RedFin network

Blue Bamboo P25-M – User Guide

***The scanner should always be connected and turned on before you start the application.*

Start the application by clicking on the *Start Menu,* select *All Programs,* click the *Blue Bamboo P25-M* file folder, then select the Blue *Bamboo P25-M* menu item.

You may also launch the program by double-clicking the **Blue Bamboo P25-M** desktop shortcut.

LOGIN SCREEN

The first screen appearing at startup is the Login screen, prompting you for your credentials to the payment gateway.

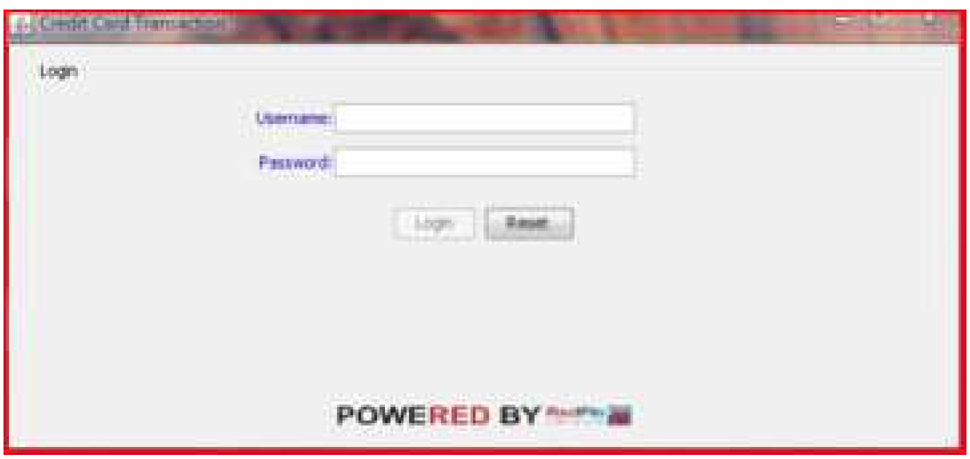

Figure 1. Login

After entering your username and password, you can either press the enter key on your keyboard or click the Login button. The Reset button will clear both fields.

Company Information

The first time you log into the application, it will ask for your company information.

