

Terminal Installation and Configuration (POS 1.0)

Last Modified on 07/15/2024 1:49 pm CDT

As of 7/1/2023, Point of Sale 1.0 has been deprecated. Please see the [Migration Checklist \(POS 2.0\)](#) for details.

[Terms Used in this Article](#) | [Install Terminal](#) | [Load POS Data](#) | [Set POS Options](#) | [Reinstall POS Terminal Software](#) | [Uninstall POS Terminal Software](#) | [Uninstall Bomgar](#)

Classic View: [Point of Sale](#) > [Administration](#) > [Terminals](#)

This document covers Point of Sale 1.0 terminal installation. For Point of Sale 2.0, please see [Terminal Installation and Configuration \(POS 2.0\)](#)

Please see the [Supported Platforms](#) article for POS terminal system requirements.

The terminal configuration steps in this article apply to the following scenarios:

- Configuring new terminals
- Terminals that require an OS update
- Terminals that must be reconfigured because they are being moved from a training environment to a live environment
- Terminals that must be reconfigured because of reallocation of resources (moving from one location to another).

If your district uses IBM cash drawers for their Point of Sale system, see the [IBM Cash Drawer Installation](#) article before you begin.

If your district uses MMF™ POS cash drawers with a USB connection, see the [MMF POS Cash Drawer Installation](#) article for more information.

If your district uses POS-X cash drawers for their Point of Sale system, see the [POS-X Cash Drawer Installation](#) article before you begin.

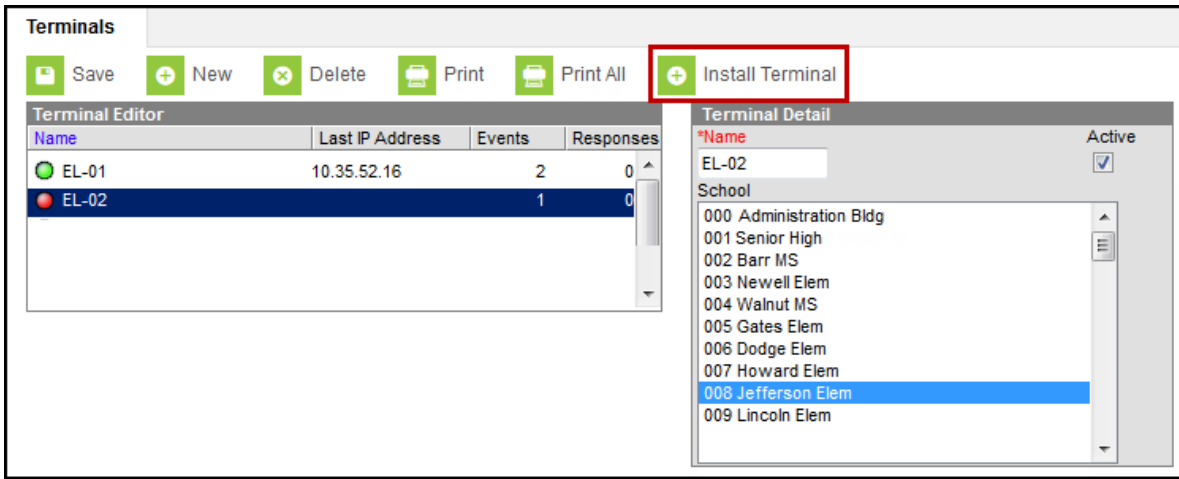
Terms Used in this Article

Term	Description
POS Application Name	In the Campus application, this is located in the Application Manager tool. The POS application is the set of purchasables and service layouts desired for display on the terminal.
POS Terminal Name	<p>The terminal name the district has assigned to the POS. In the Campus application, this is located in the Terminals tool.</p> <p>Infinite Campus recommends that terminal names are limited to 12 characters in length, including spaces and that special characters should not be used; e.g., !@#\$. </p>
State	The two-letter abbreviation for state. This is automatically populated from the Campus server.
District Number	<p>This is the DIS messaging district number. This is automatically populated from the Campus server.</p> <p>This number may be different from the standard district number.</p>
Administrator PIN	<p>This is the PIN necessary for the POS Admin to (re)load POS data, make changes to POS options and review read-only POS Configuration data.</p> <p>This is different from the Windows Application user password.</p>

Install Terminal

Use the **Install Terminal** option on the Terminals tool to download and install the POS terminal software.

