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Augusta Reader Setup - Shift 4

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Augusta Reader Shift4 Payments Installation Guide

Below details how to configure Augusta Reader for Shift4 Payments

Same setup as other devices, except you do not add the device into the UTG

Restrictions

- Latest version of Shift4 Probe and UTG Setup
- Focus version **10.1.200206** or newer
- **Payments must be set to 'Verify' in Order Entry > Payments**

Supported Features

- Automatic Offline – Configured in UTG settings
- Capture
- Preauthorization – initial amount only, no incremental
- Payment Adjust

- Reapply Payment
- Refunds - Card Present and not Present
- Paid Ins - Card Present and not Present

Step 1: Run the Probe Utility to Test Your Internet Connection

- Ports 26880 and 26881 must be configured for outbound traffic in your firewall before UTG installation. If the Shift4 Probe utility runs successfully, the ports are configured properly.
- The Shift4 Probe utility tests the system's connection to Shift4. You must run the Shift4 Probe utility prior to installing the UTG. To run the Shift4 Probe utility complete the following steps:

  1. Go to www.shift4.com/downloads/s4probe.zip for the Shift4 Probe utility. The file name and publisher should read s4probe.zip and www.shift4.com.
  2. Click **Open**.
  3. Double-click **S4Probe.exe** and click **Run**.
  4. Click **Next**.
  5. Verify that Connect to DOLLARS ON THE NET via the Internet using Normal Route is selected under Available Items. The Server, Port, and Route Code fields will fill in automatically.
  6. Click **Next**
  7. Click **Test**. The test result should read SUCCESS. A Score other than 0 indicates a communication problem between your system and Shift4.
  8. Review the Results window. The Results window will open and display the route scores. A max score is set up to determine the quickest and most reliable routes to the Shift4 data centers. The optimal score is 0; a score other than 0 indicates a communications problem on some level. The UTG will select routes with the best scores and use those routes at random.
  9. Click **Close** to Exit

Step 2: Download the UTG

To download the UTG complete the following steps:

  1. Go to https://MyPortal.Shift4.com/downloads/UTG2setup.exe for the UTG setup file.
  2. In the Downloads window, the name and location should read UTG2setup.exe and https://myportal.shift4.com/downloads/UTG2setup.exe. Click **exe** and then click **Run** to continue.
  3. On the next window, the file name and publisher should read Universal Transaction Gateway (UTG) for DOLLARS ON... and Shift4 Corporation. Click **Run**.

Step 3: Installing the UTG

If you have any questions during the installation, contact the Shift4 Support department at 702.597.2480, option 2. To install the UTG, complete the following steps.
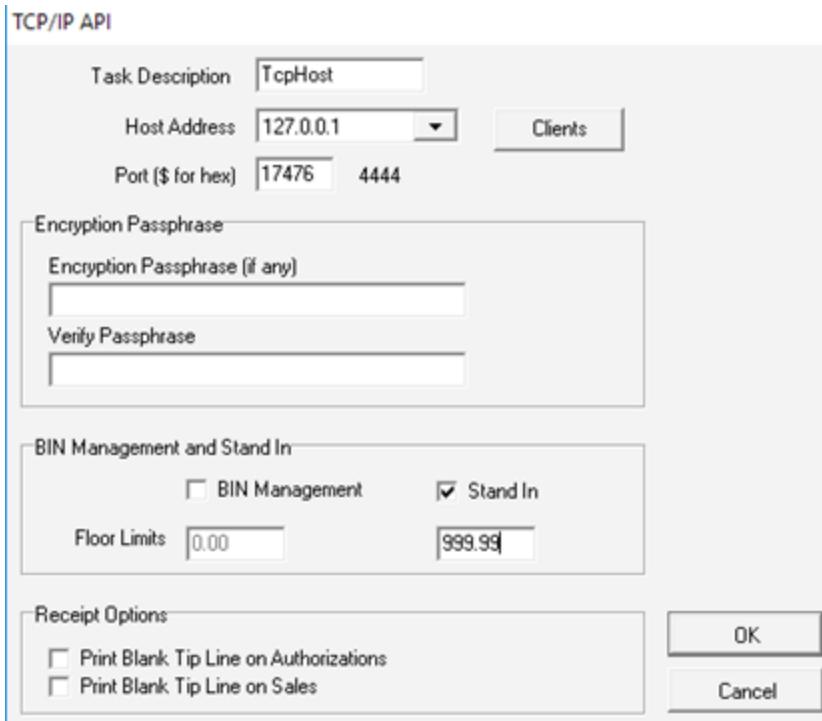
1. In the Universal Transaction Gateway Setup Installation Wizard window, click **Next**.
2. In the Read the license agreement section, review the terms and conditions and click **Next** to indicate you accept the license agreement.
3. Click **Next** to install the updated UTG files in the default Shift4 folder.
4. In the Universal Transaction Gateway Setup screen, click **Next**.
5. In the Universal Transaction Gateway Setup screen, you have the option to select Run Universal Transaction Gateway TuneUp now. If selected, UTG TuneUp will open when the installation is complete. Click **Finish** to complete the installation process.
6. In the Confirm screen, click **Yes**.

Step 4: Configuring the UTG

1. On Express tab enter the Serial number supplied on your VAR sheet and Slot for that device. Station 1 is Slot 1, Station 2 is Slot 2 and so on.
2. On the API Interfaces tab **Click** New and select **TCP/IP**

3. In the TCP/IP API windows change the Host Address to 127.0.0.1 and leave the Port as 17476. **Check** the box for Stand In and set Floor Limits to 999.99.

4. **Click** OK to close window.
5. Click the Offline tab and set the Offline Level you want. Low or Medium is recommended but you can also set your own Custom parameters.
6. **Click** Save at the top to close UTG TuneUp

Step 5: Starting the UTG to load the devices and Register Auth Token

1. Start UTG Standalone (Programs-Shift4 Payments-UTG2 Standalone) and the device will download the parameters, configure the device and reboot.
2. Wait until the device displays Shift4 Payments and the green section of the UTG Standalone says Ready No Failures. You should also see the terminal above.
3. Leave UTS Standalone running while you configure Focus and test cards. After the first reboot UTG will run as a service and is not needed in the startup.

Step 6: Location > Station Setting

1. Locations>Stations

    1. EMV Tab
    2. Check Box for FocusPay Augusta Reader

Step 7: Configure Focus

1. Mics General\Credit tab

      1. credit card to Shift 4
2. Misc Gen\Credit Card Direct

      127. IP address = 127.0.0.1
      128. Port 17476
      129. Auth Token from Shift4 Configuration sheet
      130. Enter zip code

3. Select Register, then save
4. Remove all Credit card Payment buttons, Amex, MC etc. on canvas's
5. Create two new Packages

      1. Credit Card

            1. Payment EMV External
            2. Check, Bypass Verify amount if desired

      2. Split Payment Credit Card

            1. Payment EMV External
            2. Check, bypass verify amount if desired

- Check Enter amount

6. Add these packages as payments to multiple canvas's
7. Remove Offline and Batch command for all jobs

Step 8: Test Transactions

iPP320 Displays

1. Lane Closed – UTG is not running
2. Normal – Displays Shift4

Station Settings in Focus

Station Name	Computer Name	Slot 1	API Terminal id

		1	0001
		2	0002
		3	0003
		4	0004
		5	0005
		6	0006
		7	0007
		8	0008
		9	0009

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