

NEW and IMPROVED terminals for use at your Book Fair!

All items must be scanned to calculate price and total.

Debit, credit card, Mydoh, and cash payments are all processed through the terminal.

Itemized receipts are now available for all transactions.

Power On

For an LTE connection, follow these steps:

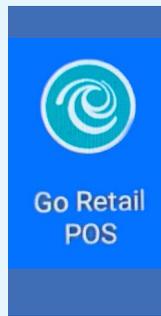
1. Locate the thin **Power** button on the left side of the terminal.
2. To power on the terminal, press and hold the power button for three seconds until the screen turns on. To maintain battery charge, dock terminal on the charging base when not in use.
3. While starting up, the unit will show blue Ingenico screen for 30–60 seconds and a launcher will start. Wait for the unit to display the white idle screen with the time and date. Once visible, **swipe inward from the left side of the screen**. A menu will appear with the following options: Exit, Support, or Settings. Select **Exit**.
4. Users MUST tap the Moneris® Go Retail POS application to start and **then** login to the screen in the following step.



Idle Screen



Exit Screen



App Screen

To ensure the security and integrity of your terminal, you must sign in before performing any transactions or other functions.

To sign in to Moneris® Go Retail POS:

1. Tap the **Username** field and enter the username found on the green label on the underside of the terminal (case sensitive).
2. Tap the **Password** field and enter the user password which can also be found on the underside of the terminal (case sensitive).
3. Tap the **Sign In** button.

Username

Password

Sign In

Power Off:

1. Ensure the terminal is not connected to a power source. Press and hold the **Power** button for three seconds.
2. A menu with five options will appear on the right side of the screen. Select **Power Off**. The screen will display "Shutting down..." and power off.

Troubleshooting Tips

For an LTE connection, follow these steps:

1. Tap **OK** to clear the error message.
2. Swipe down from the top of the screen if needed to reveal the status bar. Check the battery charge level and charge the battery as required.
3. Confirm that your terminal is connected to a LTE/3G network by checking for the presence of "LTE" or "3G" in the status bar.
4. Check the signal strength (number of bars) of the connection. It is best to have at least two bars to communicate with Moneris®.
5. Restart terminal. Press and hold the **Power** button for three seconds until a menu appears. Tap **Restart**.

Power saving mode: If there is no activity on the terminal for several minutes, the display screen will darken then shut down to save battery power. To wake up the screen, briefly press the **Power** button.

Blank receipts and reports: The paper roll is installed backward. To re-install the paper roll, refer to the "Change Receipt Paper Roll" section.

Contact Info:

SCHOLASTIC BOOK FAIR

Moneris® Go Plus Handheld Point of Sale (POS) Terminal Instructions



Front of terminal

- A Printer
- B Contactless reader
- C Front camera
- D Magnetic stripe reader
- E Touch screen display
- F Chip card reader



Rear of terminal

- G Scans barcodes and QR codes
- H Metal contacts



Debit Cards • Visa • MasterCard
Mydoh • Apple Pay

Scanning a Transaction

All items must be scanned to calculate price and total.

1. To process a transaction, tap the **scan**  button on the top-right side of the screen.
2. The screen will prompt you to scan a barcode. Hold the unit over the item and line up the barcode on the screen.
3. A beep will sound, and a green box will appear briefly around the barcode each time an item is successfully scanned.
 - a. *During scanning, if you get the following message: 'No matches found of the scanned product,' wait three seconds, the message will clear, then scan the product again.*
4. Scan the barcode of each item the customer is purchasing.
5. Verify that all scanned items appear on the screen with the correct quantities.
6. Once all items are scanned, tap the **Done** button at the bottom of the screen.
7. The **Order Details** will show on the screen with a list of the items scanned, prices, quantities, and the total payment due.

IMPORTANT! Please review ALL customer purchases to ensure the total items and quantities showing on the screen match what the customer is purchasing **before** processing payments.

Once a transaction is complete, **this unit is UNABLE to process voids or refunds.**

Processing a Cash Payment

1. To process a cash payment, tap the **Checkout** button.
2. The total payment due will be displayed. Select **Cash** as the payment option.
3. Input the amount of cash the customer provides, including cents. The unit will display the change to be returned, if any. Tap the blue checkmark in the bottom right corner of the screen to accept the amount entered.
4. Tap the **Charge** button at the bottom of the screen to complete the transaction.
5. A "Payment Complete" message will appear on the screen with two receipt options: Print Receipt or Email/SMS Receipt.
6. Select **Print Receipt** and an itemized receipt will be printed. Provide the printed receipt to the customer.
7. If the customer chooses 'Email/SMS Receipt,' turn the terminal to the customer for them to complete and tap **Send**.
8. Tap the **New Transaction** button to resume processing.

Processing a Debit or Credit Payment

1. To process a debit or credit transaction, tap the **Debit or Credit** button on the screen.
2. The customer can either tap or insert their card.
3. Wait for the card to be processed and once approved the unit will confirm the successful payment. **Tap OK.**

4. A message will appear on the screen with three receipt options: Print Receipt, Email/SMS Receipt, or No Receipt. The customer can select their receipt option. The unit will also print a Merchant Copy of the receipt. **You must keep this copy to submit with your worksheet at the end of the Fair.**
5. Proceed to the next step to print the itemized receipt. Provide the customer with their copy of the receipt. If the customer chooses 'Email/SMS Receipt,' turn the terminal to the customer for them to complete and tap **Send**.
6. Tap the **New Transaction** button to resume processing.

Reprinting a Receipt

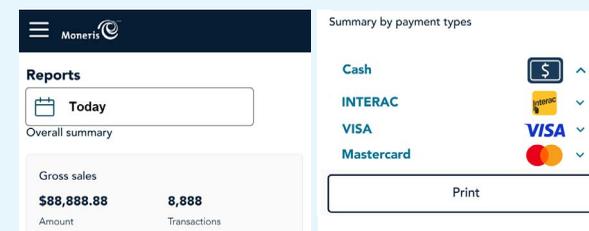
1. Tap the three lines in the top-left corner of the screen.
2. Select **Orders** and search by order number or total amount.
3. Tap the > button next to the order for details.
4. Tap **Receipt History** at the bottom, select the receipt, then choose Print Receipt or Email/SMS Receipt.
5. Tap the back arrow twice to return to the main order screen.

Removing an Item Scanned in Error

1. Locate the item on the screen and touch the  button to remove the item.
2. If two or more copies of the same item were scanned in error, touch the minus sign next to the quantity to change the number of copies.

End of Day Process

1. Tap the Main Menu  icon.
2. From the Main Menu, tap **Reports**. The Reports screen will appear. **Today** will be the default.



3. At the bottom of the screen, tap the **Print** button to print the End of Day Summary.

Please Note: You must run an END OF DAY REPORT at the end of each day.

Keep the daily END OF DAY REPORTS to assist with manually summarizing your total sales at the end of your Fair. **The unit will NOT run a summarized report automatically.**

Use the provided postage-paid envelope to return:

- All Merchant Copy debit and credit card receipts.
- All End of Day Summary printouts.
- A cheque to Scholastic Book Fairs Canada Inc.

Change Receipt Paper Roll

1. Receipt printer is located on top of the unit. Lift printer latch up to release the printer cover.
2. Pull cover back to expose paper compartment.
3. Insert the roll in the compartment with the loose end rolling from the bottom and towards you.
4. Unroll enough paper to extend 3cm past the top of printer cover.
5. Close cover and press to snap it back into place.



IF THE PAPER IS INSTALLED BACKWARDS YOUR PRINTOUTS WILL BE BLANK.