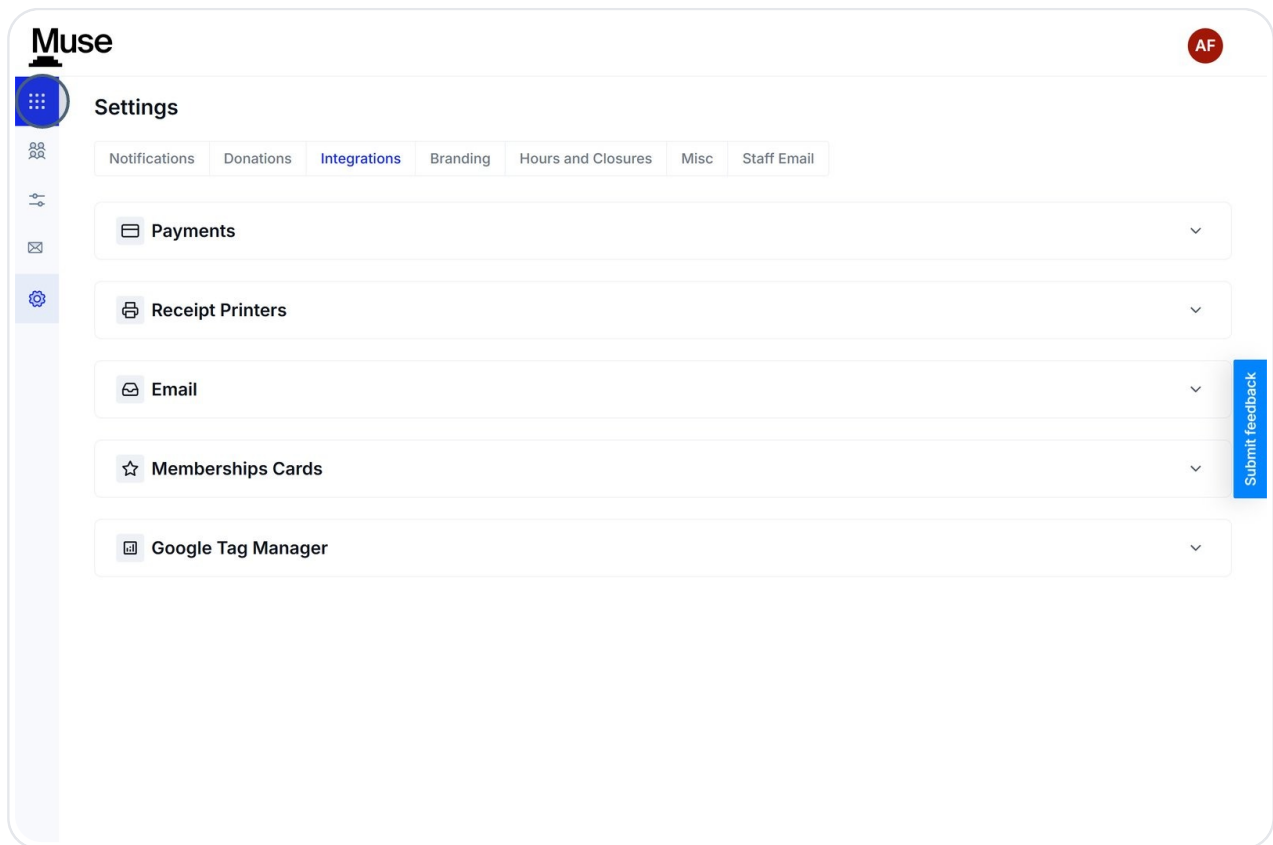


