases during the Fair. No tax will be applied to donations.

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**CHECKOUT:** Tap blue “Checkout” button to complete transaction. You will be prompted for payment type—cash, check, credit card, or gift certificate. Up to two forms of payment are allowed per transaction.

**Cash** – Enter the amount collected in whole dollars or with a decimal for change (ex. \$20 is 20 or 20.00 and \$2.50 must be entered as 2.50) The change will be calculated and a receipt prints.

**Check** – Enter the exact amount of the check including the decimal if it is not a whole dollar amount, followed by the check number. A receipt will be printed.

**Credit Card** – We accept MasterCard and Visa. The credit card screen will display with the option to “Swipe Card,” or manually enter the credit card number and other information – “Submit Entered Credit Card Data” or “Cancel.”

Selecting “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 return a status of “Approved” or “Declined”. If approved, a receipt will be printed. The receipt will include the reference number. This number is required to process voids and refunds.

If the card is declined no receipt is printed and the display shows “Declined.” (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** – Please refer to detailed instructions on page 7.

**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 purchase is less than the value of the coupon, no change is given. A receipt will be printed.

**Donation** - The amount of donated funds available to spend will be listed with the payment options. Enter the amount to be applied to the sale. If the donation will not cover the total amount, the balance remaining will be displayed. You may select an additional payment option to complete the transaction.

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**Sales History/Reprint Receipts:** Tap SALES HISTORY to display receipts for all transactions on this tablet. You can scroll up and down to review receipts. If you would like a copy of a receipt, tap the screen where it is displayed and it will be printed when you hit the BACK button .

**Email Receipts:** You may disable printing to send receipts via email. The PRINTER ON function is a toggle switch. Tap the button to switch between “On” and “Off”. PRINTER ON: receipts will be printed. PRINTER OFF: you will have the option of emailing a receipt.

**Process Refund:** Tap PROCESS REFUND. 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 13-digit 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 reverse the entire transaction. Voids must be processed on the same tablet on which the charge was processed. If the charge occurred the previous day or earlier, use refund credit.

**Apply Discount:** Tap APPLY DISCOUNT to apply the previously agreed upon discount for special purchases such as teacher books. The discount will be deducted from the subtotal and displayed in the shopping cart and printed on the receipt.

**Reprint Last Receipt:** Tap REPRINT LAST RECEIPT to generate a copy of the most recent receipt.

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## Gift Certificates

Please feel free to make copies of the gift certificate master which was included in the Chairperson's Resource Box as needed. Your Book Fair toolkit includes a barcode sheet with incremental dollar amounts to use when issuing gift certificates.

### **Purchasing a Gift Certificate**

- Gift Certificates may be purchased for any value. Simply scan the appropriate dollar amounts from the gift certificate bar code sheet. For example, if a parent would like to purchase a \$25 gift certificate scan the \$20 bar code and then the \$5 barcode. The total sale will equal \$25 and can be paid by cash, check, or credit card.
- Gift certificates may be purchased in the same transaction with books or other items.
- The person issuing the gift certificate should write in the total dollar value and their initials in pen or other permanent ink on the gift certificate.
- The To/From section is to be completed by the purchaser.

### **Redeeming a Gift Certificate**


- During check-out choose this payment option first if the buyer is using a gift certificate.
- Enter the value of the gift certificate.
- If the amount is less than the total due, you will be asked to choose a second payment option to complete the transaction.
- If the certificate's value is more than the total due, no change is given. You may instead enter the amount of the sale and note the balance available to be used in another transaction on the face of the certificate with an authorized signature.
- A receipt will be printed.

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## Training



Click on the  icon found on the Home screen to get started. The Training app functions just like the BookScanner App except you will not be able to process credit cards or submit reorders. All the menus and steps are the same as outlined for BookScanner2 in this booklet.

Volunteers can practice with confidence as activities in the Training app will not affect Book Fair totals.

**Be sure to exit the app and launch BookScanner2 when it is time to process actual transactions.**

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## Book Fair Chair

Tap red button to access the following functions:

**Print Report:** Tap PRINT REPORT and choose SUMMARY or ITEMIZED and select the dates you would like included on report. Each tablet will have its own report. The summary report will include the totals for cash, cash refunds, checks, check refunds, credit purchases, credit refunds, voids, gift certificates, book bucks, donations, and net revenue (all income minus all refunds) for each day. Net revenue does not include line-item gift certificate purchases and redemptions, book bucks or donations made and used. 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", you may provide an email address to receive an electronic copy of the report.

