Installation & Configuration Guide for Android (SC30 & SC40)

v1.0.2
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</tbody>
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For the W-ePaySC30/40 device to communicate with your Android device, the printer/swiper must first be paired with the Android device. By pairing the two devices together, this ensures that other Bluetooth devices cannot communicate with the W-ePay SC30/40. Besides pairing the two devices together, the Android wireless and Bluetooth features must also be activated.

**Activating Bluetooth and Pairing**

*Note: Before attempting to pair, please turn on your W-ePay sc30/40 device.*

**Step 1.**
In the Apps menu on your Android device, scroll down and select “Settings.” On the next screen select “Wireless & Networks.”

*You can enable and utilize Wi-Fi if you are able to access a local Wi-Fi network.*

**Step 2**
Enable the Android’s Bluetooth feature by pressing the check box. It should highlight in green once the option has been enabled.

**Step 3**
Select “Bluetooth Settings” and press on “Scan for devices”. Once the SC30/40 device has been recognized, the paired devices should show W-ePay as “Paired but not connected.”

**Downloading and Installing Wireless ePay**

Before you can use your Printer/Swiper Device, you must first download the Wireless USAePay App from the Android Marketplace.

**Step 1.**
Open the “Market” on your phone and search for “USAePay” and select and install the App to your phone.

**Step 2.**
Open the USAePay App and login using your username and password for the online merchant console.

**Step 3.**
Press the SETTINGS icon and press GERNERAL. Under Device, press “Don’t Use Swiper”. The list will populate with the paired devices. You’ll want to select the W-ePay device.

**Step 4.**
Press the back arrow on your phone to go back to the settings and then select the TERMINAL icon.
Download the USAePay app from the Marketplace and install it on your android device. Once you have installed the USAePay app, touch the icon the get started.

The USAePay app will launch with a splash page, you will be taken automatically to the main TERMINAL where you can accept a quick payment, make a new order, issue a refund or post a voice authorization. To add products or customers, view your transaction history or personalize your settings, use the touch icons at the bottom of your screen.

**Signing In**

The first time you access the application (or anytime you start the application after signing out), you will be prompted to enter your USAePay username and password on this screen:

**When changing your password, you must do so through your online merchant console. You cannot reset a password through the USAePay App.**

**Familiarizing yourself with the USAePay App**

The USAePay App will launch with a splash page. You will be taken automatically to the main TERMINAL from which you can accept a quick payment, make a new order, issue a refund or post a voice authentication. To add products or customers, view your transaction history or personalize your settings, you the touch icons at the bottom of your screen.

From the main TERMINAL of the USAePay App, you can access the quick payment function, process new orders, issue refunds to a customer and post a voice authentication for offline transactions.

Along the bottom of the screen you will also find icons to access your TRANSACTION HISTORY, PRODUCTS list and application SETTINGS.
Quick Payment (Manual Entry)

The QUICK PAYMENT screen is the perfect place to start if you need to accept payment from a customer without listing individual items or additional information.

**Amount**

Begin by entering the amount you would like to charge along with any necessary tax:

**Description**

Enter as detailed a description as you like along with the invoice number and purchase order if applicable.

**TIP:** Enter a description that will help you remember the details of the transaction later, such as “Monthly Hosting Fee” or “8-Piece Glassware Set” rather than generic descriptions such as “Sale” or “Fee.”
Note that the amount of the transaction appears at the top right of your screen, so there is no need to go back to double check.

When you have entered the description, invoice number and purchase order number, touch the NEXT arrow to proceed to the payment screen.

**TIP: To automatically record incremental invoice numbers, turn the Increment Invoice on the QUICK PAYMENT screen of the Settings section of the App to ON.**

### Card Number

Enter the credit card details necessary to process the transaction. On the screen you will enter the 13-16 digit credit card numbers, expiration date and CVV/CVV2, the cardholder’s name as it appears on the card, as well as the cardholder’s billing address and zip code.