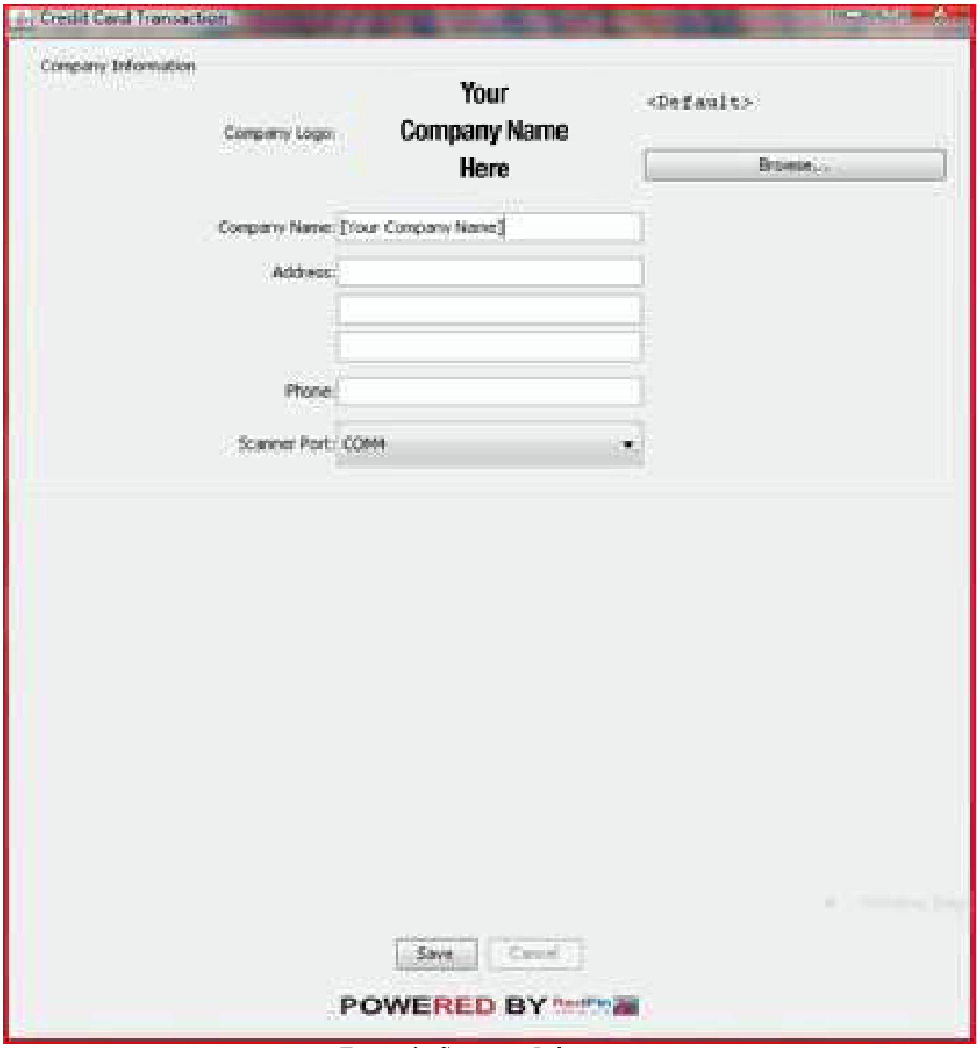

Figure 2. Company Information

The company logo will be displayed in the header of every screen of the application. It is an optional field. You can choose any image file by selecting the browse button. This will enable you to search the files/folders on your computer to locate the image desired. If needed, the logo will be resized so as not to exceed too much space.

The company name, address and phone number will be displayed at the top of every receipt. Blank lines won't be displayed. Only the company name is required.

The scanner port is used to indicate the port where the Blue Bamboo P25-M is connected. You can locate this information in the Device Manager screen:

a. Select the **Control Panel** item in the Start menu.

b. From the Control Panel Home Screen click on **System** icon.

c. Click on the **Hardware** tab.

d. Click on the **Device Manager** button.

e. Click on the plus sign on the left of the **Ports (COM & LPT)** item.

f. The COM port is indicated in parenthesis after the **Silicon Labs CP210x USB to UART Bridge** item.

Click on the drop down menu next to "Scanner Port:" to select active Com port.

Once company information and Com port has been selected; click the Save button.

You'll be able to come back to this screen anytime by clicking the logo at the top of a screen. Changes may be necessary if your address or phone number change or for any other reason.

CREDIT CARD SALE

This is the main screen where the operations are processed. There are four tabs, one per type of transaction.

In all screens, fields with a blue label are required.

Two possibilities are available for a transaction, either typing in the information, or by clicking the **Scan** button and then swiping a credit card in the P25-M device.

Sale

This is the tab that will most commonly be used.

