

Literati BOOK FAIRS

CASH REGISTER

— GUIDE —



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Customer Support

CONTACT INFORMATION

Hours: Monday – Friday, 7am – 9pm Central Time (excluding holidays)

Phone: (833) 699-1890, option 2

Email: LBFsupport@literati.com

For the fastest response during peak times, please send an email to LBFsupport@literati.com.



For information regarding the register, please refer to the cash register article on OpenBook: openbook.literati.com/resources/cash-register-connectivity



Accepted Payment Methods: Cash, check*, credit cards, debit cards, Apple Pay, Samsung Pay, Google Pay, contactless cards, and Literati Book Fair gift cards.

*** All checks must be made out to the school, not Literati.**

Reminder: All items rang through the register must have an assigned tender (i.e., cash, credit, check, etc.). If the tender selected is **“Other,”** you must type in **“BP”** (Book Profit) or **“PO”** (Purchase Order) in the **Notes** field. If the field is left blank, you’ll receive an error message at the end of the fair stating that you cannot complete your financial form without assistance from our Customer Support team.

Preparing Your Network

Whitelisting allows Square cash registers to connect to a secure network. **Before your fair arrives, please work with your school's IT team to complete the following protocol.**

PROTOCOL/PORT WHITELISTING

If there are restrictions on what protocols and ports the devices on your network can access, then Square devices will require the following protocols and their corresponding ports to be allowed through your firewall:

1. **NTP**. Note: This is critical for ensuring that the device has the correct time. Connectivity may fail due to certificate validity mismatches if the device time is wrong.
2. **HTTPS** (only port 443). Note: All traffic to Square servers is made over HTTPS.

The following ports are also used for network printers, but these do not require access to the internet:

- UDP: 22222, 3289
- TCP: 9100:9109

DOMAIN FILTERING

If you enforce restrictions on what domains can be accessed from within your network, Square devices require the following domains to be whitelisted:

HTTPS TRAFFIC

All subdomains of:

- squareup.com
- issquareup.com
- squarecdn.com
- cash.me
- cash.app
- squarecloudservices.com

FQDNS:

- api.skyhookwireless.com
- notify.bugsnap.com
- sessions.bugsnap.com
- apytiqcyrsq6-atl.iot.us-east-2.amazonaws.com
- square.site
- api.mailbox.com

NTP TRAFFIC

NTP needs access to:

- time.android.com

SQUARE'S IP ADDRESS RANGES ARE:

74.122.184.0/21

Cash Register Boxes

All components of the cash register come pre-assembled. **Please do not unplug them.**

REGISTER & EQUIPMENT BOX

- Square register with customer-facing credit card screen attached to the front
- Power cable for Square register
- (1) USB hub with an Ethernet port and 5 USB ports
- (1) 20-foot Ethernet cable
- (1) 6-foot Ethernet cable per register
- (1) Ethernet switch
- Printer with power cable, USB cable, and connection cable to be plugged in to cash drawer
- (1) scanner with USB connection cable
- (2) rolls of super-sized receipt tape (1 pre-loaded and 1 in the carton, size: 3 1/8" x 230')
- Cash Register Guide



UNPACKING YOUR BOXES

1. Unpack the **Register & Equipment** box. **Keep each register's pieces separate from one another!** Try not to mix parts or unplug the devices.
2. Unpack the **Cash Drawer** box. The cash drawer key will be in a small envelope or baggie taped to the register.
3. Remove the printer from its bubble wrap. One end of a **flat black phone cable** should already be connected to the printer. Connect the other end to a port on the underside of the cash drawer; these ends are labeled "printer" and "cash drawer" accordingly.
4. Unwrap your POS system screen and place it on top of the cash drawer. The power cable should already be connected. The **USB hub** is located on this same power cable.
5. Plug the **scanner's USB cable** and the **printer's USB cable** into the **USB hub**, then plug the POS system into a power outlet.
6. Run your finger along the base of the display to find the power button and turn it on. If needed, use the code **2022** to access your register.



Printer **must** be connected to the register it is packaged with. They are not interchangeable.



Printer



Bottom of cash drawer

Setting Up Your Cash Register

Your device has already been configured for your school. Note that the register may show previous transactions when you log in. This is normal for our devices and will not impact your sales. If you print a sales report from the register, be sure to select only the dates you've had sales. For a more accurate report, download your sales report from OpenBook.