Once all the credit card information has been entered, the NEXT arrow will automatically transform into a PROCESS key. When you are ready to process the transaction, touch the PROCESS key and the transaction will be processed immediately.

If the transaction was successful, you will receive instant confirmation of the transaction via this screen:

Or if the transaction has been declined, the screen will have a red “X” on it displaying a “Transaction Declined” message. You may retry the transaction or touch DONE to return to the main TERMINAL.

### Capture Signature

To capture and record the customer’s signature digitally, touch the CAPTURE SIGNATURE bar and ask the customer to use the touch screen to enter their signature for the sale on this screen.

The customer will sign their name on the line and touch the ACCEPT bar when they are finished. Once the customer’s signature has been captured and recorded, you will be returned to the Transaction Approved screen, from which you can choose to email a receipt to the customer or touch the DONE button to close the Transaction Approved screen and return to the TERMINAL.
Email Receipt

If the customer would like a receipt via email (or if you would like to send a copy of the transaction to your own email) simply touch EMAIL RECEIPT and enter the email address you would like to send the receipt to in the field provided on the next screen.

Enter the email to which a receipt should be sent and touch “Send.” The emailed receipt will be sent and you will be returned to the Transaction Approved screen from which you may touch DONE to return to the TERMINAL or EMAIL RECEIPT to send another copy of the receipt to an additional email address.

You can customize your customer receipt template and information on the RECEIPTS screen in the SETTINGS section of the App as well as set your SC30/40 to automatically print paper receipts.

**TIP: Transactions may be denied for a number of reasons, including mismatched customer name, address or zip code. Re-check your information and try the transaction again before taking further action.

New Order

To process a new order with more detailed information, or accept payment via credit card, check or cash, you can use the NEW ORDER option, which allows you to enter individual items and accept and track payments in a variety of forms (credit card, check and cash). Your customer can pay for their purchase with any of these methods or may use a combination of methods. This function allows you to accept partial payment for an item and save the transaction to complete it later.

Using the three icons at the bottom of the screen, you can select a customer from your customer database, add details such as billing and shipping information, PO number, email address and additional notes, and add items to the order from your products database.

Order Details

From the Order Details screen you are able to view and edit and additional details that should be recorded with the transaction such as the customer’s billing and shipping addresses, email and telephone number, as well as order specific details such as Purchase Order (PO) Number and any notes that may be relevant.
Entering a Billing and/or Shipping Addresses

Touch the empty space beneath the Billing Address heading to add or edit the billing address and the space beneath the Shipping Address to add or edit shipping information.

When you have entered the information, touch the blue SAVE button at the top right of the screen to save the information and return to the order.

Entering a PO Number, Phone Number and/or Email Address

Touch the line that you would like to edit and enter the required information in the space provided.

**NOTE: Be sure to enter the email address in the correct format of name@emailprovider.com to ensure that your emails will be deliverable.

Entering Notes on an Order

You may include a note to yourself or to your colleagues on any order by touching the Notes field at the bottom of the order details screen.

Add Item

To add an item manually, touch the red ADD ITEM icon at the bottom right of the order screen. You will be taken directly to your Product Database from which you can select an item from the list, or use the search box at the top of the screen to find an item via any keyword, the item's SKU or vendor.

Touch the item you would like to add and you will go to the it’s full information screen on which you can ensure that all details are accurate as well as adjust the price and quantity of item for your order.

When you are ready, touch the green NEXT arrow or the blue ADD button at the top of the screen to confirm the item’s details and add the item to the order.

Take Payment

Your customer can pay for their order in several different ways. Choose the desired payment method from the Take Payment screen to proceed with the transaction.
Credit Card

Swipe the customer’s card or enter the payment information manually. The default payment screen will include fields for the credit card information, including card number, expiration date, CVV/CVV2, cardholder’s name, billing street address and zip code.

