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Procedures for implementing Genius terminals

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

Configuring 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.

Setting up Smart Swiper

1. 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:

<http://support.shipritesoftware.com/PostNetFiles/SmartSwiperGenius Setup.exe>

Follow the prompts to load the program. Click FINISHED when done.

2. Start Smart Swiper from the Smart Swiper ICON on the desktop. The security window will pop up immediately:



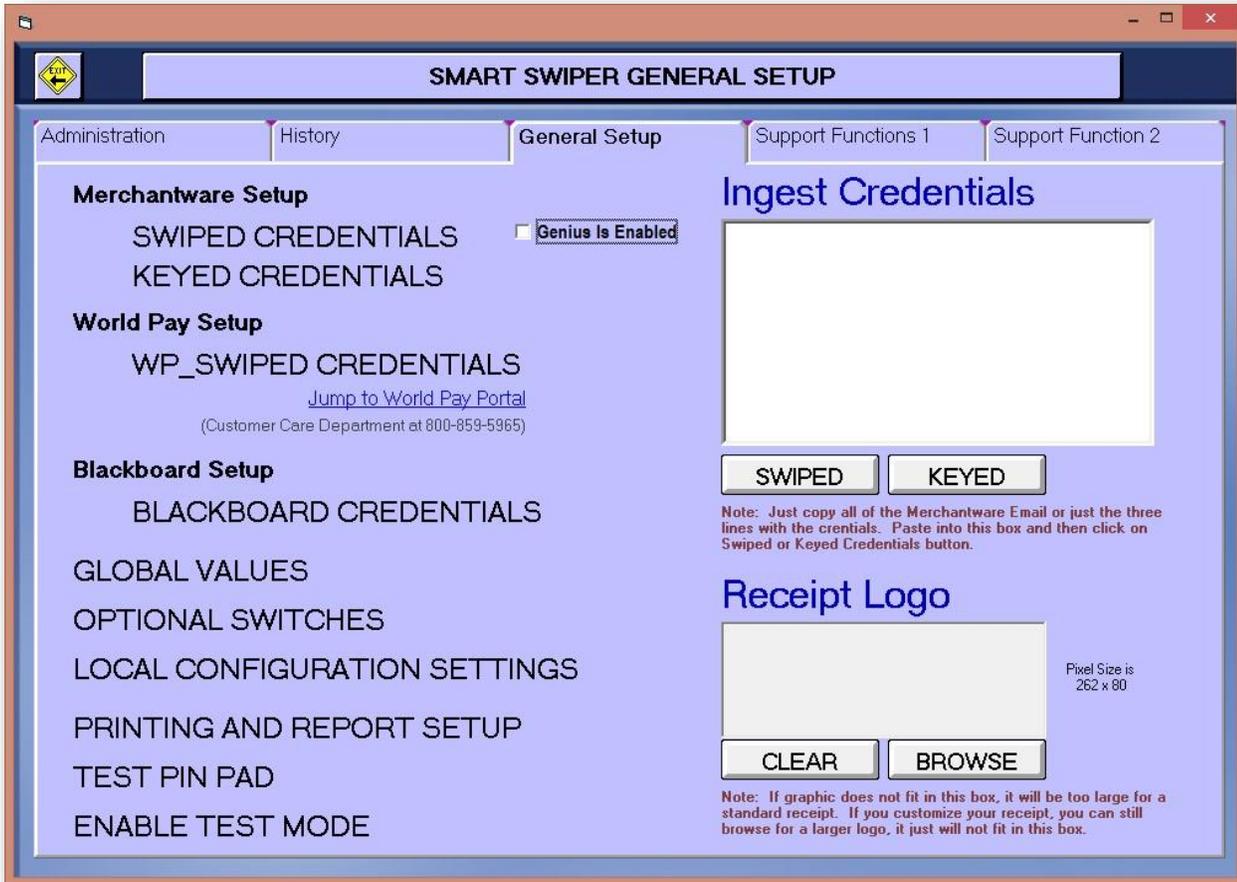
DEFAULT SECURITY CODE IS:
1

3. The Smart Swiper terminal is visible now:



To get to setup,
click on
the ADMIN
button.

This is the ADMIN window.

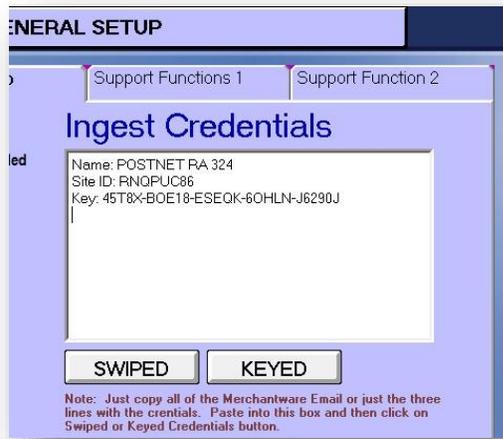


4. If you have your ORIGINAL CREDENTIALS Message, you can COPY the credentials and PASTE into the INGEST CREDENTIALS window as seen below:

