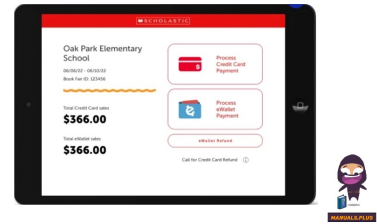


SCHOLASTIC
Payment System



SCHOLASTIC Payment System User Guide

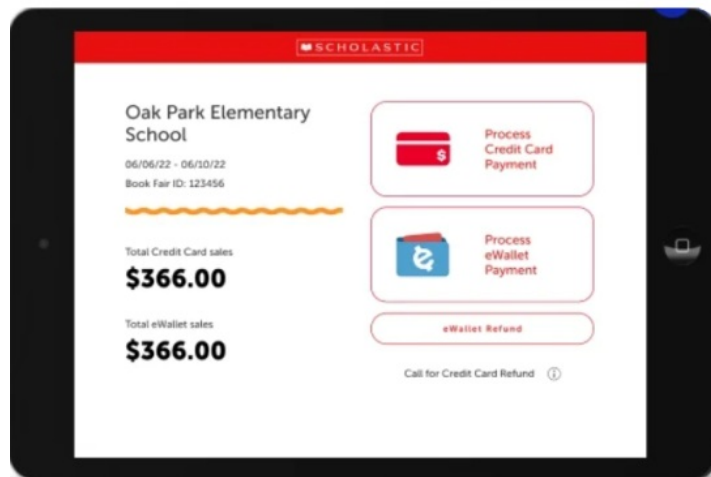
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SCHOLASTIC Payment System



Specifications

- **Product Name:** Scholastic Payment System
- **Connectivity:** Internet connection required
- **Manual Access:** s-bf.com/payguide
- **Support:** s-bf.com/register-faq

Product Usage Instructions

Before the Fair:

1. Connect the equipment as per the setup instructions.
2. Establish an internet connection for the system to function properly.
3. Refer to the Scholastic Payment System User's Manual for detailed guidance.

- **During the Fair:**

Utilize the register for processing sales. Refer to the FAQ section at s-bf.com/register-faq for any queries.

- **Tax-Exempt Sales:**

If eligible for tax-exempt sales, ensure proper documentation is on file. Followed guidelines for tax-exempt transactions.

- **Troubleshooting Tips:**

Refer to the troubleshooting section in case of issues like scanner malfunction or receipt printing problems.

After the Fair:

1. Generate and print necessary reports for record-keeping.
2. Upload fair data for processing and reporting purposes.
3. Submit financials as required after the fair completion.

BEFORE THE FAIR

CONNECT THE EQUIPMENT

- Connect the power cord, scanner, and cash drawer to the back of the register and plug the power cord into an outlet.
- Press the ON/OFF button (upper right) until the green power light goes on.
- To log in, enter the PIN NUMBER 999999. (Or, if prompted, use ACCOUNT ID: 100010, USERNAME: bfc, and PASSWORD: 12345678)
- CONFIRM your school information and tap DONE.

CONNECT TO THE INTERNET

- When the register is turned on, it will connect automatically to the built-in cellular network just like a cell phone. This could take up to five minutes.
- To view signal strength or switch to the best cellular network (AT&T or T-Mobile), tap the white circle in the bottom black toolbar and select the AirLink app with the blue cloud icon.
- If the cellular service is weak, you can choose to use the school's Wi-Fi or an alternative network. Tap the circle in the bottom black toolbar to access the desktop. Tap on the gray gear icon to open SETTINGS. Tap Wi-Fi to toggle it on. Select an available network.

DURING THE FAIR

USING YOUR REGISTER

- Tap SALES and then scan all items. When scanning is complete, tap DONE or CHECKOUT.
- Select the CUSTOMER TYPE.
- Tap CONFIRM CHECKOUT.
- Select the PAYMENT METHOD and COMPLETE the transaction.

FOR TAX-EXEMPT SALES*

- Select SCHOOL as the customer type.
- Tap TAX-EXEMPT.
- Tap CONFIRM.
- Tap CONFIRM CHECKOUT.
- Repeat for each qualified tax-exempt sale.