Enter the required information and touch the PROCESS button at the top right of the screen (which will appear as soon as the card number an expiration date have been entered) to process the transaction and complete the sale.

Capture Signature

To capture and record the customer’s signature digitally, touch the CAPTURE SIGNATURE bar and ask the customer to use the touch screen to enter their signature for the sale on this screen.

The customer may sign their name on the line, and touch the ACCEPT bar when they are finished. Once the customer’s signature has been captured and recorded, you will be returned to the Transaction Approved screen, from which you can choose to email a receipt to the customer, or touch the DONE button to close the Transaction Approved screen and return to the TERMINAL.
Email Receipt

If the customer would like a receipt via email (or if you would like to send a copy of the transaction to your own email) simply touch EMAIL RECEIPT and enter the email address you would like to send the receipt to in the field provided on the next screen.

Enter the email to which a receipt should be sent and touch “Send.” The emailed receipt will be sent and you will be returned to the Transaction Approved screen from which you may touch DONE to return to the TERMINAL or EMAIL RECEIPT to send another copy of the receipt to an additional email address.

You can customize your customer receipt template and information on the RECEIPTS screen in the SETTINGS section of the App as well as set your SC30/40 to automatically print paper receipts.

**TIP: Transactions may be denied for a number of reasons, including mismatched customer name, address or zip code. Recheck your information and try the transaction again before taking further action.

Cash

The easy-to-use cash payment screen allows you to use visual dollar bill touch icons to enter the exact amount of cash handed to you by the customer and calculate how much change to give them instantly. If they pay with exact change, simply touch the red EXACT button in the cash tendered line.

Once you have entered the correct amount of cash, touch the blue PROCESS button on the top right of your screen, or the green PROCESS button above the keypad that will appear as soon as the cash tendered field has been filled; the sale will be recorded and a summary of the order will be displayed on the screen including the amount of change due if applicable.
Email Receipt

If the customer would like a receipt via email (or if you would like to send a copy of the transaction to your own email) simply touch EMAIL RECEIPT and enter the email address you would like to send the receipt to in the field provided on the next screen.

Enter the email to which the receipt should be sent and touch “Send.” The emailed receipt will be sent and you will be returned to the Transaction Approved Screen from which you may touch DONE to return to the TERMINAL or EMAIL RECEIPT to send another copy of the receipt to an additional email address.

Split Payment

To submit multiple payment methods for a single order, use the split payment function. You can accept multiple credit cards, cash or checks in any combination.

Type in the amount of the initial payment using the touch screen keypad. The adjusted balance due will be displayed directly to the right of the payment amount. The amount that has been paid will be displayed directly to the left of the payment amount.

When you have entered the amount to be paid, select the method of payment (credit card, check or cash) and you will proceed to the payment information screen. Swipe the customer’s credit card or enter the card, cash or check information manually.
**Issue Refund**

To issue a credit card refund to a customer for any reason, touch the ISSUE REFUND bar on the main TERMINAL screen and use the NEXT arrow to proceed through a quick series of steps and enter the necessary information. The process is similar to that of accepting a quick payment but the word REFUND will appear at the top left of the screen.

Enter the subtotal and tax in the fields provided, then touch NEXT to proceed to the following screen and enter a brief description of the reason for the refund, or the product(s) being returned as well as the invoice and purchase order (if desired).

On the next screen you can manually enter (or swipe to enter) the customer's credit card number, expiration date and CVC/CVV2 as well as the cardholder's name billing street and zip code.

**NOTE: only the card number and expiration date are required to process the refund. Once these pieces of information have been entered, a blue PROCESS button will appear near the top right of the screen. You may touch it at any time to process the refund.**

When you have entered the required information, touch PROCESS to proceed and issue the refund to the customer's credit card. You will receive notification when the refund was accepted, including a reference number and authorization code.

You may send an email receipt for the transaction to the customer, or to any other email address by touching the EMAIL RECEIPT bar and following the instructions on the screen to enter the desired recipient's email address and send a receipt.