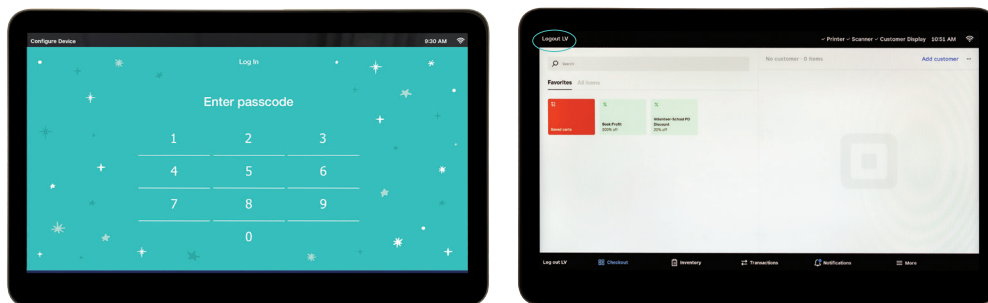
*** Need to sign in?** Tap **Sign in** and **Use a Device Code**, then enter the 12-digit code found at the base of your register. While at the sign-in screen, you can reach Network Settings by tapping the gear symbol (Settings).

CASH REGISTER SETUP

1. Plug the device into a power outlet.
2. Push and hold the power button located at the bottom center edge of the screen to power on. (See image example below.)
 - You may see a "Sign In" page the very first time you power on your device. If so, tap **Sign in**. Find "Use a Device Code" at the top right of your screen, then enter the 12-digit code. The device code is written on a notecard at the base of each register.
3. Under "Enter passcode," unlock the register with the passcode: **2022**
4. To connect to the Internet, tap **More > Settings > Hardware > Network** and sign in to your network.
5. To lock your device, select **Logout LB** in the top left corner of the screen.



Cash Drawer EMV Card Reader Square Stand Receipt Printer Barcode Scanner



↑ Power button

Connecting to the Internet

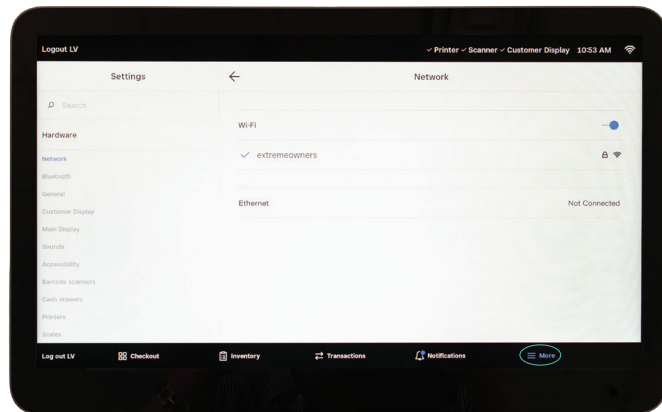
Please contact your school district’s IT team ahead of time regarding connection to the network (see page 3). We’ve provided a 20-foot Ethernet cable for your use.

CONNECTING VIA ETHERNET

1. Plug the USB hub into a power outlet near your devices or Ethernet port.
2. Connect one end of your Ethernet cable to your wall Ethernet outlet (or splitter), and the other end to the USB hub. (See page 7 for Ethernet splitter setup instructions.)
3. Tap the **More** button in the bottom right corner, then tap **Settings**.
4. Tap **Hardware** on the left side, then tap **Network**. When your Ethernet cables are plugged in, it will read “connected.”
 - Be sure to disconnect from Wi-Fi when connecting via Ethernet. To disconnect, tap your Wi-Fi network, then tap “Forget this network.”

CONNECTING VIA WI-FI

1. Tap the **More** button in the bottom right corner, then tap **Settings**.
2. Tap **Hardware** on the left side, then tap **Network**. Select your network from the list and enter your password. (Square registers only work with password-protected Wi-Fi networks.)
3. Check the top right corner for your connection status. You should see a Wi-Fi icon indicating the strength of your Internet. If you are offline, it will read “Offline Mode.”
4. To return to your home screen, tap **Checkout** on the lower left.



TIP

Connect to your school’s standard network in order for credit card and gift card payments to go through; they may not if you connect to a guest network.



Check your cash register’s connection daily. The internet status is in the upper right corner of the screen. To determine if the district’s firewall is limiting functionality, try connecting to a personal hotspot.



