



Fiscal Services

Point of Sale (POS) Device Loan Program

Reservation Requirements

A POS Device can be reserved on a first come first served basis by any Mason Department or Organization that has an existing Marketplace account, an ORG, and an existing live Marketplace uStore.

Purpose

Mason Fiscal Services offers a counter top POS device loan program for departments that need temporary access to accept in-person credit card payments with their Marketplace uStore. This program allows Mason Departments to utilize a wired counter top POS terminal and securely take credit cards where there is internet connectivity.

This validated Point-to-Point Encrypted (P2PE) POS terminal (Igenico 1SC250) must be used with a developed and tested Marketplace uStore set up for POS purchases along with the Point of Sale Controller software.

This POS terminal is capable of accepting Credit Cards (MasterCard and VISA).

Cost

Credit card processing fees are applied to the revenue generated in Marketplace from the use of the point of sale device. There is no additional fee to reserve and use a Fiscal Services POS loaned device

Features

The wired Igenico 1SC250 terminal is an advanced POS device with the following built in features:

- Marketplace Point-of-Sale integrates with your existing Marketplace application, allowing for integrated reporting, real-time general ledger system updates, a unified product database, and shared inventory.
- Marketplace Point-of-Sale supports Bluefin's PCI-validated P2PE solution (which encrypts cardholder data at the point-of-sale with a PCI-approved P2PE device).
- Advanced receipting, allowing receipts to be emailed to customers

Hardware/Software Requirements

The department must have a department-owned Windows 10 capable PC to use with the POS device.

- Operating System - Windows 10.
- Browser - The latest versions of Internet Explorer, Firefox and Chrome.

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- Point-of-Sale Controller - Must be installed at the Admin level upon startup for all users on the PC that will be used with the POS device. The controller includes Java 8 32-bit version (also known as Java Runtime Environment 8).
- The Point of Sale device will need a power source.

Technical

Ensure Wi-Fi connectivity is available

Wi-Fi connectivity must be available in the area where the Point-of-Sale attendants will be taking payments. Contact campus IT to determine if Wi-Fi connectivity is available in the projected sales area, and ensure the Point-of-Sale attendants have the name of the Wi-Fi network and login credentials.

Setup

1. The Marketplace POS terminal requires some initial setup and testing before an event. The department is required to have;
 - a. a completed uStore configuration with Point-of-Sale products, users with Marketplace access (must be active paid Mason employees), assigned the uStore role of POS Attendant,
 - b. required to be trained on the use of Marketplace point of sale (MPOS),
 - c. tested a financial transaction prior to checking out the POS device, and
 - d. viewed the most recent PCI DSS training video.

Lead Time

Please allow a minimum of 2-3 weeks before an event to complete the uStore setup and training process.

Support

Arrangements for additional support must be coordinated in advance of checking out the POS device.

Reservation Request

Complete a [POS Reservation Request](#) and email to commerce@gmu.edu to initiate the process of requesting a loaned point of sale device for your next event.