

# Terminal Installation and Configuration

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[Install a POS 2.0 Terminal](#) | [Terminal Options](#) | [POS Terminal Admin Field Descriptions](#) | [Find the POS Version on Your Terminal](#) | [Laptop and Tablet Display Settings](#) | [Uninstalling the Terminal](#)

This article is continually updated as new information becomes available.

## Before You Begin

The POS 2.0 installation is a "per-user" installation instead of a "per-machine" installation like it was in POS 1.0. We made this change so that approval from a Windows administrator is not required to install future updates.

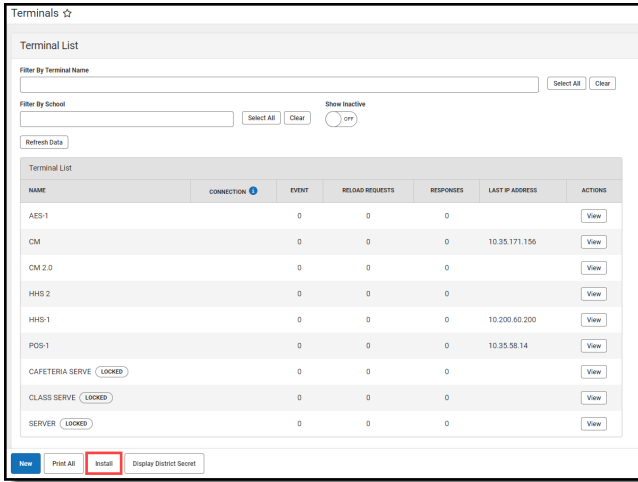
Previously, in POS 1.0, cashiers were required to provide an administrator's username and password during the Point of Sale's automatic update process. The new "per-user" installation and updates no longer require admin approval. This means a POS cashier won't be prompted for an admin username and password after an automatic update is downloaded. Instead, the update installs silently between closing and opening POS 2.0 on the terminal.

Data configured in the [POS Terminal Admin](#) is shared between users on the same terminal. The first user to install POS 2.0 on the terminal must use the POS Terminal Admin to set specific options and load data onto the terminal. Subsequent users do not need to use the POS Terminal Admin to change options or reload data after installing. Any changes made in the POS Terminal Admin will affect all users on the terminal.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> <li><a href="#">Install a POS 2.0 Terminal</a></li> <li><a href="#">Set Terminal Options</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">POS Terminal Admin Field Descriptions</a></li> <li><a href="#">Find the POS Version on Your Terminal</a></li> <li><a href="#">Laptop and Tablet Display Settings</a></li> </ul>

## Install a POS 2.0 Terminal

- Navigate to your Infinite Campus logon page and copy the URL for use in the **Campus Login URL** field on the POS Terminal Admin. The POS Terminal Admin will be available after you complete the terminal installation steps.
- Log onto Campus and navigate to [Food Service > Administration > Terminals](#).
- Click the **Install** button.



**Result:** Campus downloads the *Campus Point of Sale Setup 2.x.x* file to your terminal.

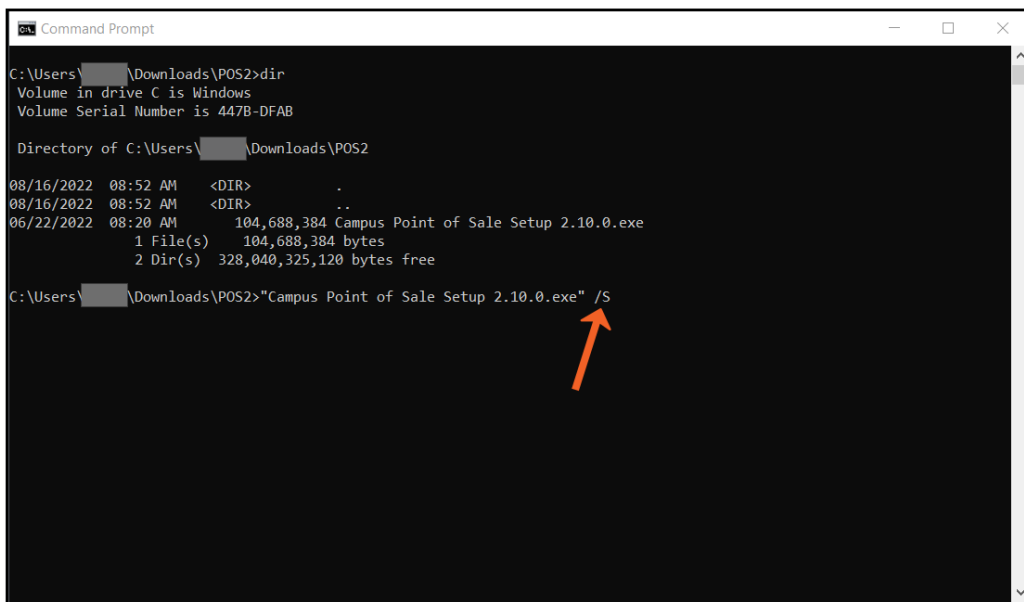
Open the *Campus Point of Sale Setup 2.x.x.exe* file.