You must have a **live internet connection** or the printer and cash drawer won’t work properly.

Using the Ethernet Splitter

The Ethernet splitter or “switch” is an easy way for you to be able to utilize only one Ethernet port for all of your Square cash registers.

ETHERNET SPLITTER SETUP

1. Plug the Ethernet splitter into a power outlet near your devices or Ethernet port.
2. Plug one of the provided Ethernet cables into the wall outlet’s Ethernet port, then plug the other end into the input port on the splitter (labeled “5”).
 - A green light indicates power, and a blinking green light indicates connection.
3. From here, simply plug your devices into the remaining 4 ports. You will see a green light for each port on the other side of the splitter. These lights indicate that each port is functioning properly.



The number labels are small and engraved; look for them at the top of the splitter.

Printer Connectivity

While our goal is that all cash registers ship with the most recent software update, Square's software occasionally goes through an automatic update. Some printers in transit may not have the most up-to-date software. Your register may be affected if your printer appears to be offline or won't print.

TROUBLESHOOTING

Make sure printer cables are connected to the printers they came with; these parts are not interchangeable. Unlock your register using the passcode **2022**.

If the Printer Has No Power Light

1. Disconnect all three cables from the back of the printer, then reconnect them.
2. Follow the power cable down to the power brick.
3. Unplug the cable at the power brick and plug it back in.
4. Follow the cable down to the wall outlet and ensure it's plugged into a working outlet.
5. Press the power button.

If It Does Not Say "Printer Issue"

1. Tap **More > Settings > Hardware**.
2. Scroll down and tap **Printers**. It should show a Printer that says Not Configured.
3. Tap **Quick Setup** on the right side.
4. Tap **Use Default Settings**, then tap **Next** in the right corner.
5. Select only Printer Receipts, then tap **Done** in the right corner.

You should now see a Printer with a checkmark in the upper right corner of your display.

Flashing Red Light on the Printer

A flashing red light indicates a paper issue! Please pop the printer open and remove the paper roll. Ensure there is nothing else in the printer and replace the paper roll.

Printing Blank Receipts

These are thermal printers, so they use heat to print on thermal paper. **If you're printing blank receipts, it could be that the paper is upside down!** Please open the printer and flip the paper over, then go to Transactions and choose New Receipt and Paper Receipt to test it.

Checkout Instructions

* **Reminder:** The printer and cash drawer require a **live internet connection** to process transactions.

ADD ITEMS TO CART

1. Add items to an order by scanning the barcode.
 2. You can also search for items by the book title or ISBN using the search bar at the top left of the screen. Once an item is selected, tap **Add to Cart**.
 3. Once all of the items have been added, tap **Charge**.
- * *To remove an item from a transaction, swipe left on the item and then tap the trashcan icon.*

CASH PAYMENTS

1. Add items to cart, then tap **Charge**.
2. Select a preset cash amount, or tap Custom and type in the desired amount.
3. The cash drawer will open upon completion.
4. Tap **New Sale** to begin your next transaction.

CHECK PAYMENTS

1. Add items to cart, then tap **Charge**.
 2. Select **Check**.
 3. In the Optional Note box, type "CK," followed by the check number.
 4. Select **Record Payment** if the check is for the full amount of the transaction.
 5. The cash drawer will open upon completion.
- * *If cash back is needed on a check payment, please process the transaction as a cash payment. Your financial form will report a check overage and a cash shortage, but the overall amounts will cancel each other out.*
- * *All checks can be made payable to your school.*

CREDIT CARD PAYMENTS

1. Add items to cart, then tap **Charge**.
 2. Have the customer tap or insert their card using the customer-facing screen.
 3. Once the payment goes through, the screen will ask the customer how they would like to receive their receipt.
- * *Signatures are not required for any purchase.*

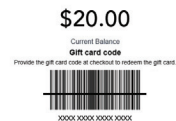


Checkout Instructions

GIFT CARD PAYMENTS

1. Add items to cart, then tap **Charge**.
2. Select **Gift Card**, then scan or type in gift card number.
3. Tap **Charge**.

