

Procedures for implementing ShipRite/Genius

There are 3 elements need to be setup for the successful loading of the ShipRite/Genius platform. First is the Genius device itself. Next is the Smart Swiper program and finally the ShipRite program.

SETUP GENIUS

Requirements

- 1. Cabled internet access. Does not operate wireless
- 2. Counter space.

Setup

- 1. Plug in internet to the combination interface cable; not directly into the terminal.
- 2. Plug combination interface cable into the Genius device. Be sure to secure the cable properly to the device.
- 3. Plug in the power adapter to the combination interface cable. Plug into the wall.
- 4. The 9 pin serial adaptor is NOT used for anything.

Getting the IP address of the terminal

- 1. With power on, hit the '0' key 3 times. This will get you into the admin panel.
- 2. Password is 9416557
- 3. Look for and record the IP address. You will need this to configure Smart Swiper.

Testing connectivity

- 1. Look for the "TEST" button on the devices screen and touch it.
- 2. If it says "Passed" you are good to go. If it fails, the maintenance procedure will need to be done to re-initialize the device.
- 3. To go back, click on the 'X' button.

Configuring Static IP

Your network administrator may recommend setting your device to have a static IP address. The reason is that it is possible for the IP address to change if the IP address is not static. Here's how to configure the static IP address: Note, use the stylus to navigate the menu within the Genius screens.

- Make sure you have your IP address, subnet mask, Gateway and DNS1 from your network administrator for the Genius device to connect to your router/switch.
- On the keypad, hold down 1, 5 and 9 buttons together for two seconds, and then release.
- Use the keypad to insert the password 166832 and press Enter.
- On the tabs at the top of the screen, touch Administration and then Communication.
- From the tabs at the top of the Communications screen, touch Network and then Ethernet.
- From the Ethernet screen, touch the edit symbol next to Mode.
- Select staticIP and touch OK.
- Touch the Pencil symbol next to IP Address and use the keypad to enter the IP address assigned to the Genius CED and then touch OK.*
- Configure your subnet mask, Gateway and DNS settings.

 Touch Apply.

Returning to the Genius idle screen: On the Menu path at the top of the screen, touch Home. Next, touch Run App.

• Numbers that are less than three digits in length must be entered using preceding zeros. For example: To enter the IP address 10.50.31.120 you must press 010 050 031 120.

SETUP SHIPRITE POS

Setting up ShipRite POS

- 1. Finally, go to the main menu of your ShipRite Program. Click on SETUP: GENERAL SETUP: click on the OPTIONS tab. Move ENABLE SMART SWIPER from the OFF side to the ON side. Click SAVE. Don't exit setup.
- 2. In setup, click on GLOBAL FEATURES, then click on PRINT ACCOUNT RECEIPT TOTAL. Set it to however many receipts you want. Click Save and Exit when done.

SETUP SMARTSWIPER

Setting up Smart Swiper

- Smart Swiper is the software that is used to communicate between ShipRite and Genius. It is totally integrated with both. Download and then RUN this Smart Swiper setup file: <u>http://support.shipritesoftware.com/PostNetFiles/SmartSwiperGenius Setup.exe</u> Follow the prompts to load the program. Click FINISHED when done.
- 4. Start Smart Swiper from the Smart Swiper ICON on the desktop. The security window will pop up immediately:



5. The Smart Swiper terminal is visible now:

682.	SmartSwiper Express by Shiprite So	oftware, Inc
New	Sale	ADMIN
Enter	Z ABC DEF	CLEAR
Gł 4	II JKL 5	ADMIN
PR 7		
	Smart Swiper 3.0	
Rev 1/ (c) Copyright 2012 Shiper	1/2015 In Bolyways, Tao, ALL RUCHTS RESERVED	



Once the Admin window opens, click on "General Setup".

s	×
SMART SWIPER GENE	RAL SETUP
Administration History General Setup	Support Functions 1 Support Function 2
Merchantware Setup	Ingest Credentials
SWIPED CREDENTIALS	
KEYED CREDENTIALS	
Jump to World Pay Portal	
(Customer Care Department at 800-859-5965)	
BLACKBOARD CREDENTIALS	SWIPED KEYED
	lines with the crentials. Paste into this box and then click on Swiped or Keyed Credentials button.
GLOBAL VALUES	Receipt Logo
OPTIONAL SWITCHES	
LOCAL CONFIGURATION SETTINGS	Pixel Size is 262 x 80
PRINTING AND REPORT SETUP	
TEST PIN PAD	Note: If graphic does not fit in this box, it will be too large for a
ENABLE TEST MODE	standard receipt. If you customize your receipt, you can still browse for a larger logo, it just will not fit in this box.

