

Processing Void Transactions

*(This can only be done up to end of day processing.
Call 1-888-220-9942 if a refund is required)*

Use the Report screen to void a purchase.

1. At the Main menu, tap Reports.
2. Tap the transaction you want to void.
If needed, tap the **"All transactions"** dropdown menu and select the type of transaction you are looking for.
You can also tap **Scan** to scan the QR code from a receipt, or tap Search to look for the transaction to be voided.
3. Transaction details appear. Verify transaction then tap **Void**.
4. For debit transactions follow prompts on the screen and pass terminal to the customer.
5. Once the Void is approved, terminal will print two receipts – keep merchant copy for your records.

Note: VOID feature does NOT work with debit transactions using Tap. Please call 1-888-220-9942 to have a refund processed.

Change Receipt Paper Roll

1. Turn over unit and 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 loose end rolling from bottom and away from terminal.
4. Unroll enough paper to extend 3 cm past the top of printer cover,
5. Close cover and press to snap it back into place



**IF THE PAPER IS INSTALLED BACKWARD
YOUR PRINTOUTS WILL BE BLANK**

Troubleshooting Tips

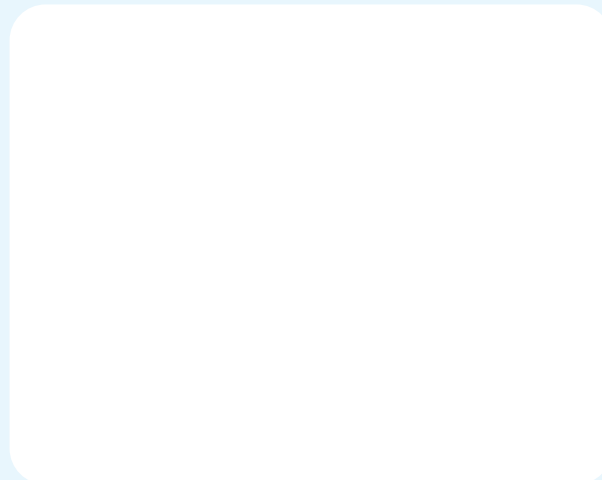
For a 4G connection, follow these steps:

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 4G/3G network by checking for the presence of "4G" or "3G" in the status bar.
4. Check the signal strength (number of bars) of the connection. It is best to have at least 2 bars to communicate with Moneris.
5. Restart terminal. Press and hold the power button for about 2 seconds until a menu appears. Tap **Reboot**, then tap **Reboot** again to confirm.

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 "Change Receipt Paper Roll".

Contact info:

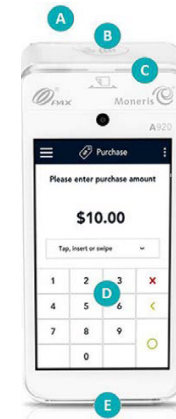


 SCHOLASTIC

BOOK FAIRS

Moneris Go[®]

Handheld Wireless Terminal Instructions



Front of terminal

- A Printer
- B Contactless reader
- C Magnetic Stripe Reader
- D Touch screen display
- E Chip card reader




Rear of terminal

- F Rear camera (scans QR codes)
- G Metal contacts




Debit Cards • MasterCard • Visa
American Express • Apple Pay

Power On

1. Locate the power  button on the right side of the terminal, press for 2 seconds or until the screen illuminates.

To maintain battery charge, dock terminal on charging base when not in use.

Power Off

1. Ensure that the terminal is not connected to a power source. Press the power  button for 2 seconds - a screen appears with four options: Tap **Power off**.
2. Tap **Power off** again to confirm you want to shut down the terminal. The screen displays "Shutting down..." - The terminal powers off.

Tap Moneris GO Application

Signing in:



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

1. To sign in to Moneris GO:
 - a. Tap the **Username** field and enter your user name, **which can be found on the underside of the terminal** (case sensitive).
 - b. Tap **Remember me on this terminal**. The application will remember your user name so that you don't have to enter it the next time you sign in.

Note: The application can remember up to 3 user names. If you were not the last person to use the terminal, tap the Username field, and select your user name from the dropdown list.

- c. Tap the **Password** field and enter your user password, **which can also be found on the underside of the terminal**.
- d. Tap **Sign in**. The application signs you in and displays the default transaction screen.




Process Sale Transactions

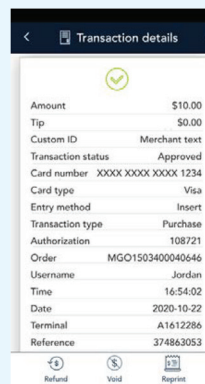
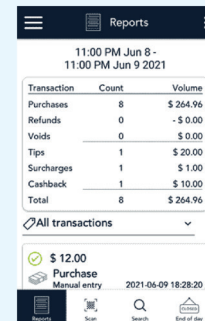
1. Start at the **Purchase** screen. This is the default transaction. If your terminal is at a different screen, tap the Main menu  icon, then tap **Transactions**.
2. Use the on-screen numeric keypad to enter the purchase amount, then tap the OK  key.
3. Pass the terminal to your customer so they can respond to the customer prompts.
4. Insert Chip, Tap or Swipe.






Once the purchase is approved, terminal will print two receipts – keep merchant copy for your records.

Reprinting Receipts

1. Tap the Main menu  icon, tap Reports.
2. On Reports screen, tap the transaction for which you want to reprint the receipts. **You can also tap Scan to scan the QR code from a receipt, or tap Search to look for the transaction.**
3. When the transaction details appear, tap **Reprint**.
4. Once printed tap the Back  icon in the title bar to return to the previous screen then tap the Main menu  icon then tap **Transactions** to return to the default transaction screen.



End of Day Process

1. Tap the Main menu  icon.
2. From the Main menu, tap **Reports**. The Reports screen appears.
3. At the bottom of the screen, tap **End of Day**.
4. Tap the Additional Options  icon
5. Tap on **Terminal**. Wait for terminal to search
6. Tap on **CURRENT** (Highlighted Selection)
7. Tap the Additional Options  icon
8. Tap the **Print** icon to print the report.

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 wireless Total Sales at the end of your Fair. The wireless unit will **NOT** run a summarized report automatically.