Before you begin, be sure to [add the terminal](#) and verify the Terminal Details.



Example Install Terminal Button

Connect a PC-compatible USB mouse and USB keyboard to the terminal in order to begin the installation process.

1. Select the Terminal and click **Install Terminal**.

Result

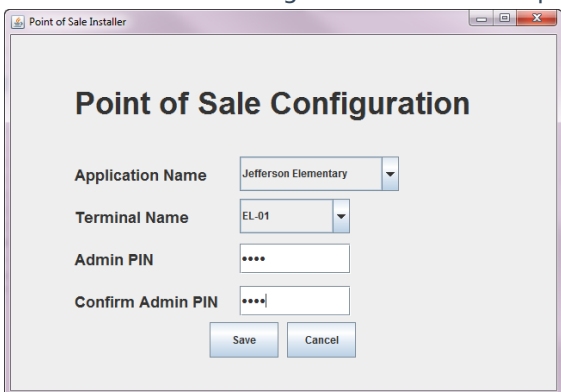
The License Agreement displays.



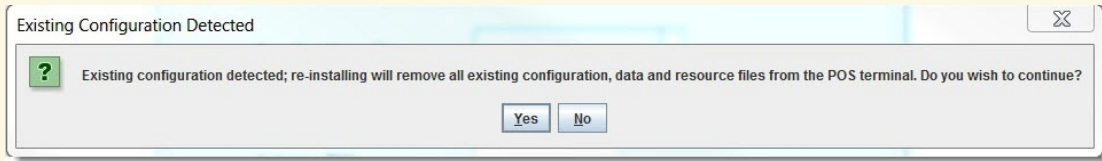
2. Select the option to accept the agreement then click **Continue**.

Result

The Point of Sale Configuration window displays.



If you are **reinstalling** the software, the following warning displays. Click **Yes** and proceed to step 3.



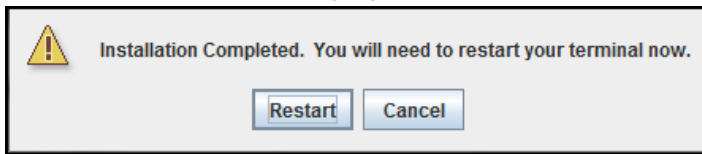
3. Complete the following fields:

- **Application Name.** The name of the school where the terminal is located.
- **Terminal Name.** The terminal name comes from the value in Point of Sale > Administration > Terminals by default but can be changed.
- **Admin PIN.** Setting an initial PIN is necessary to allow Point of Sale administrators access to configuration settings.
- **Confirm Admin PIN**

4. Click **Save**.

Result

A confirmation window displays.



5. Click **Restart**.


Result

The POS terminal software is now installed on the terminal.

When the terminal restarts, the following shortcuts will be available on the desktop: 

Campus Point of Sale and  CampusRDS™ Support.