**Post Voice Authorization**

To post authorization for an offline transaction, touch the POST VOICE AUTHORIZATION bar on the main TERMINAL screen. In the space provided, enter a valid authorization code that was provided by a bank or other institution and then touch the NEXT arrow above the keypad.
On the next screen, type in the amount that has been authorized; including subtotal and any applicable tax.

When all the information has been entered, touch the PROCESS bar to run the authorization code through the gateway and proceed to the TRANSACTION APPROVAL status screen that you can capture the customer’s signature and email receipts.

**Section 3**

**History**

You can view your daily app activity by pressing on the HISTORY icon. You can view you total daily sales, refunds and any status of any order that has been placed using the mobile app.

**Orders**

To view your order history, touch the ORDERS bar on the HISTORY screen. From the ORDERS HISTORY screen you can view all of your open, partially paid, paid and cancelled orders.

**Open Orders**

The open orders screen will include a list of all currently open orders.

To view the details for a particular order, simply touch the line on which it appears and you will be able to see all of the order details including customer information, items purchased and more, as well as take the payment for the order or place the order on hold.

**Partially Paid**

From this screen you are able to view all orders for which payment method has been made in part. To view and/or complete a particular order, touch the line on which the order appears and you will be taken to the order screen from which you can view the details of the order, including the amount paid and amount due. The amount of the payment made will be clearly marked and the total still due will appear in red.
Paid

On the PAID screen you can view a list of all orders for which payment has been received in full. To view the details for an order, including customer details and item information, touch the line on which the order appears.

Cancelled Orders

From this screen you can view all cancelled orders will be listed chronologically by date.

Products

The product inventory screen allows you to view and synchronize your complete product list as well as adds, edit and delete individual products.

To synchronize your product list, touch the REFRESH button at the top right of the screen.

**Note: You will not be able to edit product information within this tab. You must make your adjustments to your database online in your merchant console and re-sync your database.

**Note: You can edit the product information as you add it to an order.

Settings

To personalize your USAePay app settings, touch the SETTINGS icon at the bottom of your screen.

From the settings screen you can adjust your General, Orders, Quick Payment and Receipt settings as well as view additional information about your version of the software and copyright and library acknowledgement details.
General

The general settings screen allows you to change the auto-lock function and to change your PIN.

You can also set restrictions to determine who uses your app and how they are able to use it. By setting the Manager PIN, you can restrict all or some of the following actions.

To require a manager PIN code to be entered for any of the above functions, first set your manager on the Manager PIN screen. You will be asked to enter the number a second time to confirm. Then go to the Restrictions screen to turn the PIN requirements on or off for specific functions.

Auto-Lock

Use the auto-lock function to determine after what duration of inactivity the device should auto-lock. Choices include immediately, 1 Minute, 2 Minutes, 5 Minutes, 10 minutes, 15 Minutes and Never. This setting is designed to help you determine the best security level for your device.

Change Pin

This screen allows you to change your PIN. Enter the PIN you would like to use in the field provided. You will be asked to confirm your new PIN; simply enter the same four digits again.

NOTE: If you already have a PIN, you will be prompted to enter the current PIN before being allowed to proceed to the creation of a new PIN.

Order Settings

Use the Order Settings screen to determine whether each transaction should contain a tax rate and enter a description of the tax field. To set each variable item, touch the gray arrow to the right of the item you wish to change, then enter the desired value.

<table>
<thead>
<tr>
<th>Default Sale Type</th>
<th>Set the default type for Sale or Auth Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Print Receipt</td>
<td>If set to ON, receipt will be printed without prompt; if set to OFF, receipt will only prints if “Print Receipt” button is used.</td>
</tr>
<tr>
<td>Calculate Tax</td>
<td>Determines whether tax will be automatically calculated. If set to ON, tax will be calculated and added to the subtotal automatically.</td>
</tr>
<tr>
<td>Incremental Invoice</td>
<td>Determines if invoices will be numbered incrementally.</td>
</tr>
<tr>
<td>Next Invoice</td>
<td>Number at which next invoice will be recorded.</td>
</tr>
</tbody>
</table>
Receipts

The RECEIPT SETTINGS screen provides fields for a standard receipt printer and footer; basic store information such as company name, address and phone number; as well as receipt details such as whether to include a line for tips and line item details.