**Result:** The POS Terminal Admin screen displays.

If a "Windows protected your PC" message displays, click *More Info > Run Anyway*.  
 If a Windows Defender Firewall message displays, click the *Allow Access* button.  
 You may need to allow POS to run with other firewall or anti-virus software.

## Silent Install

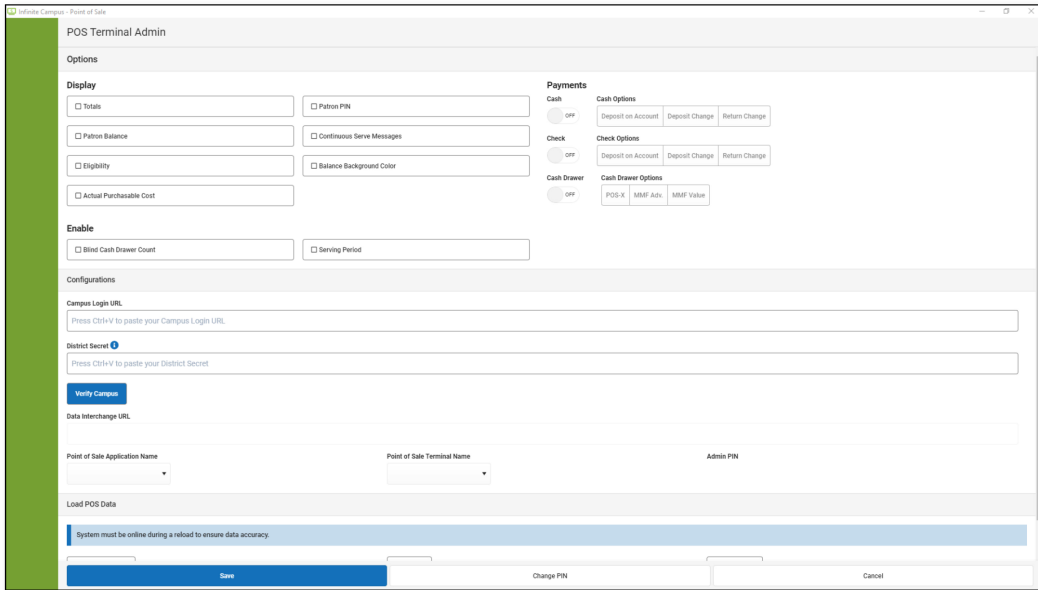
1. Districts wanting to perform a silent install may add `"/S"` to the `.exe` file in Command Prompt. This will bypass all prompts, pop-ups and error messaging so they can mass install terminals.



2. Terminal options need to be set for each terminal by opening the Point of Sale software.

# Terminal Options

▶ [Click here to expand...](#)



Use the field descriptions found below in the [POS Terminal Admin Field Descriptions](#) to set specific options and load data onto your terminal.

Be sure to change the **Admin PIN** before you close the POS Terminal Admin.

## POS Terminal Admin Field Descriptions

Options		
Option	Enabled	Disabled
<b>Display</b>		
<b>Totals</b>	The Item amount, transaction total and remaining balance are visible on the cashier's screen.	Item amount, transaction total and remaining balance are hidden on the cashier's screen. Cash and check tender are not allowed. Deposit on account is allowed.