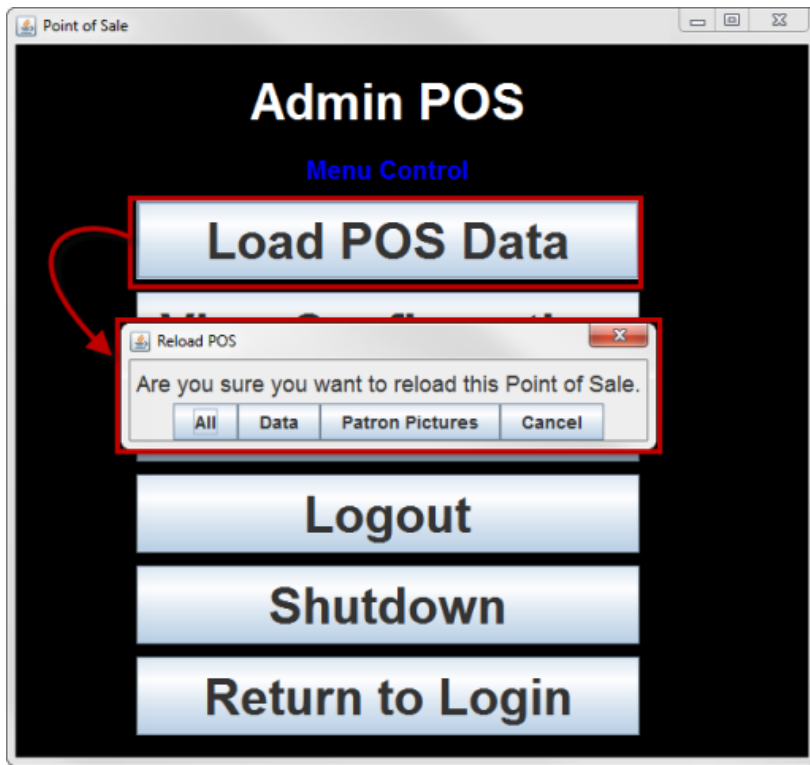
Load POS Data

After the POS terminal software is installed and the terminal has rebooted, click the  Campus Point of Sale shortcut to display the Admin POS menu and load the applicable patron data stored in the Campus database onto the terminal.

Reloading terminals after the initial data load is rarely necessary. POS terminals communicate asynchronously with the Campus application when connected to the network; therefore, changes made in Campus are automatically reflected on the terminal.

However, a reload is necessary at the beginning of the school year, due to changes in enrollments and changes in the POS zone’s scoped year. In addition, a reload is necessary when

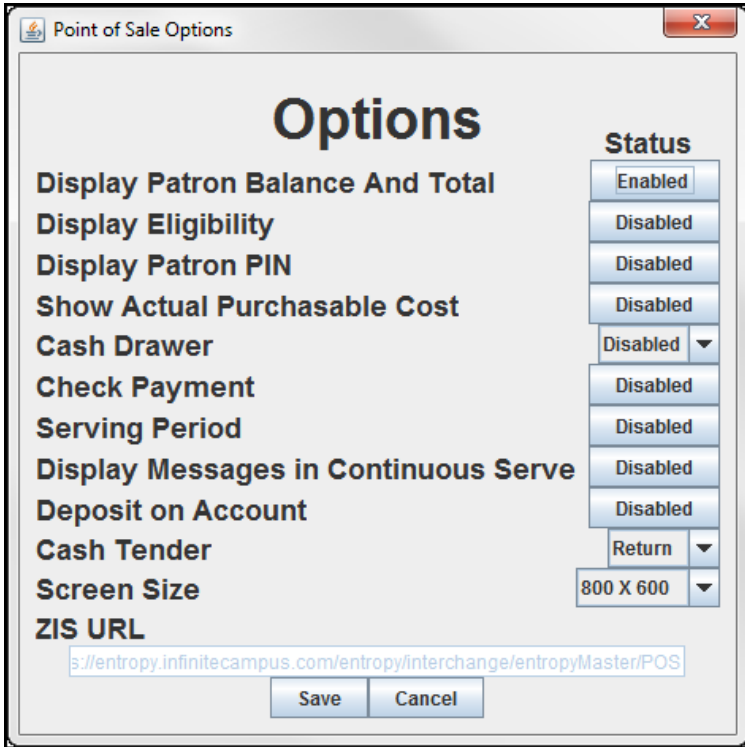
a change affecting patron accounts or person data is made directly within the Campus database.



1. Log in as a POS Admin.
2. Select **Load POS Data** from the Admin POS Menu.
3. The Point of Sale administrator has several options for (re)loading POS data on a terminal. Select an option from the pop-up window:
 - **All**: Loads patron/menu data and patron pictures.
 - **Data**: Only loads patron/menu data.
 - **Patron Pictures** (if uploaded on Campus interface).
4. After you select an option, the terminal displays a Waiting for Server Data message as the POS requests data from the Campus application server.
5. Click **Finish** on the confirmation window.

Set POS Options

Point of Sale options may be enabled/disabled at any time. Options are Disabled by default.