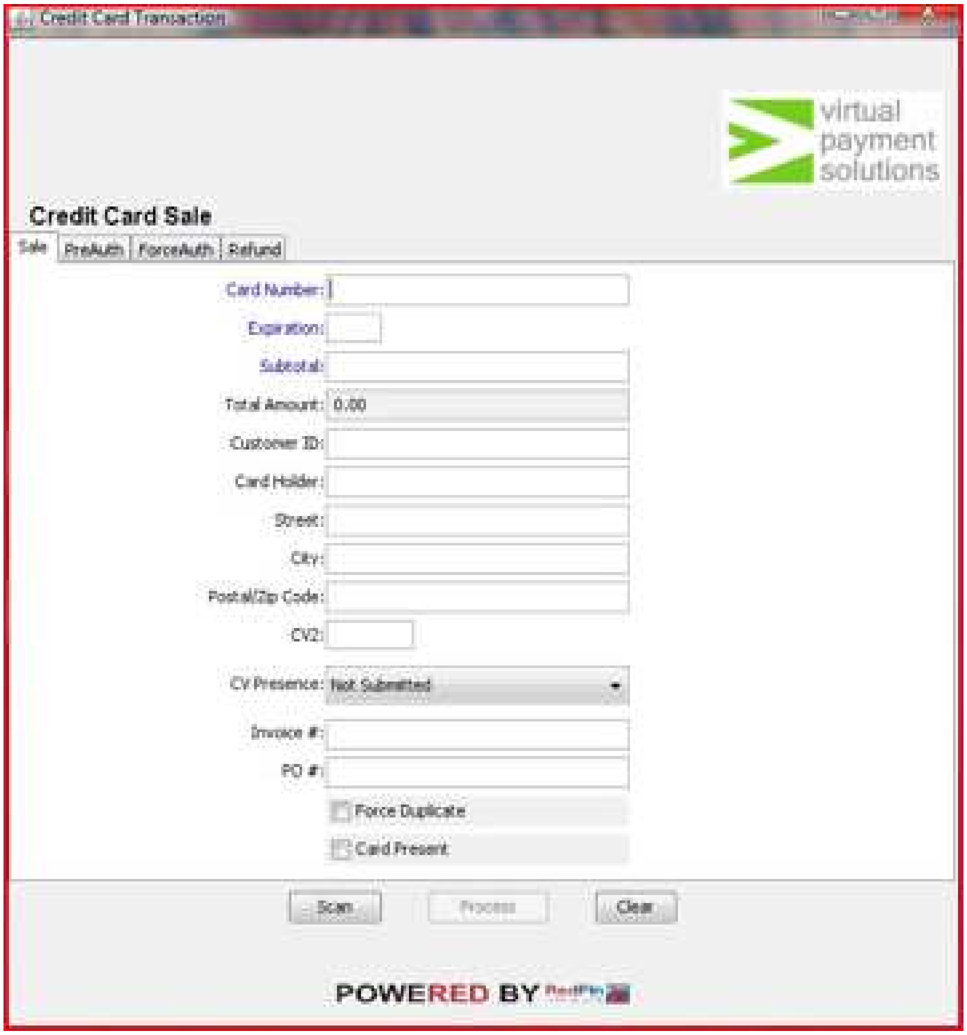

Figure 3.1 Credit Card Sale - Sale tab

The required fields are the card number, the expiration date on the card, and the subtotal to be charged to the card. You can reset the screen fields by clicking the **Clear** button.

Two transactions in succession, utilizing the same card and for the same amount require that you check the **Force Duplicate** checkbox.

Once the information has been entered, either by manually entering, or clicking **Scan**, and swiping the card through the P25-M reader, you then click the **Process** button to conclude the transaction. Receipts for the customer and the vendor will be printed from the P25-M. Additional copies can be printed if necessary by clicking the **Print** button (replacing the **Process** button after completion of the transaction).

For a new transaction, click the **New** button (replacing the **Clear** button after completion of the transaction).

PreAuth

This tab is similar to the **Sale** tab except it doesn't have a **Force Duplicate** checkbox as it is only used to pre-authorize payments, not to make an actual payment.