Name: POSTNET RA 324

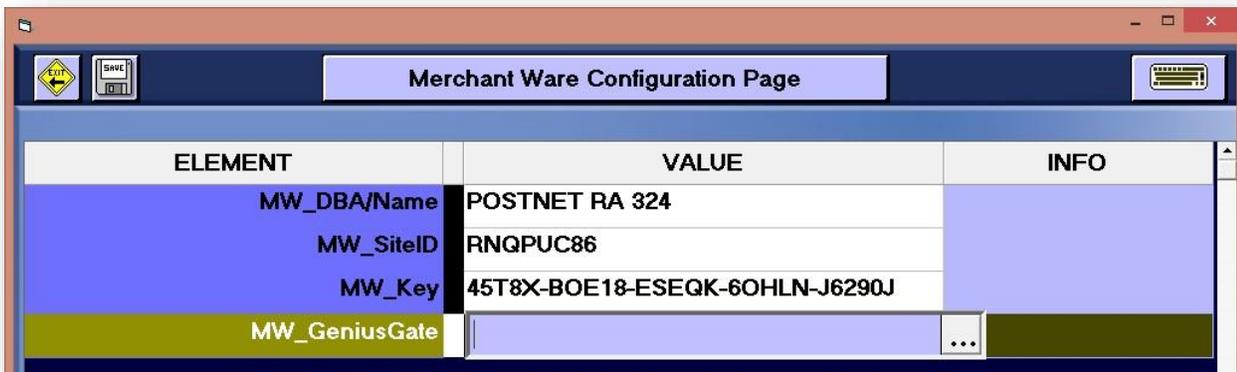
Site ID: RNQPUC86

Key: 45T8X-BOE18-ESEQK-6OHLN-J6290J



Now Click on SWIPED to ingest the credentials. You will get a pop up. Click YES. Repeat for Keyed if you have a valid number entered. Enter the credentials exactly the same way you did it before.

If the credentials do not get ingested for whatever reason, you can enter them manually. Click on SWIPED CREDENTIALS:



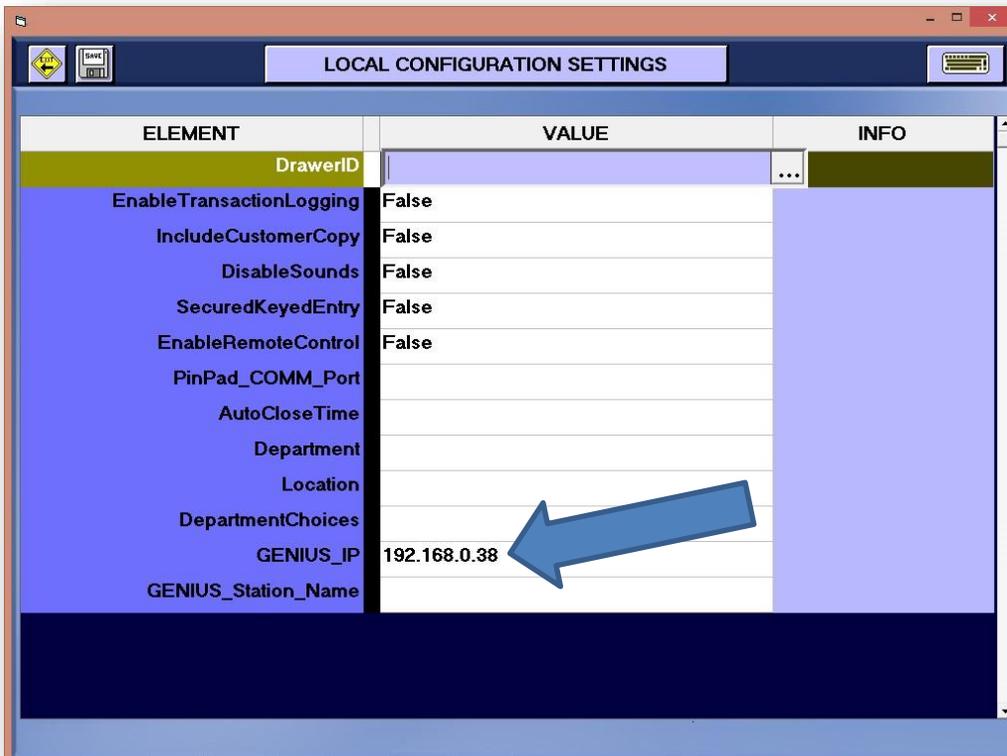
Then repeat for KEYED CREDENTIALS.

Once finished, click SAVE then EXIT.

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



5. 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.

6. 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.
7. 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.

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.