Option	Enabled	Disabled
Display Patron Balance And Total	This option displays balance information for all students including Free and Reduced students.	<p>When disabled, this option hides all balance information. This option is useful for ensuring a student's eligibility status is not accidentally disclosed.</p> <ul style="list-style-type: none"> The following Administration Options are automatically disabled and cannot be changed: Display Eligibility, Show Actual Purchasable Cost, Cash Drawer, Check Payment, Deposit on Account and Cash Tender. Cashiers cannot process cash transactions. Cashiers will not be able to see accounts going negative. <div style="background-color: #e0f2f1; padding: 10px; margin-top: 10px;"> <p>Infinite Campus recommends using the Reminder Enable option located on the patron account. If marked, the cashier will be warned when the patron's balance is less than or equal to the amount entered in the Reminder field on the account.</p> </div>

Option	Enabled	Disabled
<p>Display Eligibility</p>	<p>This option gives the cashier a colored dot on the serving screen to show a patron’s FRAM eligibility type.</p> <p>This option may be used in conjunction with the Show Actual Purchasable Cost option.</p> <p>Color codes:</p> <ul style="list-style-type: none"> • Gray - Adult/Staff Member • Green - Paid Student • Yellow - Reduced Student • Red - Free Student <p>This option cannot be enabled unless the Display Patron Balance and Total option is also enabled.</p>	<p>This displays all dots in gray and will not distinguish between eligibilities.</p> <p>This option is often disabled for privacy purposes.</p>
<p>Display Patron PIN</p>	<p>This allows patron PINs to fully display in the PIN column when using the Search feature.</p>	<p>This displays asterisks in the PIN column when using the Search feature.</p> <p>This option is often disabled for privacy purposes.</p>
<p>Show Actual Purchasable Cost</p>	<p>This shows the cashier on the serving screen and the historical transaction screen what the patron is actually being charged for the purchasable (full, reduced or free price). This option may be used in conjunction with the Display Eligibility option.</p> <p>This option cannot be enabled unless the Display Patron Balance and Total option is also enabled.</p>	<p>This displays the paid price for each purchasable. Actual charges to patron’s account are still based on eligibility.</p> <p>This option is often disabled for privacy purposes.</p>

Option	Enabled	Disabled										
<p>Cash Drawer</p>	<p>This enables automatic cash drawer functionality, if a cash drawer is attached.</p> <table border="1" data-bbox="387 394 871 853"> <thead> <tr> <th data-bbox="387 394 560 495">Select...</th> <th data-bbox="560 394 871 495">For terminals using...</th> </tr> </thead> <tbody> <tr> <td data-bbox="387 495 560 555">IBM</td> <td data-bbox="560 495 871 555">an IBM cash drawer</td> </tr> <tr> <td data-bbox="387 555 560 656">MMF</td> <td data-bbox="560 555 871 656">an MMF™ cash drawer</td> </tr> <tr> <td data-bbox="387 656 560 792">MMF2017</td> <td data-bbox="560 656 871 792">an MMF™ POS cash drawer with a USB connection</td> </tr> <tr> <td data-bbox="387 792 560 853">POS-X</td> <td data-bbox="560 792 871 853">a POS-X cash drawer</td> </tr> </tbody> </table> <p data-bbox="387 898 871 1093">This option cannot be enabled unless the Display Patron Balance and Total option is also enabled.</p>	Select...	For terminals using...	IBM	an IBM cash drawer	MMF	an MMF™ cash drawer	MMF2017	an MMF™ POS cash drawer with a USB connection	POS-X	a POS-X cash drawer	<p>This is the option for terminals without a cash drawer. If a drawer is attached, the software will not open the drawer when processing cash transactions.</p> <p data-bbox="906 454 1425 954">Infinite Campus supports IBM, MMF, and POS-X cash drawers. If your district has a different cash drawer that is connected via serial port, choose IBM. If another cash drawer is used that connects via USB port, select MMF. If your district uses MMF™ POS cash drawers with a USB connection, see the MMF POS Cash Drawer Installation article for more information.</p>
Select...	For terminals using...											
IBM	an IBM cash drawer											
MMF	an MMF™ cash drawer											
MMF2017	an MMF™ POS cash drawer with a USB connection											
POS-X	a POS-X cash drawer											
<p>Check Payment</p>	<p>Check payment options display for the cashier.</p> <p data-bbox="387 1267 871 1462">This option cannot be enabled unless the Display Patron Balance and Total option is also enabled.</p>	<p>Check payment options do not display for the cashier.</p>										
<p>Serving Period</p>	<p>Option to choose a serving period prior to serving meals is displayed to a cashier after they have logged in and selected a serving method (i.e., General Serve or Continuous Serve). This option also enables the Drawer Count feature.</p>	<p>No option is displayed to the cashier for selecting a serving period. The Drawer Count feature is unavailable.</p>										
<p>Display Messages in Continuous Serve</p>	<p>Reminders and restrictions set on accounts will display.</p>	<p>Reminders and restrictions set on accounts will NOT display.</p>										