**Today's Total:** Tap TODAY'S TOTAL to display the transaction totals for the day. This is handy if you just want to see today's totals but don't need to print them out.

**Reorder List:** Tap REORDER LIST to create a reorder list. See Reorder instructions on page 9.

**End Of Fair:** Tap END OF FAIR to calculate end of fair profits and purchase books with your profits. You will need to enter the total cash deposited from all tablets combined, the total amount of checks deposited from all tablets combined, and the total credit card transactions successfully settled (provided by Bedford Falls).

The report generated includes your gross receipts, total cash profits earned, total amount available to spend in books, and the amount due Bedford Falls Book Fairs.

If taking profit in books, use the CHOOSE BOOKS function to select the books and generate a report with the book list and "purchase" amount which may be printed or emailed.

**Change Tax Rate:** Devices are pre-programmed with Sales Tax. This function is strictly for changing the tax rate. Please call Bedford Falls (919-954-0140 or 800-954-0140) for the password.

**Admin:** For office use only.

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## Reorders

This function is found under the Book Fair Chair menu (red button on Checkout screen).

### **Add a book to reorder list**

**By scanning:** Scan the barcode of the book then enter the number of copies prepaid and the number of copies for the shelves under “restock” amount.

**By typing title:** enter the title or part of the title and choose LOOKUP TITLE/FIND NEXT. When the book appears, select ADD TO REORDERS to add to cart. You will be prompted to enter the number of copies prepaid and the restock amount. If the book you want is not displayed, tap LOOKUP TITLE/FIND NEXT to continue the search.

If you are compiling a long list of items (more than 10), we suggest you save the cart periodically by hitting the BACK BUTTON. 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 then select EMAIL REORDERS to submit to Bedford Falls. The tablet must have an internet connection for successful submission.

**Email Reorders:** Confirm you have a WiFi connection then tap EMAIL REORDERS to submit your request to Bedford Falls. If received by noon, items in stock will be shipped via Next Day delivery (NC, SC and VA). To receive a soft copy of the reorder, enter your email address when prompted.

**Resend last:** Resends the most recent reorder submitted.

**Edit Reorders:** Tap EDIT REORDERS 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 TYPE TITLE to clear the input field and bring up the keyboard.

**Lookup Title/Find Next:** Tap LOOKUP TITLE/FIND NEXT to search the database for the title you have entered. When the title is displayed, tap ADD TO REORDERS. To continue searching, tap LOOKUP TITLE/FIND NEXT to display results one at a time.

**Lookup Series/Find Next:** Tap LOOKUP SERIES/FIND NEXT to search the database for the series you have entered. If the book found is the one you want added to the reorders list, tap ADD TO REORDERS. To continue searching, tap LOOKUP SERIES/FIND NEXT to display results one at a time.

**Reorder History:** Displays list of all books previously submitted for reorder.

**Text Box:** Tap TEXT BOX to request non-book items and supplies (ex. “please send more book plates” or “need 10 more Moody Faces”). This message will be sent with your reorder list.

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## Recharging Devices

Recharge tablets, printers and scanners 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.

Mini Printers 01-75: power cord plugs into front of printer next to the USB port.

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.

Scanners: plug charging cable into port at the end of the handle and the other end into the USB wall plug. Scanner may be used wirelessly when charged. When battery level is less than 20%, the LED will flash in RED.

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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 are charged enough to resume printing. The printer should be plugged in 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. Volume should be at the highest setting. You may adjust the volume by selecting the “Settings” icon, choose “Sound”, then “Volume”. Make sure all the volumes listed are at max by sliding the circle all the way to the right. Hit OK. Also, if the tablet battery is low, you will need to charge the tablet so it has enough power to run the credit card reader. If still not working, try keying the number by hand.

### 5. **Hand held scanner is not scanning**

Scanner may be in SLEEP mode. Squeeze the scan button once to WAKE UP and a second time to reconnect. The LED light is a steady blue-green when scanner is ready for use.

If the LED is flashing RED, it means the scanner needs to be charged. Plug into an outlet and try again in 5-10 minutes.

### 6. **Other issues**

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

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