You can also control the email receipt settings from this screen.

About

The ABOUT screen includes details about your software such as the version you are currently using, your software key code and username.

You can also view your app usage information on the about screen, such as the number of customers currently in your customer database, the total number of products, transactions and database size.

**NOTE: any changes made on the device that have not been synchronized with the gateway will be lost.

Section 6

Setting Up your Products Database – Online Merchant Console

The Products page in your Merchant Console allows you to add, edit, track and manage all of your products – both physical and virtual – through a single easily customizable database. In the Products database you can group and view items by name, category, price, location and more.

Product Database

From the main page of the Products tab you can view a basic listing of all of your products. The database is indexed by the product name but you can change the index by clicking on the name of the field you would like to use at the top of the list. The database will display 100 products per page (there is a tab at the bottom of the screen to move to the next page.
At the top of the product list you can always see the total number of products currently in the system. From this screen you can sort, edit and delete any of the products in your database. On the left is a toolbox containing a list of Categories, Warehouses and Locations, which can also be used to group and sort products.

The default settings for this page include the following:

To sort the list by any of the above fields, click the title of the field in the header line. Click again to switch from ascending to descending order and vice versa.

**Database Keys**

Each product in your database will be shaded according to its status: Enabled (light blue), Disabled (white) or Low Inventory (pink). Each product’s status can be checked or altered by clicking the Edit button at the right of the item’s row and saving the desired product information on the Product Details screen.

**Customize Display**

Clicking the Customize button at the top of the page and adding or subtracting the fields to be displayed can customize the display page. Possibilities in addition to the default options are:
**Categories**

At the top of the toolbox to the left of the main product display, is a complete list of your product categories. From this toolbox, you can edit add and delete product categories as needed, as well as use the list to view only items in a particular category.

**View Products by Category**

To view items in a particular category, click the name of the category you would like to view. You may also use the category toolbox in conjunction with the Warehouses and Location toolboxes to further narrow your search.

**Add**

To add a new category, click on the plus (+) sign on the right side of the Categories header.

Enter the name of the new category and click the Save button. The category will be added to the list in your toolbox and then you may add product to the new category.
Edit

To edit a category, click the pencil icon to the right of the category you would like to change. Enter the new category name and click the save button to apply or click Cancel to keep the category unchanged.

Delete

To delete a category, click the trashcan icon to the right of the category name. You will be asked to confirm before the category is removed from the list.

Warehouses

At the center of the toolbox to the left of the main products display (just below your list of categories), is a complete list of your product warehouses. From this toolbox, you can edit, add and delete warehouses, as well as use the list to view only items located in a particular warehouse.

View Products by Warehouse

To view items located in a particular warehouse, simply click the name of the warehouse and only items from that warehouse will be displayed. You may also use the Warehouse toolbox in conjunction with the Categories and Location toolboxes to further narrow your search.

Add

To edit a warehouse, click the pencil icon to the right of the warehouse you would like to change.

Delete

To delete a warehouse, click the trashcan icon to the right of the warehouse name. You will be asked to confirm before the warehouse is removed from the list of warehouses.

Edit Product

To edit product details, quantity, description or location, click the Edit button to the right of the item you wish to change.
When you have altered the details in any of the four tabs (each described below), click the Save button to save and return to the product database, the Apply button to save and remain on the product editing screen, Cancel to reverse unsaved changes and return to the products database, or Create a Copy to create a duplicate item with the same information.

Details

The details tab contains basic product information, such as name, ID, UPC, price and more. You can also change an item’s tax status and enable or disable the item as necessary.