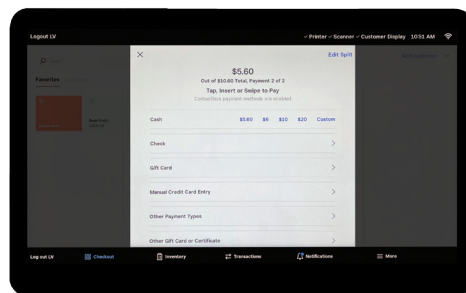
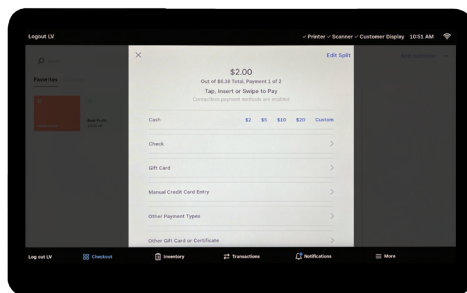
* To manage your school's gift cards, go to your Book Fair dashboard on OpenBook and select "Manage Gift Cards."



SPLIT TENDER PAYMENTS

1. Add items to cart, then tap **Charge**.
2. Tap **Split Amount** on the top right corner of the screen.
3. Enter the first payment amount into the "Payment Amount" box.
4. Tap **Continue**.
5. Select payment type. Tap **Done**.
6. Select the second method of payment.
7. Continue with additional tender types, or tap **New Sale**.

* To use book profit in a split payment, choose "Other Payment Method" and enter "Book Profit" as the note.




APPLYING DISCOUNTS

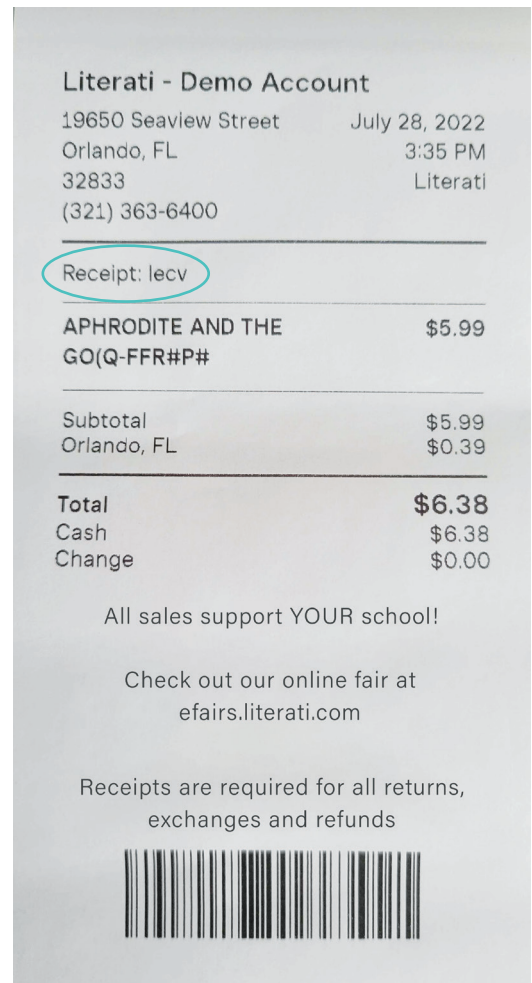
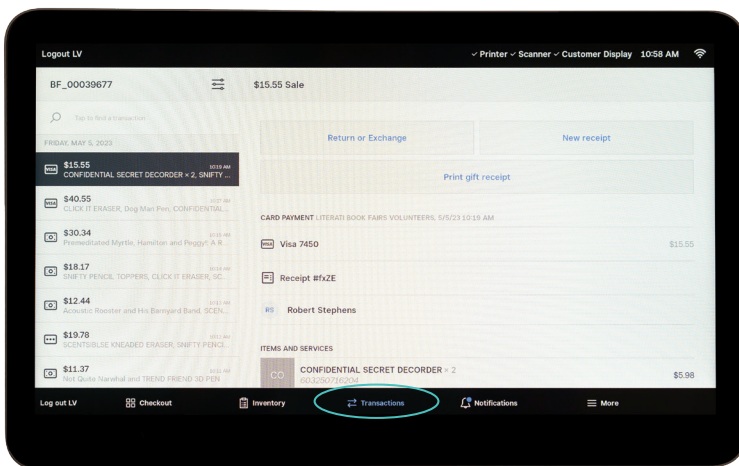
Staff and book fair volunteers get a 20% discount on purchases made at your school fair. (This discount does not apply to online purchases, Literati Book Clubs, or Book Profit.)