Option	Enabled	Disabled
<p><b>Patron Balance</b></p>	<p>Patron Balance and remaining balance are visible on the cashier's screen.</p> <p>This option displays balance information for all students including Free and Reduced students.</p>	<p>Patron Balance and remaining balance are hidden on the cashier's screen. Cashiers will not be able to see accounts going negative.</p> <p>Item amount and transaction total are visible.</p>
<p><b>Eligibility</b></p>	<p>Displays the eligibility icon on the cashier's screen.</p> <ul style="list-style-type: none"> <li>• <b>Gray</b> - Adult/Staff Member</li> <li>• <b>Green</b> - Paid Student</li> <li>• <b>Yellow</b> - Reduced Student</li> <li>• <b>Red</b> - Free Student</li> </ul> <p>This option is often disabled for privacy purposes.</p>	<p>The eligibility icon is hidden on the cashier's screen.</p>
<p><b>Actual Purchasable Cost</b></p>	<p>The actual price the student will pay for items displays on the cashier's screen. For example, a reimbursable lunch for a free student displays as \$0.</p> <p>The transaction total and remaining balance displayed on the terminal will reflect sums from item prices displayed.</p> <p>If a free or reduced student uses cash or check to pay for a transaction, whatever amount the student was overcharged will be deposited into their food service account.</p> <p>This option is often disabled for privacy purposes.</p>	<p>Prices on the terminal reflect the purchasable cost for all students. The full paid price displays for students with reimbursable lunches.</p> <p>The transaction total and remaining balance will reflect sums from item prices that display on the terminal.</p>
<p><b>Patron PIN</b></p>	<p>The Patron PIN is visible on on the cashier's screen including the patron search screen.</p> <p>This option is often disabled for privacy purposes.</p>	<p>The Patron PIN is hidden on the cashier's screen.</p>

Option	Enabled	Disabled
<b>Continuous Serve Messages</b>	Reminders and restrictions set on accounts will display when the cashier is using Continuous mode.	Patron messages are hidden on the cashier's screen while they are using Continuous mode. There are fewer interruptions for the cashier when you use this option.
<b>Balance Background Color</b>	<p>The Balance background displays in green, yellow or red, depending on the account balance and reminder amount set on the patron account. This applies to any patron that has a Free, Reduced, or Paid FRAM eligibility.</p> <div data-bbox="432 824 901 987" style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>The Eligibility display option must be enabled for color-coded balance backgrounds to display.</p> </div>	The Balance background displays in medium grey.
<b>Enable</b>		
<b>Blind Cash Drawer Count</b>	<p>The Deposit Amount on the Cash Drawer Count page will be hidden.</p> <p>The Cash Drawer Count page will indicate whether the cashier's drawer is balanced.</p>	<p>The Deposit amount will display on the Cash Drawer Count page.</p> <p>When the cashier enters information on the Cash Drawer Count page and clicks Submit, POS 2.0 displays whether the drawer is balanced or unbalanced.</p>
<b>Serving Period</b>	<p>The cashier must select the serving period when they log in.</p> <p>Only services with the selected serving period assigned are visible.</p>	Cashier will go directly to terminal when they log in and all services will display. The Cash Drawer Count page will not display when the cashier logs off.
<b>Payments</b>		
<b>Cash</b>	Cash button displays on the terminal.	Cash button does not display on the terminal.

Option	Enabled	Disabled
<b>Cash Options</b>	<p><b>Deposit Change:</b> Allows cashier to deposit change from a cash transaction into a patron’s account.</p> <p><b>Return Change:</b> Allows cashier to return change from a cash transaction into a patron’s account.</p> <p><b>Deposit on Account:</b> Allows a patron to make a cash deposit to their food service account via the Point of Sale.</p>	<p><b>Deposit Change:</b> Cashier will not have the option to deposit change from a cash transaction into a patron’s account</p> <p><b>Return Change:</b> Cashier will not have the option to return change from a cash transaction into a patron’s account</p> <p><b>Deposit on Account:</b> Patrons will not be able to make a deposit to their food service account using cash via the terminal.</p>
<b>Check</b>	<p>Check button displays on the terminal.</p>	<p>Check button does not display on the terminal.</p>
<b>Check Options</b>	<p><b>Deposit on Account:</b> Allows a patron to make a check deposit to their food service account via the Point of Sale.</p> <p><b>Deposit Change:</b> Allows cashier to deposit change from a check transaction into a patron’s account.</p> <p><b>Return Change:</b> Do not use this for check transactions.</p>	<p><b>Deposit Change:</b> Cashier will not have the option to deposit change from a check transaction into a patron’s account</p> <p><b>Return Change:</b> Cashier will not have the option to return change from a check transaction into a patron’s account</p> <p><b>Deposit on Account:</b> Patrons will not be able to make a deposit to their food service account using a check via the terminal.</p>