6. If you have your ORIGINAL CREDENTIALS Message, you can COPY the credentials and PASTE into the SWIPED CREDENTIALS form.

Name: POSTNET RA 324 Site ID: RNQPUC86 Key: 45T8X-BOE18-ESEQK-6OHLN-J6290J

Click on SWIPED CREDENTIALS: Copy and Paste or enter the credentials directly. Click SAVE when done.

	Mer	chant Ware Configuration Page			
ELEMENT		VALUE		INFO	-
MW_I	DBA/Name	POSTNET RA 324			
i i i i i i i i i i i i i i i i i i i	MW_SiteID	RNQPUC86			
	MW_Key	45T8X-BOE18-ESEQK-6OHLN-J6290J	_		
MW_G	ieniusGate		••••		

If you Cayan provided separate credentials for Keyed transactions, then select "KEYED CREDENTIALS" and enter those there.

Once finished, click SAVE then EXIT.

Exit back out to Administrative panel. Put a check mark in GENIUS ENABLED.

		SMART SWIPER GENE	RAL SETUP	
Administration	History	General Setup	Support Functions 1	Support Function 2
Merchantwar SWIPE KEYEI	e Setup D CREDENTIAL D CREDENTIAL	_S	Incest Pr	ntials
World Pay Se WP_S ¹	etup WIPED CREDEN Jump to World Istomer Care Department at 1	NTIALS <u>1 Pay Portal</u> 800-859-5965)		
Blackboard S BLACK	etup (BOARD CREDE	ENTIALS	SWIPED KE Note: Just copy all of the Mercha lines with the crentials. Paste int Swiped or Keyed Credentials but	YED antware Email or just the three o this box and then click on on.
GLOBAL V	ALUES . SWITCHES		Receipt Logo	

ELEMENT	VALUE	INFO
DrawerID		
EnableTransactionLogging	False	
IncludeCustomerCopy	False	
DisableSounds	False	
SecuredKeyedEntry	False	
EnableRemoteControl	False	
PinPad_COMM_Port		
AutoCloseTime		
Department		
Location		
DepartmentChoices		
GENIUS_IP	192.168.0.38	
GENIUS_Station_Name		

7. In local configuration, set the IP address of the Cyan terminal (you figured out the IP address on Page 1).

Set the ip address as seen above. Click SAVE then EXIT.

8. Receipt Printer Setup: From the Smart Swiper General Setup Menu, click on Printer and Report Setup. Press the space bar until the proper printer shows in the window.

		Printer Settings		
ELE	MENT	VALUE	INFO	Ľ
	PreviewInvoice	False		
G	ShortInvoicePrinter ieneralReportPrinter	Brother MFC-J450DW Printer,winspool,Ne(KONICA MINOLTA C360SeriesPCL,winspo		

Click SAVE and Exit when done.

9. Now you will setup your receipt logo. In the LOGO section on the bottom right, click on BROWSE. Look in the C:\shiprite folder for the file PNLOGO Receipt.jpg. Click OPEN.





Go ahead and exit SmartSwiper. Start ShipRite. Go to the POINT OF SALE. This is where all sales start and finish. The next section covers how to sell and do refunds.

OPERATION:

ShipRite Credit Card Processing via the Genius Terminal



• From the Payment Master screen, click the Credit Card button to process the credit card

	Shiprite Software, Inc	
Total Sale:	New Sale \$ 0.02 ADMIN GENIUS ACTIVATED	hange Due for Cash 20 20 20 20 50 20 20 50 20 20 50 20 20 100 100
Ca Che Ca	QZ ABC DEF 2 3 CLEAR GHI JKL MNO 4 5 6 BATCH ADMIN	100 100 Exact Cash Exact Cash Cash
Other Paymen	PRS TUV WXY YOID ENTER 7 8 9 YOID ENTER 0 Image: Constraint of the second seco	it Card
Chang	Smart Swiper 3.0 (c) Copyright 2019 Shiprite Settware, Inc. Rey 1/1/2015 Stype XII Sheek kines for ALE KORTH REARYST	

• The Smartswiper screen will now appear, stating "Genius Activated"



• Select Credit or Debit from the Genius terminal's screen

Total: \$0.02		T I
Please Mak	e A Selection	1
Cancel Transaction	Charge as Credit	

- If you select *Credit*, you will then see the screen above
- Click Charge as Credit

Total: \$0.02		
×		
Plea	ase Sign	
Clear	Accept	

- Next, the signature screen will appear, prompting for the customer to sign
- Click Accept to finish the sale and produce a receipt for the customer

You must first ensure that you followed the instructions in SETUP where you entered your KEYED CREDENTIALS.