1. Add items to cart.
2. Tap **Volunteer-School PO Discount** to automatically apply the 20% discount.
3. Tap **Charge**.
4. Complete transaction.

Issuing Refunds

REFUNDING AN ORDER OR ITEM

1. Tap  Transactions at the bottom of the screen.
 2. Select the order you would like to refund.
 - a. Receipt available:
 - Type in the 4-character code located directly under the account address into the search field.
 - b. Receipt unavailable:
 - Scroll to the date of purchase beneath the search bar and select the relevant transaction.
 3. Tap **Return** or **Exchange**.
 4. Tap each item being returned, then tap **Next**.
 5. Tap the orange **Refund** button on the bottom right.
 6. Tap **Reason for Refund**.
 7. Tap the blue **Refund** button on the top right.
 8. Tap **Done**. An orange left-facing arrow will appear onscreen indicating a successful refund.
- * *When refunding a transaction paid by check:*
- *If the entire transaction is being refunded, return the check to the customer.*
 - *For partial returns, select **Check**. From there, you'll refund the requested amount in cash—your financial form will reflect an overage in checks and a shortage in cash, but the amounts will offset each other.*



Book Fair Gift Cards

SELLING BOOK FAIR GIFT CARDS

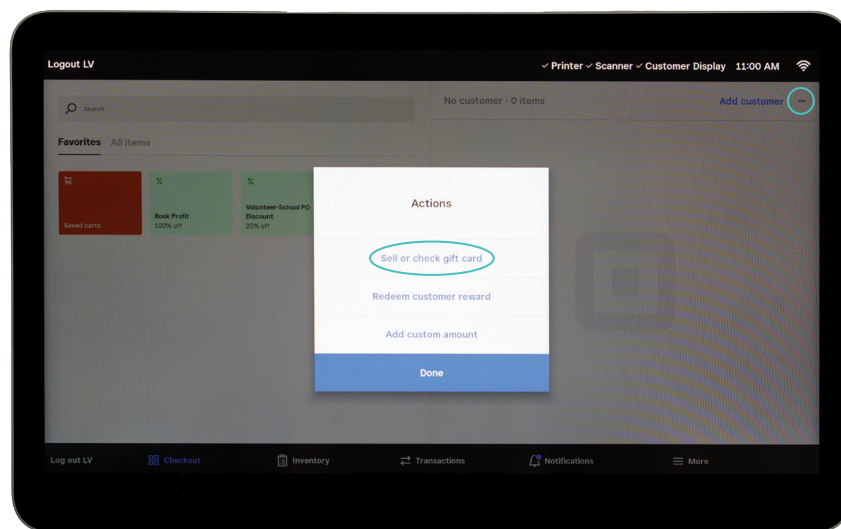
1. On the checkout screen, tap the overflow icon ●●● in the upper right corner.
2. Tap **Sell or Check Gift Card**.
3. Tap **Sell eGift Card**.
4. The customer selects a design from the customer tender screen.
5. The customer selects a gift card amount (minimum is \$10).
6. The customer enters the recipient's email address and taps **Done**.
(Encourage the customer to check their email spam folder.)
7. Tap **Charge**.
8. Tap **Tender Type** and **Amount**.

TIP

Gift cards purchased at the fair do not record the customer's name. We recommend printing out a duplicate receipt and writing the name of the intended recipient on it for future reference.

CHECKING A GIFT CARD BALANCE

1. On the home screen, tap the overflow icon ●●● in the upper right corner.
2. Tap **Sell or Check Gift Card**.
3. Tap **Check Balance**.
4. Scan the barcode or type in the gift card number, then tap **Continue**.
 - * *To see your gift card balances on OpenBook, go to your Book Fair dashboard and select "Manage Gift Cards."*



Firewalls may limit functionality. Reach out to your district's IT team for support.

Paid Orders

Books priced at **\$3.00 or more** that are no longer available at your fair can still be purchased through the register via paid order. Please place paid orders as separate transactions; don't include them in purchases of books still available at your fair.

