Customer Instructions
BookScanner2 App

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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.

1. Turn on tablet – press and hold power button (top right corner) for 3-5 seconds then release.
2. Attach the credit card reader to the tablet by inserting **firmly** into the headphone jack until it clicks (the silicone casing will bulge slightly).
3. Turn on printer by pressing the power button for 2-3 seconds.
4. Check WiFi connection in SETTINGS to confirm device is connected to the BFBF router. Password to connect is SEBKS3201.
5. Select the BOOKSCANNER2 icon on the HOME screen to get started.

For technical assistance, please call 800-954-0140.

REMEMBER TO CHARGE ALL DEVICES NIGHTLY

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Purchases

Scan Items: The light will be blue-green when the device is ready to scan. Scanned items will go directly in the shopping cart.

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 view items in the shopping cart. Tap screen to select and edit number or delete. Use BACK button to return to the main screen.

Empty Cart: Tap EMPTY CART to delete all items 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 find out where the book should be located.

Make a Donation: Track monetary donations to be used during your Book Fair. Button will display the current balance and allow you to add donation as part of a Sale transaction.

Round-up Donations: Use this feature to easily round up purchases to the nearest dollar and accumulate donations that may be used to cover purchases at the Fair. Button gives you the flexibility to activate the feature one time for the entire event or on a transaction-by-transaction basis.

All donations must be redeemed for purchases during the Fair.

CHECKOUT: Tap CHECKOUT to complete transaction. You will be prompted for payment type—cash, check, credit card, gift certificate, book bucks or donation. Up to two forms of payment are allowed per transaction.

> **Credit Card** – We accept MasterCard, Visa and American Express. 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."
>
> A status of "Approved" or "Declined" is returned. 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 the credit card 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 edge of the device, or under the SETTINGS menu.

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Gift Certificate – Please refer to instructions on page 6.

Book Bucks – Choose this option first if the buyer is using book bucks. Only one Five dollar ($5.00) coupon may be applied to each transaction. If there is a balance due, select another option to complete the payment. If the purchase is less than the value of the coupon, no change is given.

Donation - Funds available will be listed with the payment options. If the funds available does not cover the total amount, the balance due will be displayed. Select a different payment option to complete the transaction.

All donations must be used during the Fair.

Sales History/Reprint Receipts: Tap SALES HISTORY to display receipts for all transactions. Scroll to review receipts. To print a receipt, tap the screen where it is displayed to print.

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/Exchange: Tap PROCESS REFUND. Select refund or exchange and follow prompts. For credit refunds, you must also add the corresponding 13-digit reference number from the credit charge receipt.

Credit Voids must be processed on the same tablet on which the charge was processed. If the charge occurred on a different day, use CREDIT REFUND.

Apply Discount: Tap APPLY DISCOUNT to apply the previously agreed upon discount for special purchases such as teacher books.

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.

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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 to be included in report. Each tablet will have its own report.

The summary report includes totals for each day. Grand 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 enter your sales totals and calculate the profits earned at your event. You will need to enter the combined totals for CASH, CHECKS and CREDIT CARDS from all tablets used at your Fair.

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 where applicable. This function is strictly for changing the tax rate. Please call Bedford Falls (919-954-0140 or 800-954-0140) if you need to change the tax rate.

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 list of more than 10 items, 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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Troubleshooting

1. **Scanner always comes back with "ITEM NOT FOUND"**

   Confirm tablet is connected to WiFi then restart device.

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**

   Printer may be out of paper or the battery is low. Battery needs to charge for about 5-10 minutes before printing can resume. Please charge the battery nightly to ensure a full charge.

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 center 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 yellow 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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