• From the Payment Master screen, click the Credit Card button to process the credit card



- The Smartswiper screen will now appear, stating "Genius Activated"
- Click the CLEAR button on the Smartswiper interface



• Click Yes to begin entering in the Keyed card information



• Enter the card number, then click Next



• Enter the card's expiration date



• Enter the card's security code or CVV2 code, then click Next



• Enter in the *zip-code* of the customer, then click OK



Approval Image

Declined Image

• ShipRite will now return back to the POS and produce a receipt for the customer

ShipRite Processing a refund via the Genius Terminal

File Edit	Sales Actions Print Administration	PLU iHelp	0	casirii	agiorai				_
Shi	New Sale Finish Sale with Receipt	F2 F6		\$	0.02	Main			-
Inv#:18	Quick Refund Void Sale	Ctrl+D	1: \$0.02 TxR: 9.2 Disc: 0.	Tax: 50 TxC: 0 Inv#:	\$0.00 ONEIDA 18272	Print	Wide Format	Blue- prints	Finish
Descripti SKU#	View Paymnt History on Invoice	Ctrl+N				Fax	Notary		
Print- B& 20811P Print- B& 20811P	W- 8.5 X 11 Single Premium 0.01 1 \$ 0.01t W- 8.5 X 11 Single Premium 0.01 1 \$ 0.01t	7	8	9	del	Online Print Center			
approval# OrderID#	061424 299767323	4	5	6		мвх	Pack Master	Pack Supply	Post Stamp
		1	2	З	enter	Ship	One	Ship	Multi
			0	0		Ship	Letter	Print	Post
exit	- SS cancel sale hold invoice	a _b c _d memo la	Cust pokup	nge ite ce disc	% ~1X em count change tax	? quantity	receipt		

- First, pull up the invoice via the *Invoice Lookup* button at the bottom of the POS
- Next, click Sales > Quick Refund, as seen in the above image

File Ed		REFU	ND SALE APPRO	/AL	
	Invoice #:	18272	Original Clerk:	ADMIN	
Inv# :	Date of Sale:	09/29/2015	Refunding Clerk:		Finish
lescrip	Today's Date:	09-29-2015			
Print-	Total:	\$ 0.02	Approved By:		
InderID	Reason fo Trainir Custor Clerk E	or this action ng ner Changed M Error g	: Vind		Post Stamp Aulti Post

• Enter the *Refunding Clerk's* ShipRite security code, the manager's *Approval* code, and then provide a reason for the refund



• On the *Refund Procedure* screen, verify that the information is correct and then click Yes to continue

	Refund Procedure		
		Save 🔶	Cancel
Refunds	Explanation for Return:	(Required)	
Name & Address(Required):	Customer request	()	^
ShipRite Parcel Copy & More 1315 Genesee St Utica, NY 13502			•
	SmartSwiper		
Phone Number(Required):	REFUND -\$ 0.02 ON Invoice #:18272	\$ 0.02	
315-733-0036	ACCEPTED	\$ 0.00	
Invoice Number: 18272	ок]	
Managor ID	Charge Card	\$ 0.02	
ADMIN	Out dia d Out	* • • •	
Drawer ID	Account:	\$ 0.00	
NA			

• Lastly, you will see the Accepted message, as seen above, and a refund receipt will print out to provide to the customer

ShipRite Switch to the Virtual Terminal

Occasionally it may be necessary to use the Cayan Virtual Terminal. This allows you to perform all duties including sales, refunds and search for history.



Click on the CIRCLE icon to toggle into the VIRTUAL TERMINAL.

× Shiprite Software, Inc Smart Touch POS Powered By Transport WEB REFUND HISTORY SALE VOID Invoice Number: \$0.00 Trans Amount: Label3 CLEAR GO CANCEL Administrative Tasks www.merchantwarehouse.com

You can run charge cards here as well as check history, do voids and refunds.

ShipRite Troubleshooting

Getting the IP address of the terminal

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