Option	Enabled	Disabled
<b>Cash Drawer Cash Drawer Options</b>	<div style="background-color: #fff9c4; padding: 5px; margin-bottom: 10px;"> <p>Cash and/or Check payments must be set to <b>ON</b> to enable the Cash Drawer.</p> </div> <p>When the Cash Drawer toggle is <b>ON</b>, the cash drawer will open automatically in specific situations where the cashier needs access to the cash drawer.</p> <p>The default selection for the Cash Drawer is POS-X.</p> <p>Campus supports cash drawers purchased through Campus. The following Cash Drawer Options are available.</p> <ul style="list-style-type: none"> <li>• <b>POS-X</b></li> <li>• <b>MMF Adv.</b></li> <li>• <b>MMF Value</b></li> </ul>	<p>This is the option for terminals without a cash drawer. If a drawer <i>is</i> attached, the drawer will not automatically open when processing cash transactions.</p>

## Configurations

Field	Description
<b>Campus Login URL</b>	<p>In this field, paste the Campus application URL that you copied in step 1 of the Install a POS 2.0 Terminal instructions then click the <b>Verify</b> button.</p>

Field	Description																																																																						
<p><b>District Secret</b></p>	<p>The District Secret authorizes the terminal to pull data from Campus. You can find and copy the District Secret from <b>Display District Secret</b> button in Food Service &gt; Administration &gt; Terminals.</p> <div data-bbox="515 389 1406 1043" style="border: 1px solid black; padding: 5px;"> <p>Terminals ☆</p> <p>Terminal List</p> <p>Filter By Terminal Name <input type="text"/> <span>Select All Clear</span></p> <p>Filter By School <input type="text"/> <span>Select All Clear</span> <span>Show Inactive <input type="radio"/> OFF</span></p> <p><span>Refresh Data</span></p> <table border="1"> <thead> <tr> <th>NAME</th> <th>CONNECTION</th> <th>EVENT</th> <th>RELOAD REQUESTS</th> <th>RESPONSES</th> <th>LAST IP ADDRESS</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td>AES-1</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td><span>View</span></td> </tr> <tr> <td>CM</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>10.35.171.156</td> <td><span>View</span></td> </tr> <tr> <td>CM 2.0</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td><span>View</span></td> </tr> <tr> <td>HHS 2</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td><span>View</span></td> </tr> <tr> <td>HHS-1</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>10.200.60.200</td> <td><span>View</span></td> </tr> <tr> <td>POS-1</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>10.35.58.14</td> <td><span>View</span></td> </tr> <tr> <td>CAFETERIA SERVE <span>LOCKED</span></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td><span>View</span></td> </tr> <tr> <td>CLASS SERVE <span>LOCKED</span></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td><span>View</span></td> </tr> <tr> <td>SERVER <span>LOCKED</span></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td><span>View</span></td> </tr> </tbody> </table> <p><span>New</span> <span>Print All</span> <span>Install</span> <span style="border: 2px solid red;">Display District Secret</span></p> </div> <p style="text-align: center;"><i>District Secret</i></p>	NAME	CONNECTION	EVENT	RELOAD REQUESTS	RESPONSES	LAST IP ADDRESS	ACTIONS	AES-1		0	0	0		<span>View</span>	CM		0	0	0	10.35.171.156	<span>View</span>	CM 2.0		0	0	0		<span>View</span>	HHS 2		0	0	0		<span>View</span>	HHS-1		0	0	0	10.200.60.200	<span>View</span>	POS-1		0	0	0	10.35.58.14	<span>View</span>	CAFETERIA SERVE <span>LOCKED</span>		0	0	0		<span>View</span>	CLASS SERVE <span>LOCKED</span>		0	0	0		<span>View</span>	SERVER <span>LOCKED</span>		0	0	0		<span>View</span>
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<p><b>Data Interchange URL</b></p>	<p>This is the URL used to communicate DIS messages between the POS terminal and the Campus application server. This field is read-only.</p>																																																																						
<p><b>Point of Sale Application Name</b></p>	<p>The POS application is the set of purchasable items and service layouts set up for use on the terminal. In Campus, this is located in the Application Manager tool.</p> <div data-bbox="515 1364 1422 1798" style="background-color: #fff9c4; padding: 10px;"> <p>Application names with some special characters will cause a warning message. These include:</p> <ul style="list-style-type: none"> <li>• %</li> <li>• / (Forward slash)</li> <li>• \ (Back slash)</li> <li>• #</li> <li>• ?</li> </ul> <p>Rename the application in <i>Point of Sale &gt; Administration &gt; Application Manager</i> and re-select it on the terminal configurations.</p> </div>																																																																						
<p><b>Point of Sale Terminal Name</b></p>	<p>The terminal name the district has assigned to the POS. In Campus, this is located in the Terminals tool.</p>																																																																						
<p><b>Admin PIN</b></p>	<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</p>																																																																						