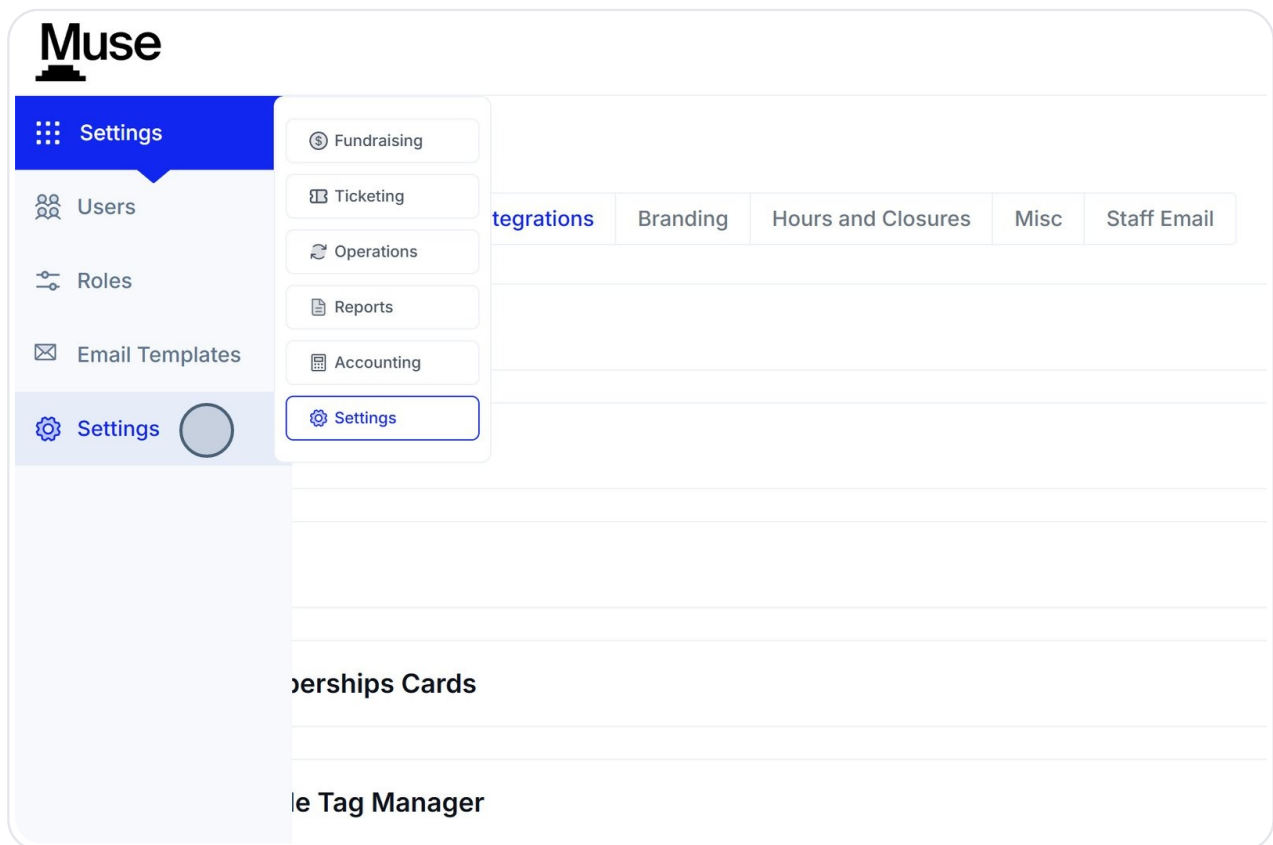
**Muse**

# Assign a Card Reader to a New