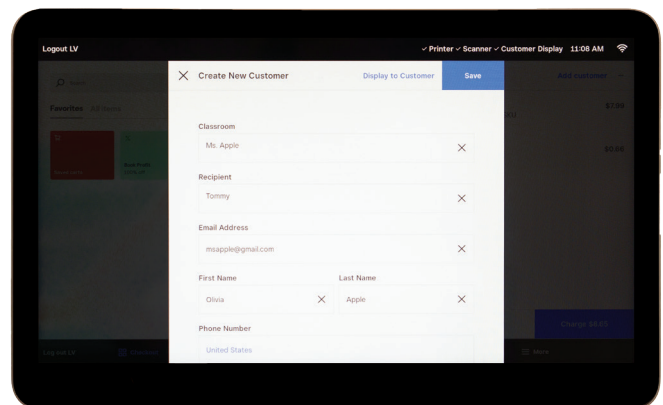
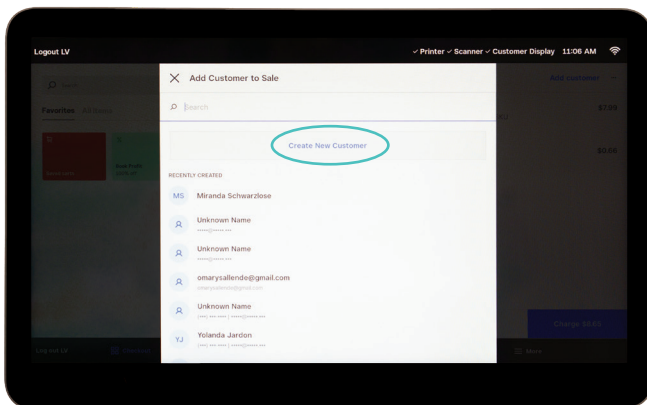
We make every effort to ensure paid orders arrive approximately 10 business days after the conclusion of your fair, though transit times may vary depending on the carrier.

MAKING A PAID ORDER

1. Scan the item, or search and Add to Cart.
2. Tap **Add Customer** at the top of the screen.
3. Tap the + on the right.
4. Enter the following information:
 - Classroom: Teacher name
 - Recipient: Student name
 - First Name, Last Name: Parent or librarian
5. Tap **Save**.
6. Before you tap Charge,
 - On the Checkout Screen, under Add Customer, tap the three dots to the right of "In Store."
 - Change this to Pick Up and tap **Save**. (Don't worry, the books will be shipped to you—this just saves you entering your school address!)
 - Tap **Add Pick-up Details**.
 - Tap the Date box and choose any date, then tap the Time box and choose any time.
 - Tap **Next** and continue with your transaction.

* *Posters and non-book items are not eligible for paid orders.*

* *If you are purchasing using book profit, "book profit" can be selected at any time while you are processing the transaction.*



Paid Orders

REVIEWING PAID ORDERS

OpenBook has the most accurate account of your book fair’s paid orders.

1. Go to your Book Fair dashboard on OpenBook
2. Click on “View your Sales & Rewards Dashboard”
3. Click on “download paid orders report”