*If Scholastic Book Fairs has a sales tax-exemption certificate on file for your school, you may process purchases for the school made with school funds as tax-exempt. Sales tax must be charged on all other sales.

WE'RE HERE TO HELP!

- **CALL** our dedicated Payment System Help Line at [877-245-0903](tel:877-245-0903) (M–F, 7 am–9 pm ET)
- **DOWNLOAD** the Scholastic Payment System User's Manual anytime at s-bf.com/payguide
- **VIEW FAQs** at s-bf.com/register-faq
- **SCAN HERE to WATCH** step-by-step tutorial videos



AFTER THE FAIR

NOTE:

Do not perform the following actions until after your Fair has ended. No additional sales can be completed after a Fair has been uploaded.

PRINTING REPORTS

- Go to REPORTS and tap FINANCIAL SUMMARY.
- Select ENTIRE FAIR when printing.
- Repeat for all registers. (Be sure to keep the reports for your records.)

UPLOADING FAIR DATA

- Make sure the register is connected to Wi-Fi to complete this step.
- Tap CLOSE FAIR.
- Tap OK to confirm the action.
- Tap DONE once the upload is complete.
- Repeat for all registers.

SUBMITTING FINANCIALS

- After all registers are uploaded, the Financial Form in the Host Hub will be populated with your Fair's data. We'll send you an email when your financials are ready to be completed.
- Log in to the Host Hub (scholasticbookfairs.com/hub) to confirm and submit your financials.

TROUBLESHOOTING

WHY ISN'T MY REGISTRATION PRINTING?

- Confirm that the register is plugged into an outlet and the green power light is on.
- Confirm that there's paper in the register and that it has been loaded with the end feeding from below.
- From the Home screen, tap Fair Info to ensure the number of receipts to print is not set to zero.

WHY ISN'T MY SCANNER WORKING?

- Confirm that the green power light is on.
- If the scanner still doesn't scan, plug it into one of the other USB ports on the bottom of the register.
- If it's still unresponsive, visit s-bf.com/scanner for troubleshooting tips to resolve your issue.

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FAQs

Q. WHAT IF I AM UNABLE TO CONNECT TO MY SCHOOL'S WI-FI NETWORK?

A. Ask your school's network administrator to visit s-bf.com/network-admin to get a troubleshooting guide.

What if my cellular connection is weak or isn't working?

To address weak cellular connectivity, switch to a Wi-Fi network following the provided steps.

What if I am unable to connect to my school's Wi-Fi network?

Contact your school's network administrator for assistance with network connectivity issues.

Why isn't my scanner working?

If facing scanner issues, refer to the troubleshooting tips provided in the manual.

How do I process a refund?

To process a refund, navigate to the Sales screen, select COMPLETED, or access HISTORY from the Home screen for specific transactions.

Why won't my fair data upload?

Ensure all necessary reports are generated and follow the upload process. Contact support if issues persist.

HOW DO I PROCESS A REFUND?

From the Sales screen, select COMPLETED in the top menu or select HISTORY from the Home screen. Then tap a specific transaction and select REFUND on the right panel.


WHY WON'T MY FAIR DATA UPLOAD?

Run your Financial Summary report on each register to capture your school's sales by selecting REPORTS, then tap FINANCIAL SUMMARY REPORT, then tap PRINT to keep this for your records. Upon return to the warehouse, your Fair data will be uploaded for you, and you'll receive an email when your Financial Form is ready to be completed in the Host Hub.

WHAT IF MY CELLULAR CONNECTION IS WEAK OR ISN'T WORKING?

Switch to Wi-Fi. Turn off the cellular network by swiping down from the top of the screen. Tap the cellular icon and tap the toggle to turn it off. Then swipe down again to expand section and connect to a Wi-Fi network.

Documents / Resources

	<p>SCHOLASTIC Payment System [pdf] User Guide 24 lug 2024, F24, Payment System, Payment, System</p>
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References

- [Scholastic.com FAQ](#)

- scholasticbookfairs.com/hub
- [ref="https://manual.tools/?p=16109685#MTA0Ljl4LjlwMi4xNzg7Ozs7" ref="nofollow">User Manual](https://manual.tools/?p=16109685#MTA0Ljl4LjlwMi4xNzg7Ozs7)

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