Sales Station

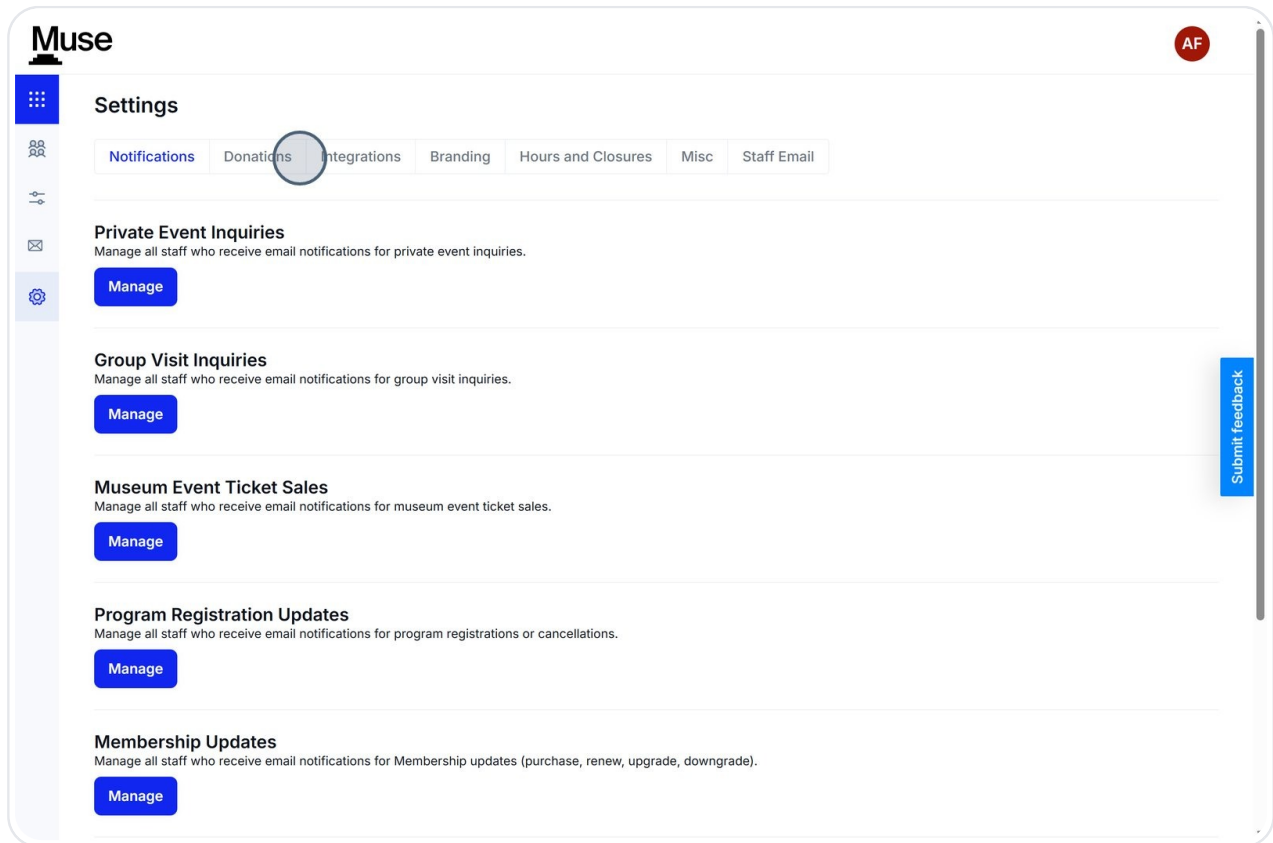
1.