Option	Enabled	Disabled
Deposit on Account	Deposit on Account option displays for cashier. <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> This option cannot be enabled unless the Display Patron Balance and Total option is also enabled. </div>	Deposit on Account option does not display for cashier.
Cash Tender	The following options are available for this preference: <ul style="list-style-type: none"> • Deposit - This automatically deposits all change from a cash transaction into the patron's account. Patron will NOT receive change. • Return - This allows the patron to physically receive change from cash transactions. • Both - Allows both deposit and return options. The cashier may choose whether to deposit additional cash into patron's account or return change to patron. • Disable - This option turns off the ability to complete cash transactions. <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc; margin-top: 10px;"> This option cannot be enabled unless the Display Patron Balance and Total option is also enabled. </div>	Cashiers will not be able to process cash transactions. When this option is selected, the Cash (\$) button does not display for the cashier.
Screen Size	Screen size is determined by the screen size of the terminal: <ul style="list-style-type: none"> • 12-inch terminal screen: 800 x 600 (Default) • 15-inch terminal screen: 1024 X 768 	N/A

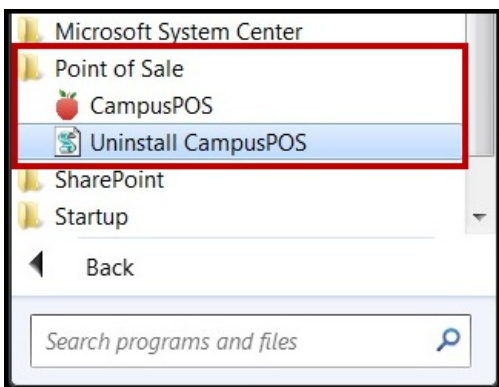
Option	Enabled	Disabled
ZIS URL	This is the URL used in communicating DIS messages between the POS terminal and the Campus application server. This field is read-only and used only for support purposes.	N/A

Reinstall POS Terminal Software

If you need to reinstall the POS Terminal software, follow the same, standard steps for [installing the terminal](#). See the [Install Terminal](#) procedures provided previously in this article. These steps are the same whether you are installing the software for the first time or reinstalling because the terminal was relocated, etc.

Uninstall POS Terminal Software

To uninstall POS terminal software on the terminal, navigate to **Start > All Programs > Point of Sale** and select **Uninstall CampusPOS**.



Uninstall Bomgar

If your district installed the Bomgar Button as part of a previous release, Infinite Campus recommends uninstalling Bomgar via the Windows Control > Programs > Install/Uninstall Programs and reinstalling the POS Terminal software.

If your district would like a shortcut to the remote session software webpage, please reinstall the POS Terminal software.

Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Organize ▾ **Uninstall**

Name	Publisher	Installed On	Size	Version
Adobe Acrobat Reader DC	Adobe Systems Incorporated	3/10/2016	195 MB	15.010.20060
Adobe Flash Player 21 NPAPI	Adobe Systems Incorporated	4/7/2016	5.65 MB	21.0.0.213
Adobe Shockwave Player 12.1	Adobe Systems, Inc.	10/23/2015		12.1.9.160
Bomgar Button 15.2.2 [rds.infinitecampus.com]	Bomgar	3/30/2016		15.2.2