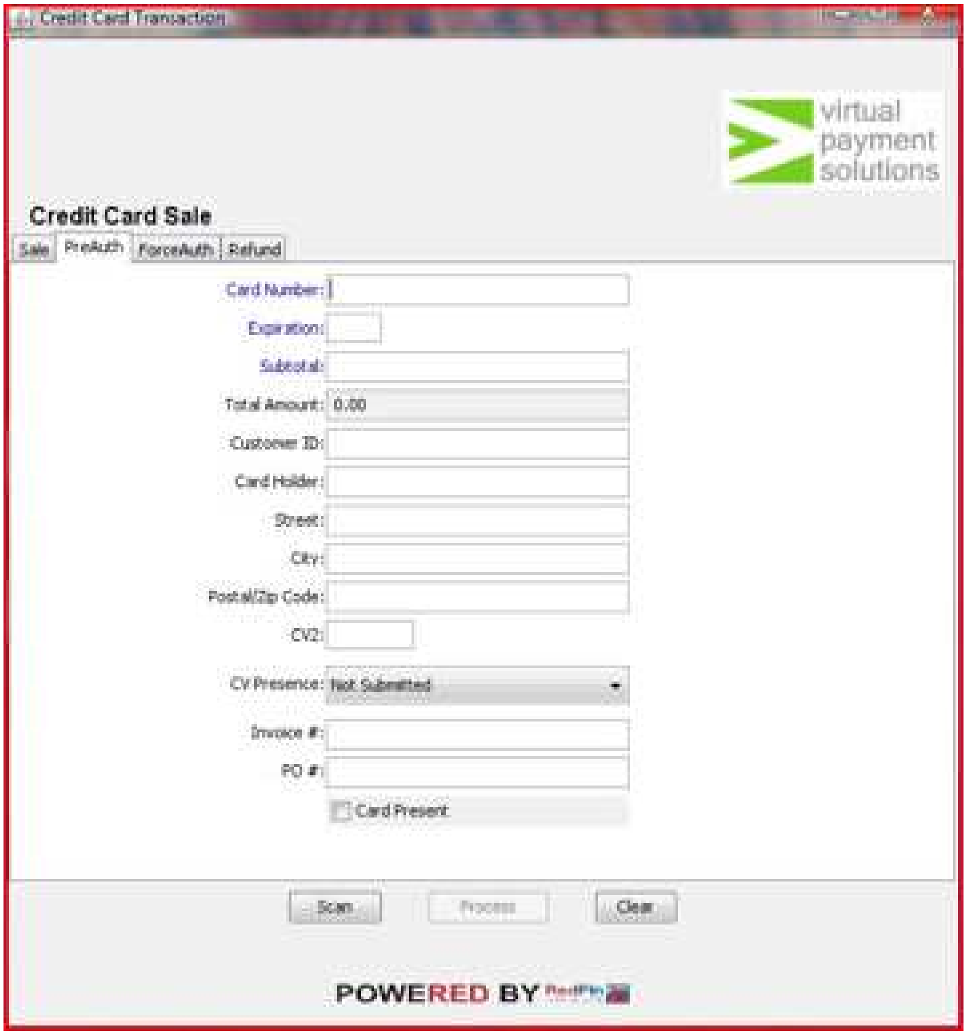

Figure 3.2 Credit Card Sale - PreAuth tab

ForceAuth

This tab is similar to the **Sale** tab except it has a **AuthCode** field as it is used to confirm authorization of payment. The Authorization Code is located on the initial receipt that the Pre Auth provided.

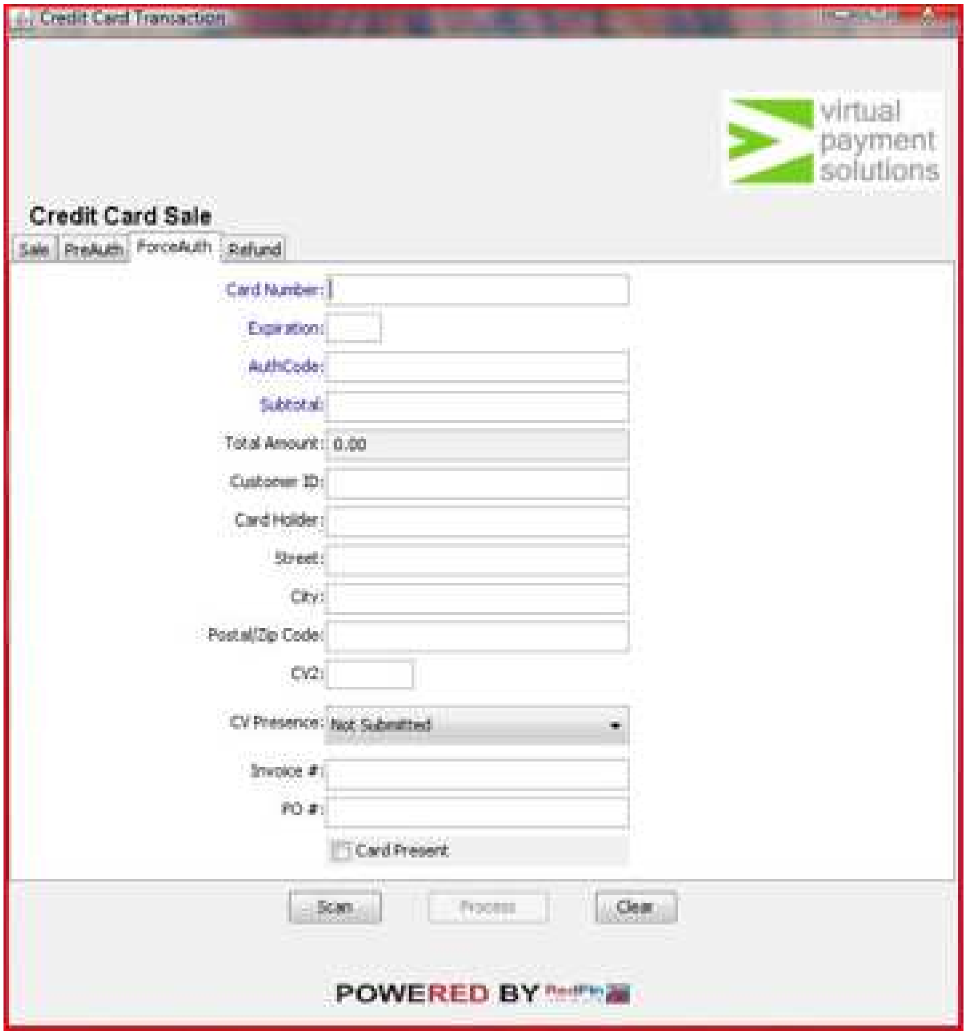

Figure 3.3 Credit Card Sale - ForceAuth tab

Refund

This tab is different from the other tabs. It is used in two steps.