SmartSwiper | Networking multiple POS stations

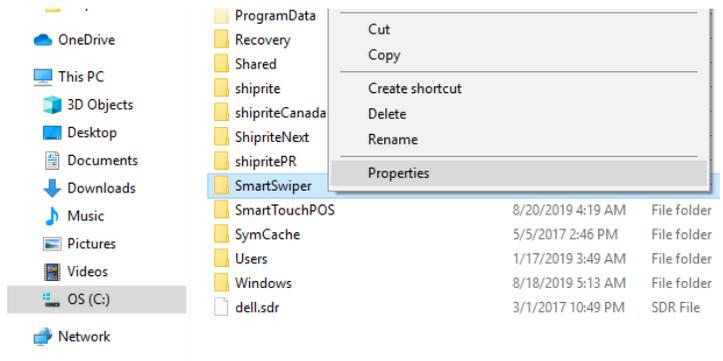
If you have multiple POS computers, use the link below to Install SmartSwiper on each workstation computer that is running ShipRite.

<http://support.shipritesoftware.com/PostNetFiles/SmartSwiperGenius Setup.exe>

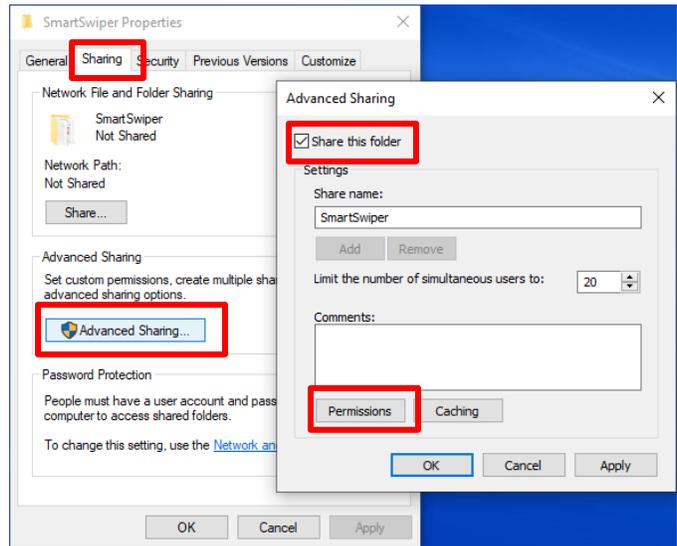
SERVER COMPUTER:

The SmartSwiper folder on the server computers needs to be shared.

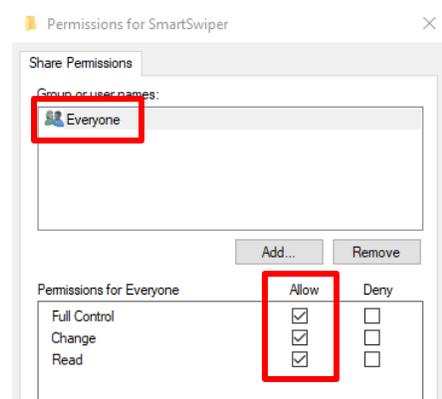
1. Click on the File Explorer icon on the bottom windows task bar. (or click on the "This PC" icon).
2. Select **This PC**
3. Select **OS (C:)**
4. Find the **SmartSwiper** folder and right-click on it.



5. Select **Properties**
6. Click on the **Sharing** tab
7. Click on **Advanced Sharing**
8. Check the **Share This Folder** option
9. Click the **Permissions** button



10. Select **Everyone**
(if you don't see "Everyone" listed, click **Add** and add in a user called "Everyone")
11. In the "Allow" column check **Full Control**
12. Click **OK**

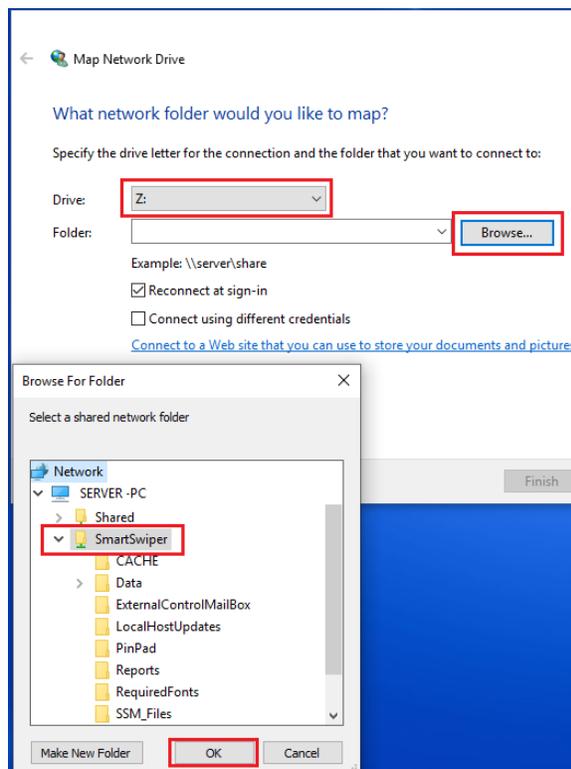
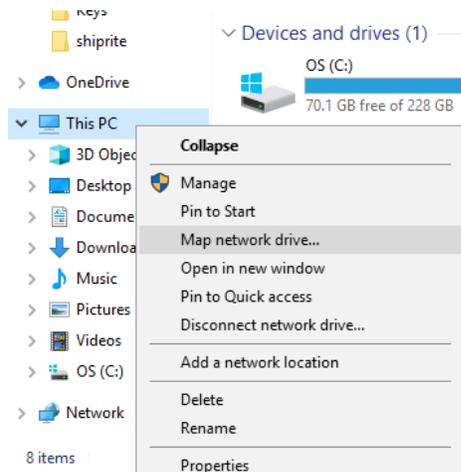