<table>
<thead>
<tr>
<th>Product Ref #: 1</th>
<th>Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Elementary Differential Equations</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Prentice Hall</td>
</tr>
<tr>
<td>Model</td>
<td></td>
</tr>
<tr>
<td>Product ID</td>
<td>0-13-508011-8</td>
</tr>
<tr>
<td>SKU</td>
<td>135080118</td>
</tr>
<tr>
<td>UPC</td>
<td>9780135080115</td>
</tr>
<tr>
<td>Weight</td>
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</tr>
<tr>
<td>Ship Weight</td>
<td>1.1000</td>
</tr>
<tr>
<td>URL</td>
<td><a href="http://acme.com/prod/123123.html">http://acme.com/prod/123123.html</a></td>
</tr>
<tr>
<td>Image URL</td>
<td><a href="http://acme.com/prcing/123123.jpg">http://acme.com/prcing/123123.jpg</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Ref #</td>
<td>system assigned product identification number</td>
</tr>
<tr>
<td>Enabled</td>
<td>check box to enable item for sale (disabled items will appear with a white background in the product list, enabled items appear on a light blue background)</td>
</tr>
<tr>
<td>Name</td>
<td>product name</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>product's manufacturer</td>
</tr>
<tr>
<td>Model</td>
<td>product's model number</td>
</tr>
<tr>
<td>Product ID</td>
<td>user assigned product identification number</td>
</tr>
<tr>
<td>SKU</td>
<td>product's Stock Keeping Unit number</td>
</tr>
<tr>
<td>UPC</td>
<td>product's Universal Product Code</td>
</tr>
<tr>
<td>Weight</td>
<td>product's total weight</td>
</tr>
<tr>
<td>Ship Weight</td>
<td>product's weight adjusted for packing and shipping purposes</td>
</tr>
<tr>
<td>URL</td>
<td>web location of product image</td>
</tr>
<tr>
<td>Image URL</td>
<td>web location of product description or other information</td>
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<tr>
<td>Price</td>
<td>product’s price</td>
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<tr>
<td>Taxable</td>
<td>denotes the product’s tax status - check the box if the product is taxable</td>
</tr>
<tr>
<td>Wholesale Price</td>
<td>product’s wholesale cost</td>
</tr>
<tr>
<td>Date Available</td>
<td>date the item will be available (leave blank if item is available immediately</td>
</tr>
<tr>
<td>Category</td>
<td>select a category from the drop down menu (you may also create a new category by selecting Add New Category at the bottom of the drop down menu and entering the new category name in the pop up box)</td>
</tr>
<tr>
<td>Product Type</td>
<td>denotes whether the product is physical (e.g. a hardcover book) or virtual (e.g. an ebook)</td>
</tr>
</tbody>
</table>
Inventories

The inventories tab allows you to adjust the quantity of each product as necessary. You may also assign the item a minimum quantity and break down the total inventory by warehouse to better track your stock.

To assign quantities to individual warehouses, choose a warehouse from the drop down menu, and then enter the quantity of the item in stock. You may also add as many warehouses as you like.

POS Locations

The POS (Point of Sale) Locations tab allows you to edit the locations to which the item in question is available. You can make the item to all POS locations or select a limited number of POS locations to which the item is available.

Description

In the Description tab you can enter a description of the item or any other details.
Bulk Edit

Use the Bulk Edit feature to adjust the following fields: Price, Wholesale Price, List Price, Quantity on Hand, Quantity on Order and Date Available. Click the Bulk Edit button then edit any of the fields. To edit products in a particular category, warehouse or both, use the toolboxes on the left.

**NOTE: You can only edit fields, which are visible on the main products database page. You can adjust the visible fields using the Customize button at the top of the database display.

Enable

You can enable multiple products at once by selecting the products you would like to enable using the checkboxes on the left hand side of the database. Select the products, and then click the Enable button at the bottom of the list. You will be prompted to confirm the changes before you can proceed.