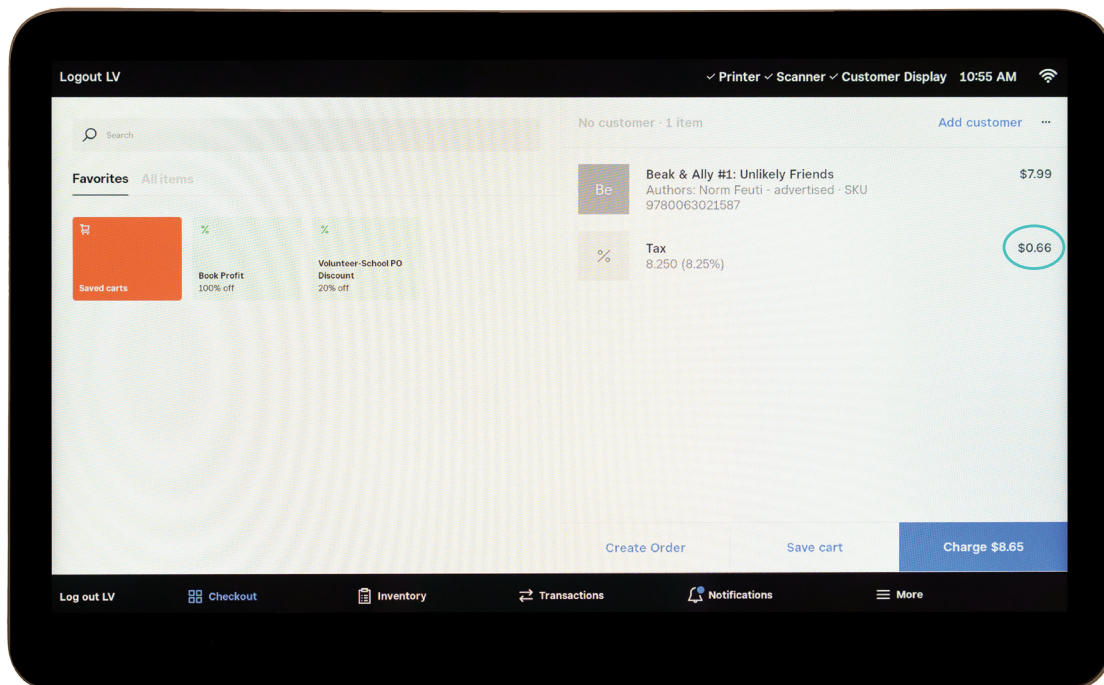
Tax Exemptions

TAX EXEMPTION REQUIREMENTS

As a reminder, tax must be collected based upon your state and local laws. **Only transactions for the school** (paid with school funds, used by the school, and accompanied by a tax-exempt certificate) are tax-exempt. You must forward your tax-exempt certificate to your Literati Account Manager.

For tax-exempt purchases:

1. Add items to cart.
2. Swipe left on the tax amount in the cart and tap the trashcan icon.
3. Tap **Charge** to complete transaction.



Part Three: Book Profit & Packing Up

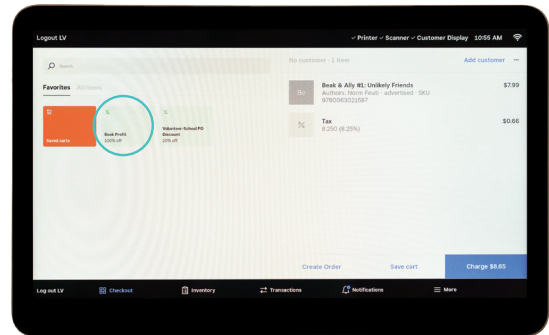
Book Profit & Purchase Orders

Book profit is the book fair reward that lets you take books directly from your fair. Purchase orders are for staff who'd like to purchase books, but who'd rather wait to pay until after the fair. They will be billed once your fair ends.

USING BOOK PROFIT

1. Add items to cart.
2. Tap the **Book Profit** icon to add it to the cart. (The tax will automatically be removed.)
3. Tap **Charge**.
4. Tap the blue \$0 on cash.

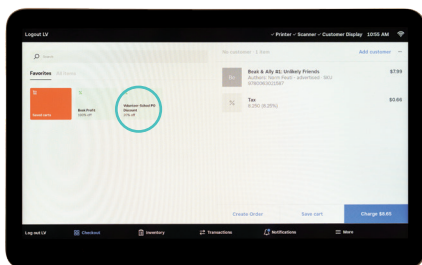
- * Ring up all book profit prior to closing the cases.
- * All book profit purchases must be rung up through the Book Profit button.
- * The 20% volunteer discount should not be combined with book profit.



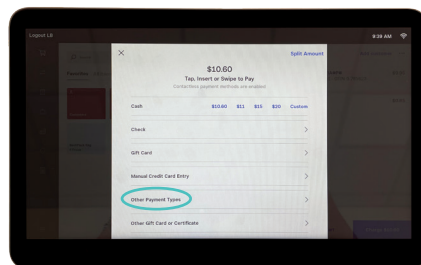
MAKING A PURCHASE ORDER

1. Add items to cart.
2. Tap the green **Volunteer-School PO Discount** button.
3. If tax-exempt, swipe left on **Tax**, then tap **Delete**.
4. Tap **Charge**.
5. Tap **Other Payment Types**.
6. In the notes, type "PO" and then the PO# if you have it.
7. Tap **Record Payment**.

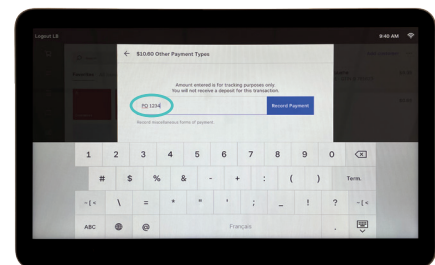
- * Present your tax-exempt certificate to customer support or your Literati Account Manager in order to have tax removed from purchase orders for your school.