CLIENT / WORKSTATION COMPUTERS:

Follow these steps on each client/workstation PC.

Map Network Drive

1. Click on the “File Explorer” icon on the bottom windows taskbar.
2. Right-click on the **This PC** icon
3. Select **Map Network Drive**
4. Select Drive “S”. (if it’s already used, select a different drive letter)
5. Click the **Browse** button.
6. Browse to your Server Computer and select the SmartSwiper folder.
7. Click **OK**.
8. Click **Finish**



2. Adjust Smartswiper.INI file

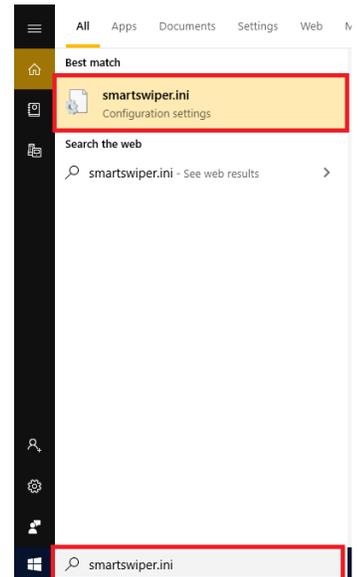
On the bottom Windows Search Bar type in **smartswiper.ini**, press enter or click the "OK" button.

(If you don't have a windows search field, right click on the Windows Start icon and select "Search")

A Notepad will open up with following information

```
[SmartSwiper]
```

```
DataPath=c:\SmartSwiper\DATA  
ReportPath=c:\SmartSwiper\REPORTS  
ApplicationPath=c:\SmartSwiper  
TransactionLogPath=c:\SmartSwiper\TRANSACTIONLOGS
```



Notice how it says **DataPath=C:\SmartSwiper\Data** - change the "**C:\SmartSwiper\Data**" part to "**Z:\Data**".
(OR whichever letter name you have selected) The other lines do not need to be changed.

The file should look like this:

```
DataPath=Z:\Data  
ReportPath=c:\SmartSwiper\REPORTS  
ApplicationPath=c:\SmartSwiper  
TransactionLogPath=c:\SmartSwiper\TRANSACTIONLOGS
```

Click "X" in top right corner to close the window and when prompted to save click "YES".

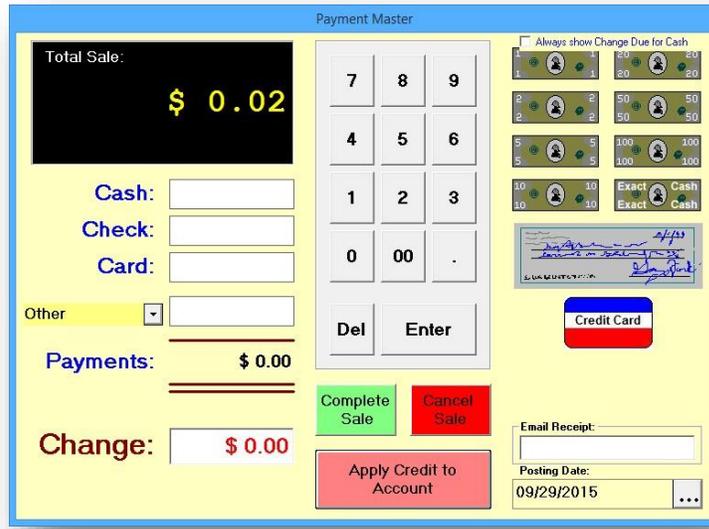
Repeat this procedure on all of the stations that you have.