Add Product

To add a single product to the products database, click one of the Add Product buttons located at the top or bottom right of the product list. On the New Product screen you can add item details such as name, price, weight, description, warehouse locations and more.

The Details tab contains fields in which to enter basic product information such as name, ID, UPC, price and more. You can also add an item’s tax status and enable or disable the item as necessary.

<table>
<thead>
<tr>
<th>Product Ref #</th>
<th>System assigned product identification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled</td>
<td>Check box to enable item for sale (disabled items will appear with a white background in the product list, enabled items appear on a light blue background)</td>
</tr>
<tr>
<td>Name</td>
<td>Product name</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Product's manufacturer</td>
</tr>
<tr>
<td>Model</td>
<td>Product's model number</td>
</tr>
<tr>
<td>Product ID</td>
<td>User assigned product identification number</td>
</tr>
<tr>
<td>SKU</td>
<td>Product's Stock Keeping Unit number</td>
</tr>
<tr>
<td>UPC</td>
<td>Product's Universal Product Code</td>
</tr>
<tr>
<td>Weight</td>
<td>Product's total weight</td>
</tr>
<tr>
<td>Ship Weight</td>
<td>Product's weight adjusted for packing and shipping purposes</td>
</tr>
<tr>
<td>URL</td>
<td>Web location of product image</td>
</tr>
<tr>
<td>Image URL</td>
<td>Web location of product description or other information</td>
</tr>
<tr>
<td>Price</td>
<td>Product's price</td>
</tr>
<tr>
<td>Taxable</td>
<td>Denotes the product's tax status - check the box if the product is taxable</td>
</tr>
<tr>
<td>Wholesale Price</td>
<td>Product's wholesale cost</td>
</tr>
<tr>
<td>Date Available</td>
<td>Date the item will be available (leave blank if item is available immediately)</td>
</tr>
<tr>
<td>Category</td>
<td>Select a category from the drop down menu (you may also create a new category by selecting Add New Category at the bottom of the drop down menu and entering the new category name in the pop up box)</td>
</tr>
<tr>
<td>Product Type</td>
<td>Denotes whether the product is physical (e.g. a hardcover book) or virtual (e.g. an ebook)</td>
</tr>
</tbody>
</table>
Import Products

The following steps are required to successfully import an existing products file. Some of the options; category, warehouse, etc. may be left blank and changed later. (This option is recommended if your file contains items in multiple categories or warehouses.)

1. Click the browse button.
2. Select the file you want to upload from your hard drive.
3. Select an Import Filter or choose New Import. (If this is your first import choose New Import; you will have a chance to save your filter settings later.)
4. Enable Newly Imported Products (uncheck to keep new items disabled and enable later if necessary.)
5. Select a Category for the new items.
6. Select a Warehouse for the new items.
7. Select action for existing products:
   - Select “Update Existing Products” if the file you are about to upload contains updated information on existing products. WARNING: Existing products database information will be replaced with new data.
   - Select “Import ALL Records as New Products” to keep existing product information and add the new products list with the newly imported product information.
   - Select “Delete ALL Products Before Import” to eliminate all existing product data and replace your entire product list with the newly imported product information.
8. Click Continue when ready.

Map Fields

If you select New Import, you will need to map the fields before the items can be added to the products database. Select a category for each column (Name, Description, Price, Weight, URL, etc.) based on what information it contains. When you are done, click Continue at the bottom of the screen. (You’ll have the change to save the mapped fields in a moment.)

Confirm Import

Double check the information that will be imported, including file size, type and number of products to be imported, then click “Finish Upload” to continue and save the products to the database.
**Import Completed/Import Saved**

The Import Completed screen displays the results of your import. On the Import Completed screen, enter a name for the import filter settings to save them for future use. Once you have saved your settings, the name of the import filter will appear in the drop down menu on the initial import screen.

To return to the Products Manager without saving, click the Products Manager link below the Import name field.