Field	Description
	<p>data in the POS Terminal Admin. The Admin PIN is different from the Windows application user password.</p> <div data-bbox="513 264 1422 465" style="border: 1px solid #add8e6; padding: 10px; margin: 10px 0;"> <p>Before you set up the Admin PIN for the first time, fill in the Configurations fields and click <b>Save</b>. If you try to set up the Admin PIN before saving your configuration, an error message will display on the Set Admin PIN screen.</p> </div> <p>Click the <b>Change PIN</b> button at the bottom of the POS Terminal Admin screen to create or change the Admin PIN.</p> <div data-bbox="513 584 1417 1261" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <p style="text-align: center;"><i>Change PIN.</i></p>

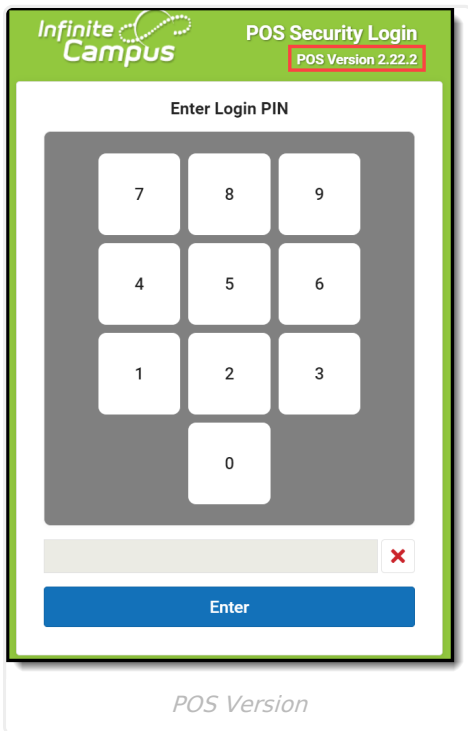
**Load POS Data**

Field	Description
<b>Data and Pictures</b>	Loads patron/menu data and patron pictures.
<b>Data Only</b>	Only loads patron/menu data.
<b>Pictures Only</b>	Only loads patron pictures.

## Find the POS Version on Your Terminal

To find out which version of Point of Sale your terminal is running, open the Campus Point of Sale tool. The version of Point of Sale that your terminal is running displays in the upper right-hand corner of the login screen.

If you recently re-installed the terminal, the version number will update after you close and re-open the Campus Point of Sale tool.



## Laptop and Tablet Display Settings

POS 2.0 was developed with a responsive design. Because of that, POS 2.0 can be used on a standard touch screen terminal, a laptop, a Windows 10 tablet such as a Surface Pro and a Windows 10 8" tablet such as the POS-X Ion tablet.

We recommend using the following display settings on these types of terminals. Be sure to validate the application is the correct size on your terminal.

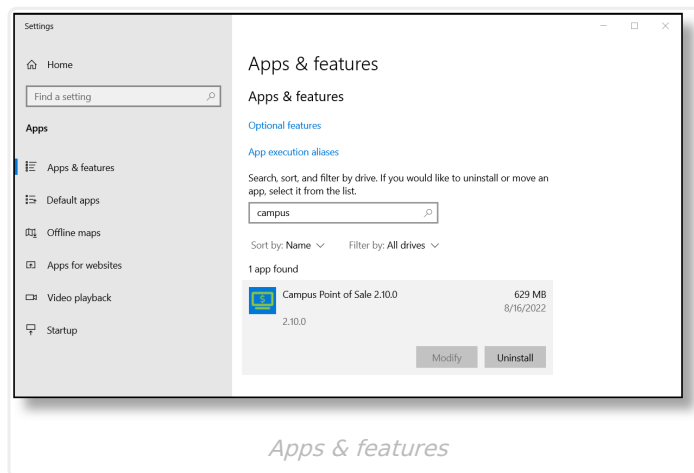
Terminal	Recommended Display Settings
Surface Pro	<ul style="list-style-type: none"> <li>• Change the size of text, apps, and other items = 100%</li> <li>• Resolution = 1024 X 768</li> </ul>
POS-X Ion Tablet	<ul style="list-style-type: none"> <li>• Change the size of text, apps, and their items = 100%</li> <li>• Resolution = 1280 X 800</li> </ul> <p>If POS 2.0 does not display correctly on your terminal, you can shrink the size of this page using the Ctrl - feature from the Windows virtual keyboard.</p>

## Uninstalling the Terminal

Point of Sale terminal requires the application and the related terminal data. Terminal data is stored in a separate directory and is managed separately.