Setup Genius IP on each station

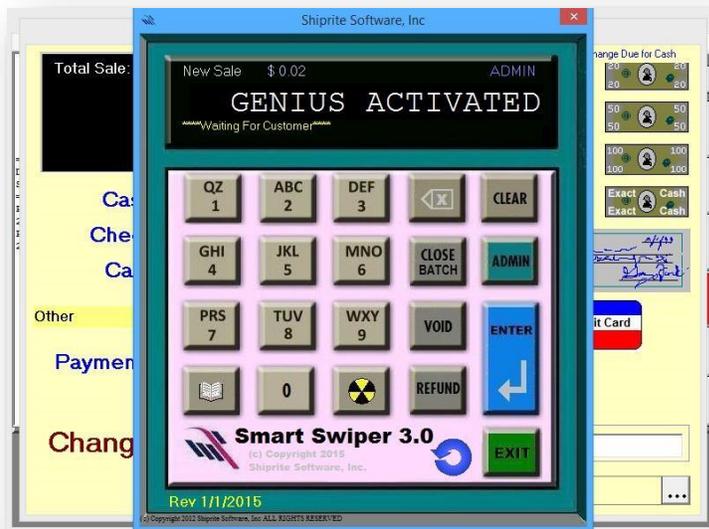
With SmartSwiper networked, your credentials will automatically be loaded on each workstation. You still need to set up the Genius IP address on each computer individually.

On each station open up SmartSwiper > click on Admin > General Setup > Local Configuration Settings > GENIUS IP. Enter in the IP address of the Genius terminal that you want that workstation to connect to.

ShipRite | Credit Card Processing via the Genius Terminal



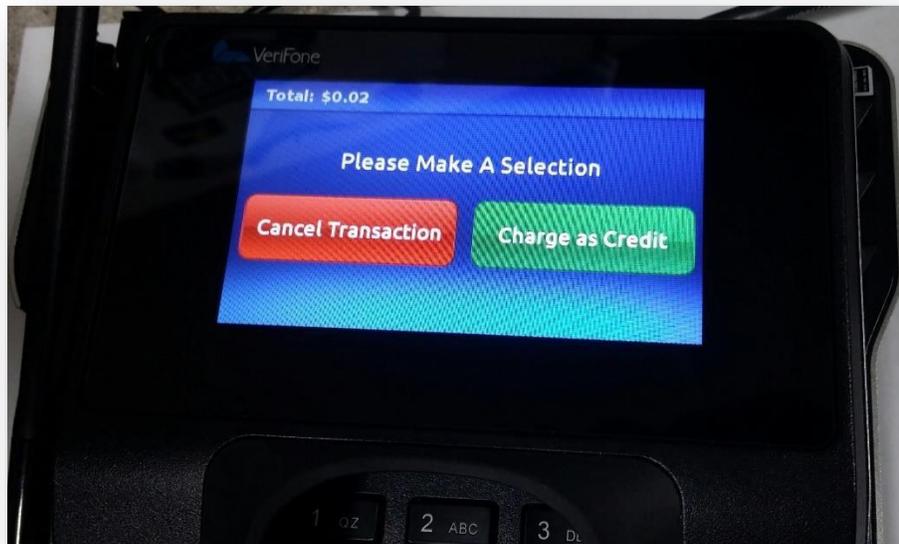
- From the *Payment Master* screen, click the *Credit Card* button to process the credit card



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



- Select *Credit* or *Debit* from the *Genius* terminal's screen



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



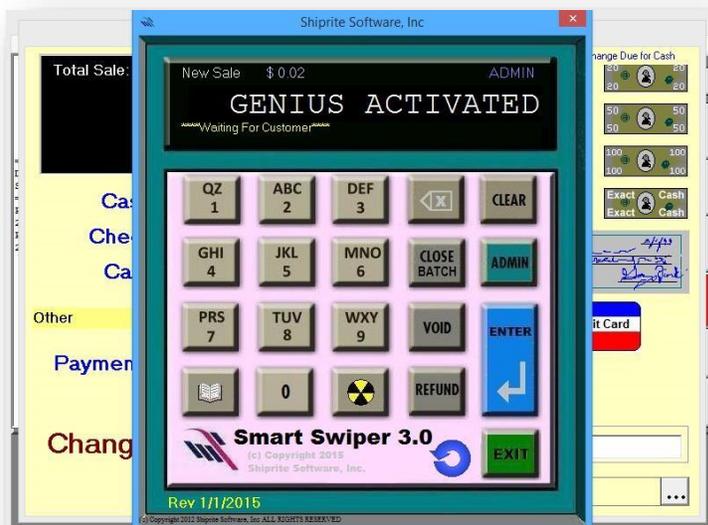
- Next, the signature screen will appear, prompting for the customer to sign
- Click *Accept* to finish the sale and produce a receipt for the customer

ShipRite | Processing a Keyed Transaction

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



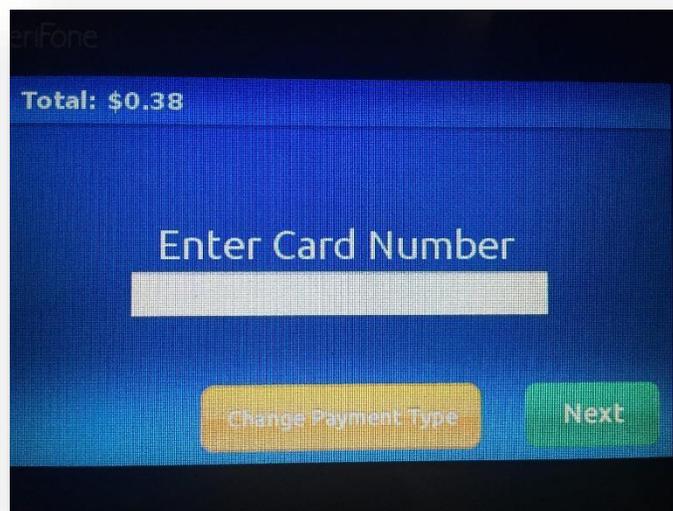
- From the *Payment Master* screen, click the *Credit Card* button to process the credit card



