

# GoldCard POS Fast Links

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# Tablet/Payment/LunchTab FAQs

Welcome to ASIJ Winterfest!

This bag contains your Point Of Sale terminal for use today.

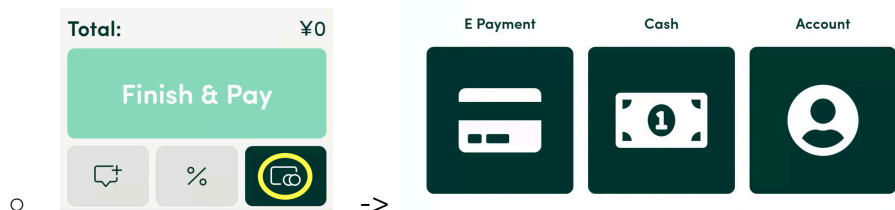
- What comes in the bag?
  - A Windows Surface Tablet, card reader, USB adaptor, and power adaptor.
  - Please keep labeled items together at all times
- Something is missing/defective!
  - Email [support@asij.ac.jp](mailto:support@asij.ac.jp) and a Tech Specialist will be with you shortly.
- Winterfest/Spirit Day is over, where do I return the equipment?
  - Put all the equipment in the supplied bag and return to the ES Office where it will be checked off against your booth.
- How do I login from the Windows Screen?
  - The account is already set up. Enter the password [asij](#) and press Enter
  - Double click on **Lunch Tab** icon to start the system
  - Tap your GoldCard on the Card Reader to log in
- How do people add money to their GoldCards?
  - Cash - via the machines inside the Cafeteria
  - Credit Card - Via the Lunchbox website

## Purchasing - GoldCard

- Have the customer tap their GoldCard on the Card Reader
- Tap the items to purchase
- **You must click "Finish & Pay" for a sale to be made**

## Purchasing - Cash

- Have the customer tap their GoldCard on the Card Reader if they have one
- Select the items to purchase
- Click the dark icon with the bills and coins shown below



- Select Cash and enter the amount, tender change as needed.

## Purchasing - PayPay

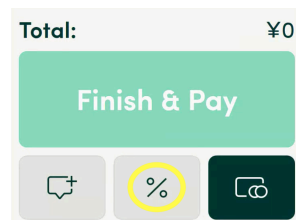
- Have the customer tap their GoldCard on the Card Reader if they have one
- Select the items to purchase
- Click the dark icon with the bills and coins shown below





- **Do not click "E Payment"** Wait until the customer scans the QR code, enters the amount and you verify the transaction is complete on their phone. Then click "E Payment" to complete the transaction.

## Purchasing - Discounts

- Have the customer tap their GoldCard on the Card Reader if they have one
- Select the items to purchase
- Click the percentage icon shown below



- Select a percentage or YEN value discount and complete the transaction.
- What should I do if I still don't know what to do?
  - Email [support@asij.ac.jp](mailto:support@asij.ac.jp) with your name, booth number/name, and a short description of your problem. A Technology Specialist will assist you shortly

| QR Code to Email Support!   | Instructions with Photos   |
|---|--|
|  |  |

## **Square Transaction**

Step 1 - Tap Winterfest

Step 2 - Select your booth

Step 3 - Enter amount

Step 4 - Click Add

Step 5 - Review Sale

Step 6 - Charge

Step 7- Select Credit Card/Debit Card, E-money for Suica/Pasmo, ID, and QUICPay (Apple Wallet)

Step 8 - Tap the card/device to charge

Important - Swipe to delete incorrect items/charges