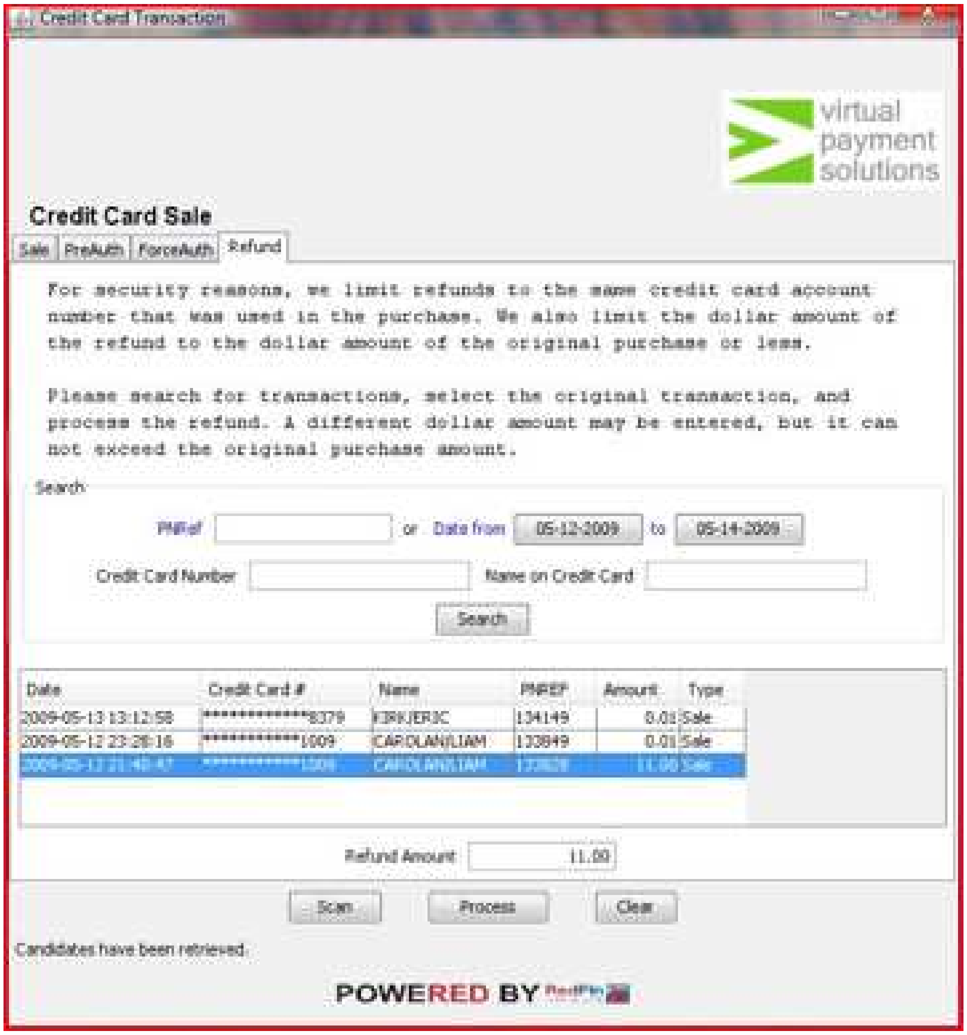

Figure 3.4 Credit Card Sale - Refund tab

First, you make a search for the transaction you'd like to refund. The PNRef or a date range is required. The **PNRef** number can be found on the receipt. The credit card number is also a good search criterion by either manually entering or swiping the card in the P25-M. After entering the search information, clicking the **Search** button which will bring up a list of transactions matching the criteria.

For the second step, you select the transaction to be refunded and click the **Process** button. If desired, the refund amount can be partial by changing the value in the **Refund Amount** field.

A receipt will be printed once the transaction is complete.

Leaving the application

You leave the application by clicking on the close box in the top right corner.