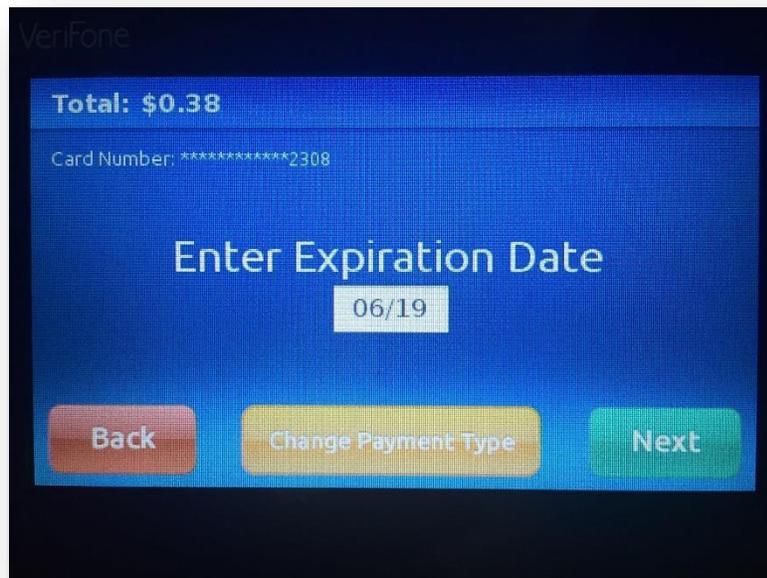
- The Smartswiper screen will now appear, stating "Genius Activated"
- Click the *CLEAR* button on the Smartswiper interface



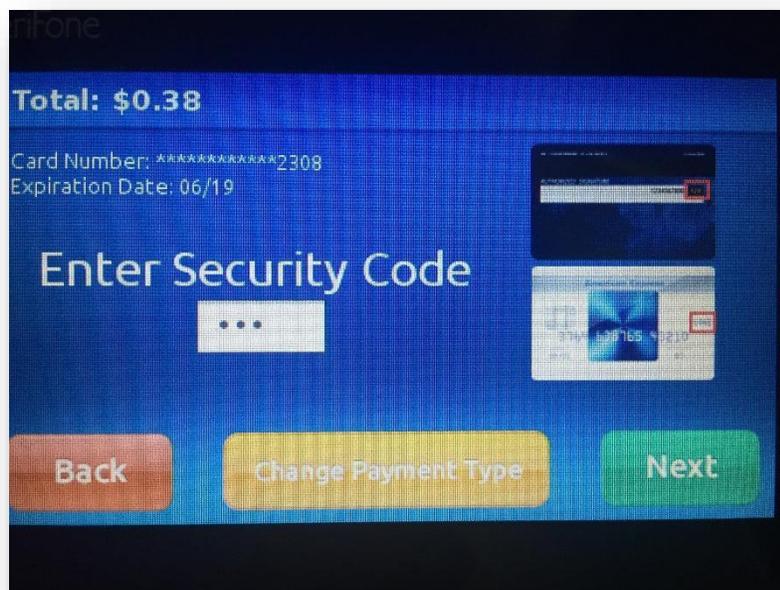
- Click Yes to begin entering in the *Keyed* card information



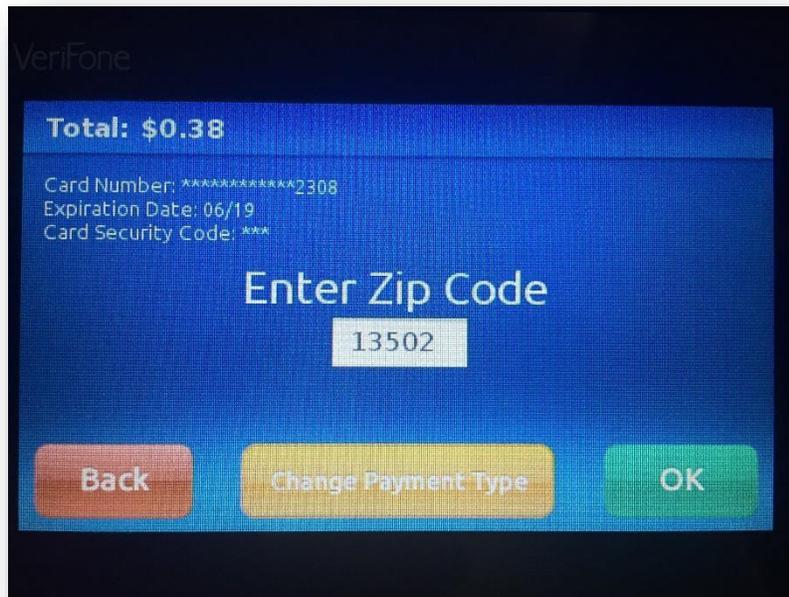
- Enter the card number, then click *Next*



