

Scanning Instructions

1. Position cursor on **Yellow** cell with #####, (left of the word "Price")
2. Scan barcode for Student, Parent or Teacher.
3. Click button on scanner, Buyer type should appear on screen.
4. Point scanner at barcode of book & click button on scanner.
5. Check that the price, title & author appear on screen. (Blue cells)
6. Repeat steps 4 and 5 for up to 11 books/items. (Blue cells)
7. Screen shows the total to collect (Pink cells)
8. Position cursor on Gray cell with #####, (left of "Payment Type?")
9. Scan barcode for Cash, Check or Cr Card. (choice appears)
10. If you made any mistake, then click "Clear, No Sale"
11. Collect their payment.
12. Click "Process Sale" (Green cells)

-- At any time, click "Clear, No Sale" to erase screen & start over.

- #N/A in a row? Click Add-a-Book button on the left side of the green cells.

Need help? Call us @ 781-935-3339