To import another file without saving your import settings, click the Import Another File link. If you save your settings, you will be taken to the final confirmation screen from which you can return to the Products Manager of Import Another File.

**Export**

Your Product Database may be exported by selecting the type of file you would like to export (csv or tab delimited) from the drop down menu and clicking Export. The data can then be accessed via an offline program such as Microsoft Excel, Quicken or Quick Books.

**Print**

The Print button is located at the bottom of the Products Database. You can print the entire product database or you can use the Categories and Warehouse toolbox to print only certain items. The fields that you have selected for display will be included in the print file.
Section 7

Additional Information

- Voice Authentication:
  - Visa/Mastercard – (800) 228 – 1122
  - American Express – (800) 528 – 2121
  - Discover – (800) 347 – 1111

- USAePay Customer Support
  - 6 A.M. – 6 P.M. (Pacific) Monday-Friday
  - 1-866-USA-EPAY or (866) 872-3729
Using the Printer:
- Paper Size: 2.25” x 25 ft. on ½” non-glued core.
- Red Lamp: Charging Battery
- Green Lamp: Fully Charged
- Do not install/store printer in direct sunlight
  - Operating Temperature [-10°C/14°F – 50°C/122°F]
  - Humidity [30% - 80%]
- Do not install printer near devices that generate strong electromagnetic fields such as a copy machine.
- Do not open platen during printing.
- Switch the POWER OFF when not in use.
- Do not use alcohol or other solvent.
- The AC adapter, the battery charger and the battery pack may become warm during use. This is normal and not a malfunction.
- When the battery pack is used at low temperature, the length of time the printer can be used may be shortened.

Thermal Paper Handling:
- Store the thermal paper is a cool, dry and dark place.
- Do no rub the paper with hard object.
- Do not leave the paper with hard object.
- Do not allow plastic film, erasers or adhesive tape to touch the paper for long periods of time.
- Always use clean thermal paper.

Battery Charger:
- Input (100~250V AC 50~60Hz) / Output (8.4VDC/0.8A)
- Charging Time: 4 - 5 hours full charge time
- Battery Duration: 1 hour continuous printing

Self-Test: (If your printer does not function properly)
Turn on the power while holding down the FEED button. The Self-Test checks –
1. Make sure the paper roll has bee installed properly.
2. The Self-Test prints the current status, which provides the control ROM version and the communication method setting.
3. After printing the current printer status, Self-Test will print a pattern using the built-in character set.
4. The Self-Test automatically ends.
SC30 Features ---

SC40 Features ---
PA DSS Implementation Guide

To adhere to industry mandated security requirements, certain steps must be followed when deploying the USAePay app.

Wireless

If wireless is used or implemented in the payment environment or application, the wireless environment must be configured per PCI DSS version 1.2 requirements 1.2.3, 2.1.1 and 4.1.1. Wireless technology must be securely implemented and transmissions of cardholder data over wireless networks must be secure. PCI Requirements for Wireless Implementations Install and configure perimeter firewalls between wireless networks and systems that store credit card data, per PCI DSS version 1.2 1.2.3.

Modify default wireless settings, as follows, per PCI DSS 2.1.1:

- Change default encryption keys upon installation and anytime anyone with knowledge of the encryption keys leaves the company or changes positions
- Change default service set identifier (SSID)
- Change default passwords or passphrases on access points
- Change default SNMP community strings
- Enable WiFi protected access (WPA and WPA2) technology for encryption and authentication
- Update firmware on wireless access points to support strong encryption and authentication (WPA/WPA2)
- Other security related wireless vendor defaults
- For wireless networks transmitting cardholder data or connected to the cardholder data environment, implement industry best practices for strong encryption of data transmission and authentication (for example, IEEE 802.11i).

All newly implemented wireless networks are prohibited from using WEP as of March 31, 2009. For current wireless implementations, it is prohibited to use WEP after June 20, 2010.

Legal

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