- Enter the card's expiration date



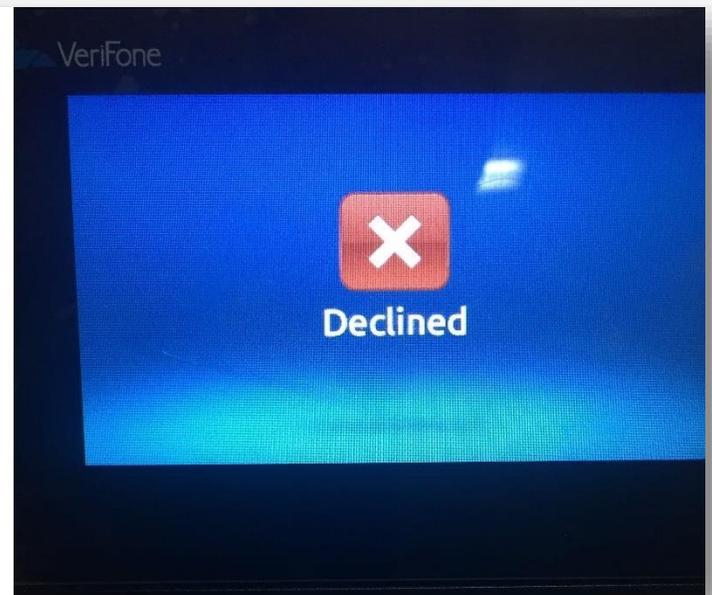
- Enter the card's security code or CVV2 code, then click *Next*



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

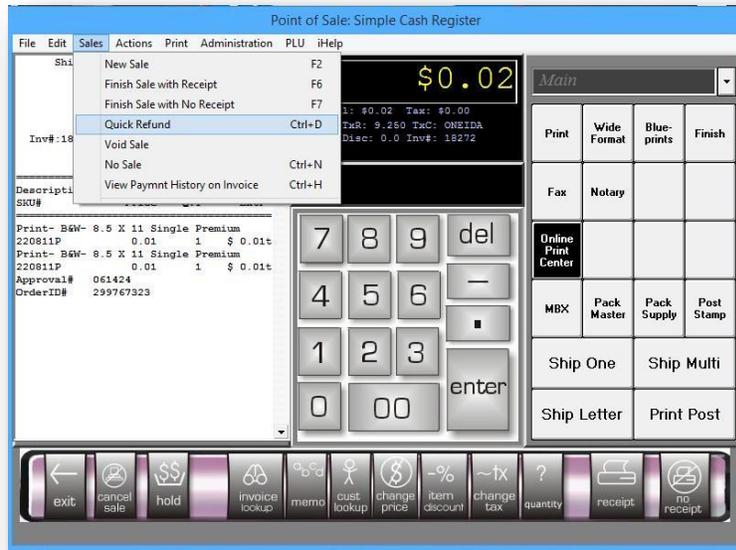
Approval Image

Declined Image

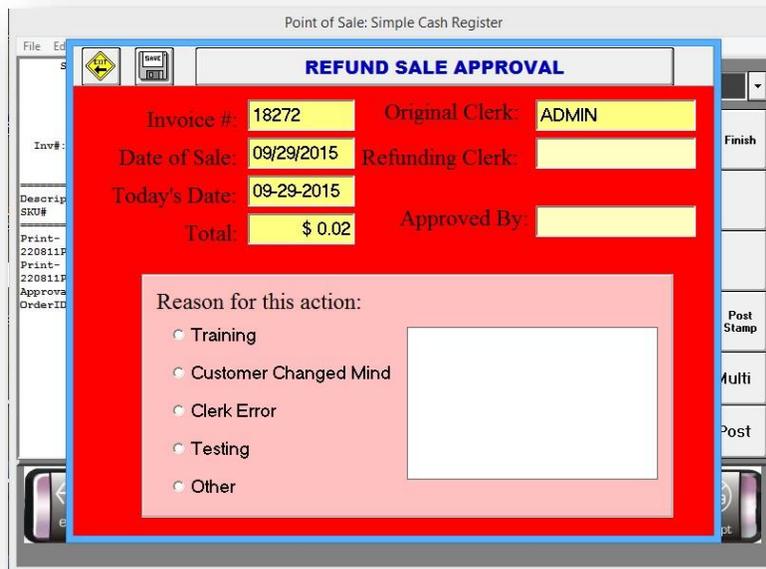


- ShipRite will now return back to the POS and produce a receipt for the customer