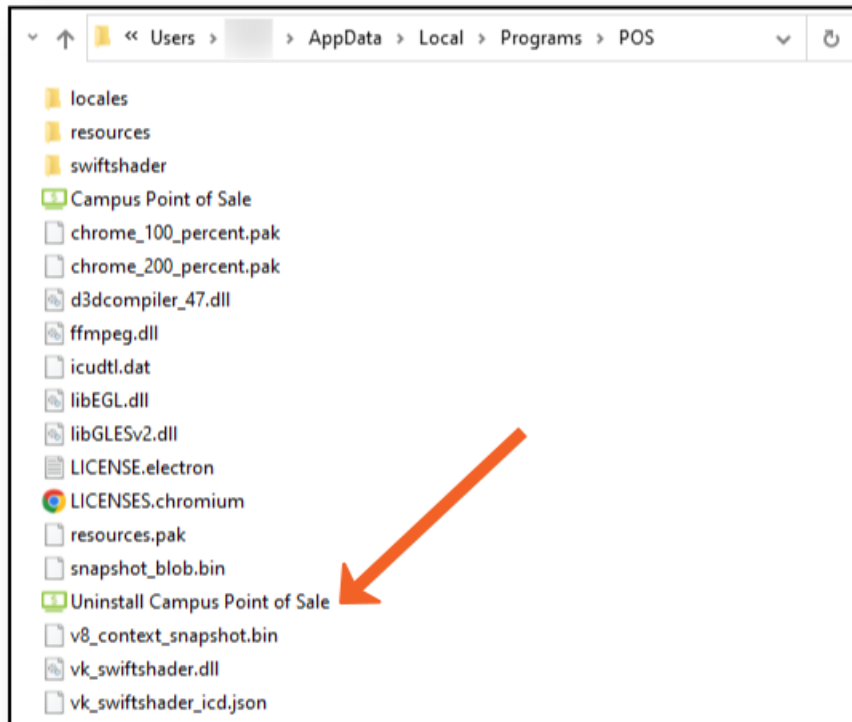
The terminal software may be uninstalled and then re-installed on the terminal if needed.

### Option 1: Uninstall using the Apps & features option in Windows Settings.



### Option 2: Uninstaller Application

The uninstaller can be found in the installed folder. The default location is C:\Users\\AppData\Local\Programs\POS

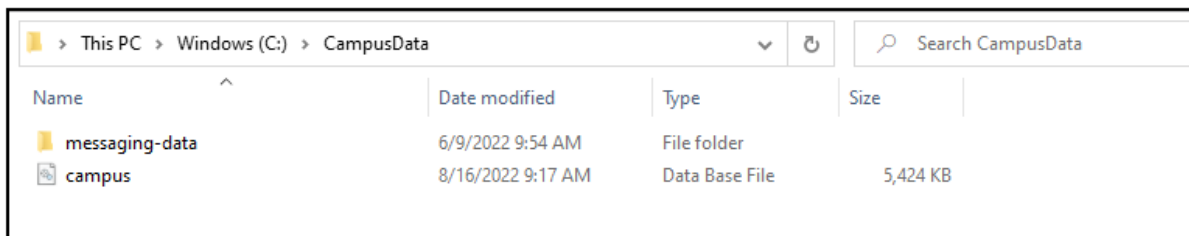


*Uninstaller Application*

## Removing Point of Sale Data

Point of Sale/Terminal data should only be removed if the terminal is being decommissioned and will not be used for Campus Food Service or if recommended by Campus Support.

Terminal data includes the database of transactions processed on the terminal, student photos, and messaging queues. This data is stored in a top level directory on the hard drive. Uninstalling the software does not affect these files. If a terminal is being decommissioned, this folder should be deleted.



*Remove Point of Sale Data*