Tap **Volunteer-School PO Discount**.



Tap **Other Payment Types**.



Type in the PO number.

Packing Up

Please refer to the box contents list on page 4 to ensure you are packing up all of the items. Feel free to discard any boxes not needed for packing up.

CASH REGISTER	Log out to the passcode screen. Unplug the power cable. Wrap the cables neatly, then place the register inside the bubble bag (with the cables hanging out). Nest this in the Register & Equipment box, with the cash register standing up.
PRINTER	Detach the cable from the bottom of the cash drawer. Unplug the power cable from the wall. Place the printer inside the bubble bag, directly behind the register in the right corner. Leave all cables still attached inside the bubble bag.
CASH DRAWER	Unplug the cable and leave it attached to the printer. Remove all cash from the drawer. Pull the key out of the drawer and place it in the box labeled "Cash Drawer." Place the cash drawer in the same box using the provided styrofoam holders.
SCANNER	Place inside the Register & Equipment box.
CABLES	Unhook the 20' Ethernet cable. Leave the remaining cables (minus the USB printer cable) plugged into the hub. Place the cables inside the Register & Equipment box.
ETHERNET CABLE & SPLITTER	Wrap up the 20' Ethernet cable. Place the 20' cable, 6' cable, and splitter inside the Register & Equipment box. Please remember to unplug the Ethernet box from the wall.
PRINTER TAPE	Return any unused printer tape in the Register & Equipment box.

* If you received a **Mifi router**, please include it and its power supply in the Register & Equipment box.

Helpful Information

GENERAL TIPS

- To unlock your device, use the passcode: **2022**
- To lock your device, tap **Logout LB** in the top left corner of the screen.
- To return to the main menu, tap **Checkout** in the lower left.
- To reprint a receipt, locate the transaction by tapping **Transactions** at the bottom of the screen. Tap on their specific transaction. Select **New Receipt**, then select **Paper Receipt**.
- To clear a transaction before payment, tap the overflow icon **•••** in the upper right corner, then tap **Clear Cart**.
- At the start of each day, check your register's Internet connection status in the upper right corner.
- To open the cash drawer, turn the provided key counterclockwise.
- Find a series of instructional videos on OpenBook Resources. The "Cash Register and Connectivity" article can be found under the "Hosting Your Fair" section.

CHANGING RECEIPT PAPER

1. Gently push the tab back or down, depending on the model of your printer.
2. When the front door opens, remove the empty tape roll.
3. Insert new tape roll.
4. Close the printer drawer while gently guiding tape.

TIP

Try connecting to a personal hotspot to determine if the district's firewall is limiting functionality.

Helpful Information

REPLENISHMENT

We at Literati do all we can to ensure we send an amazing fair with quantities that support your school's enrollment and sales. If you know that a title will be popular at your fair, we recommend submitting a Replenishment Request as soon as possible. So long as we have the inventory and you have three or more selling days remaining, we'll send you more copies! Find a step-by-step guide to Replenishment on OpenBook Resources. As a reminder, we always accept paid orders throughout your fair!

FINAL SALES REPORT

You can now find the most accurate Final Sales Report on OpenBook. To see rewards, sales by tender type, sales by product type, and more, go to your Book Fair Sales dashboard found on your book fair dashboard. (In previous seasons, we asked coordinators to print the report from Square, but this is no longer needed. Note that the fees indicated on the register report are fees paid to Literati.)

BOOK PROFIT

Ring up book profit before packing up your register. You can find your total available book profit amount on your Book Fair Sales dashboard.

You'll choose the rest of your rewards (Literati Partner Credits or cash) on your financial form, which will be open the day after your book fair is picked up.

Use Literati Partner Credits at Literati school fairs with Book Fair Bucks, redeem them online in the Literati Store, or simply turn them into Visa eGift Cards. **Exciting new partners are in the works—to be announced soon!**

* Thank you! *

At Literati Book Fairs, fundraisers are fueled by the joy of book discovery—and you know just how powerful that can be! It takes a village to inspire a lifelong love of reading. Thank you for your part in igniting that spark.

For more information about the cash register, please refer to OpenBook.



Literati Support is available Mon – Fri, from **7am – 9pm Central Time**.
For the fastest response during peak times, please send an email to LBFsupport@literati.com.
To contact our Customer Service team via phone, call **(833) 699-1890, option 2**.