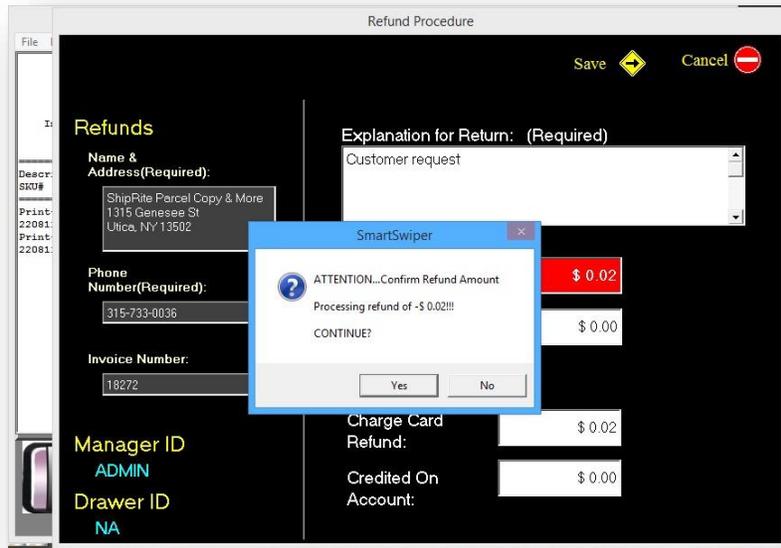
ShipRite | Processing a refund via the Genius Terminal



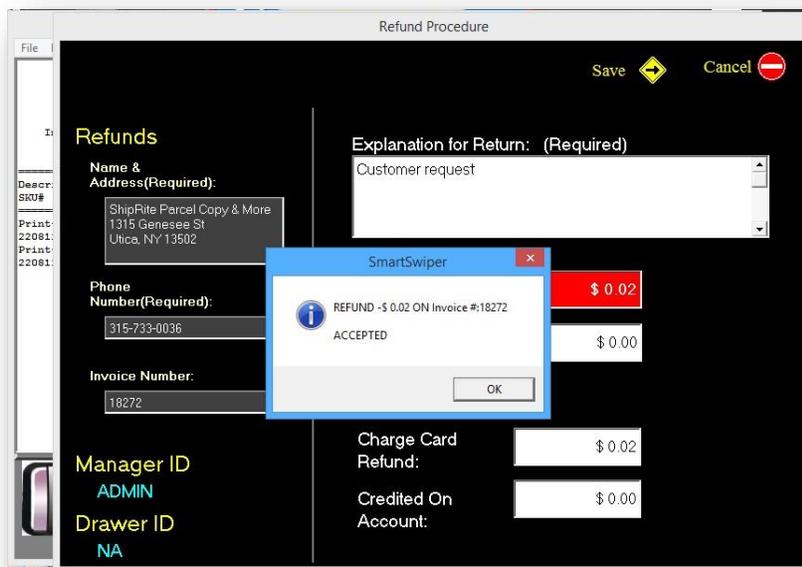
- First, pull up the invoice via the *Invoice Lookup* button at the bottom of the POS
- Next, click *Sales > Quick Refund*, as seen in the above image



- 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



- 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.

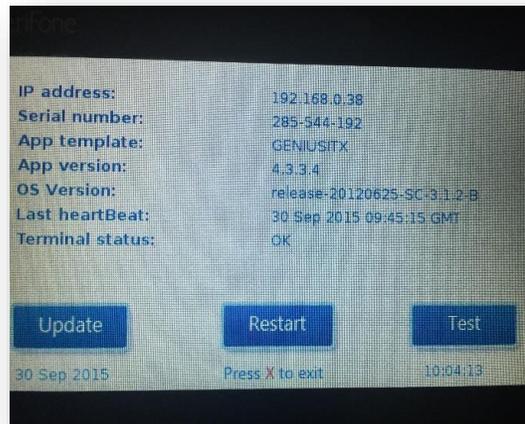


You can run charge cards here as well as check history, do voids and refunds.

ShipRite| Troubleshooting

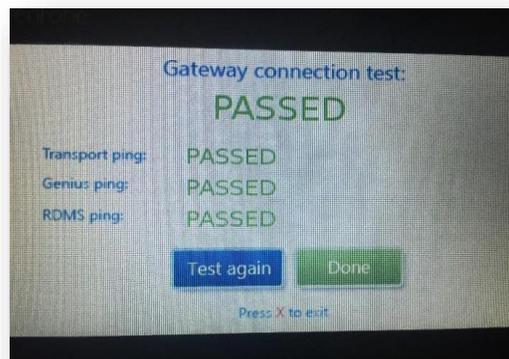
Getting the IP address of the terminal

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



Testing connectivity

- Look for the "TEST" button on the devices screen and touch it.
- 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.



To go back, click on the 'X' button