2. Navigate to Settings

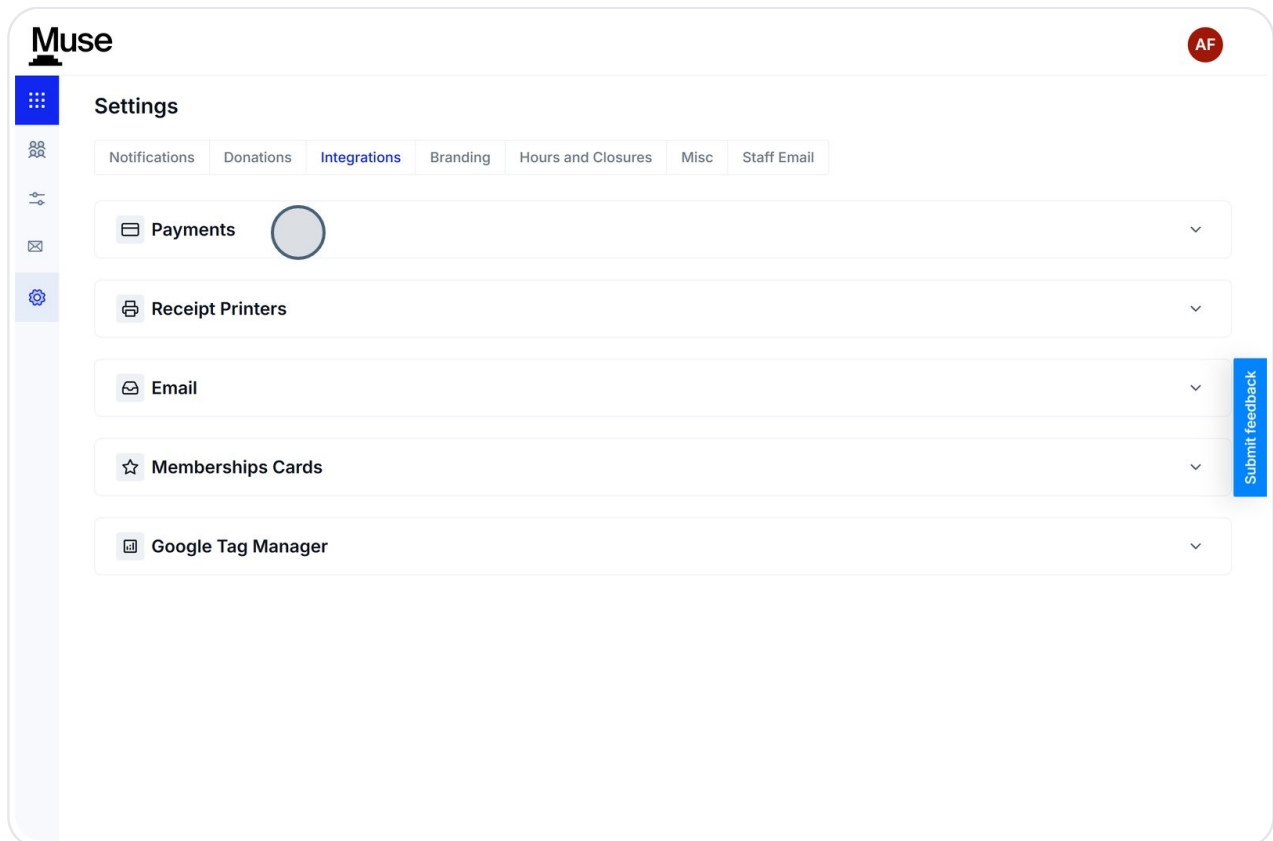


### 3. Click on Integrations



The screenshot shows the Muse application interface. At the top left is the 'Muse' logo. In the top right corner, there is a red circular profile icon with the initials 'AF'. A vertical sidebar on the left contains several icons, with the settings gear icon at the bottom being highlighted. The main content area is titled 'Settings' and features a horizontal tab bar with the following tabs: 'Notifications', 'Donations', 'Integrations', 'Branding', 'Hours and Closures', 'Misc', and 'Staff Email'. The 'Integrations' tab is selected and circled in blue. Below the tabs, there are five sections, each with a title, a description, and a 'Manage' button: 'Private Event Inquiries' (Manage all staff who receive email notifications for private event inquiries), 'Group Visit Inquiries' (Manage all staff who receive email notifications for group visit inquiries), 'Museum Event Ticket Sales' (Manage all staff who receive email notifications for museum event ticket sales), 'Program Registration Updates' (Manage all staff who receive email notifications for program registrations or cancellations), and 'Membership Updates' (Manage all staff who receive email notifications for Membership updates (purchase, renew, upgrade, downgrade)). A blue 'Submit feedback' button is located on the right side of the page.

### 4.



This screenshot shows the same Muse application interface, but with the 'Integrations' tab selected in the settings menu. The 'Integrations' tab is highlighted in blue in the tab bar. Below the tabs, there are five integration categories, each with an icon, a title, and a dropdown arrow: 'Payments' (with a credit card icon), 'Receipt Printers' (with a printer icon), 'Email' (with an envelope icon), 'Memberships Cards' (with a star icon), and 'Google Tag Manager' (with a document icon). The 'Payments' category is circled in blue. The 'Submit feedback' button remains on the right side of the page.

5.

This screenshot shows a web interface for registering a new reader. At the top right, there is an upward arrow icon. Below it, a text line states: ". This requires access to your museum's Stripe account and permission to link one or more". To the right of this text is a button labeled "Open Stripe dashboard". Below the text and button, there is a circular progress indicator and a button labeled "Register New Reader". On the right side of the interface, there is a vertical blue button labeled "Submit feedback". At the bottom left, there is a button labeled "Register". The interface also features several horizontal lines and downward arrow icons, suggesting a list or a scrollable area.

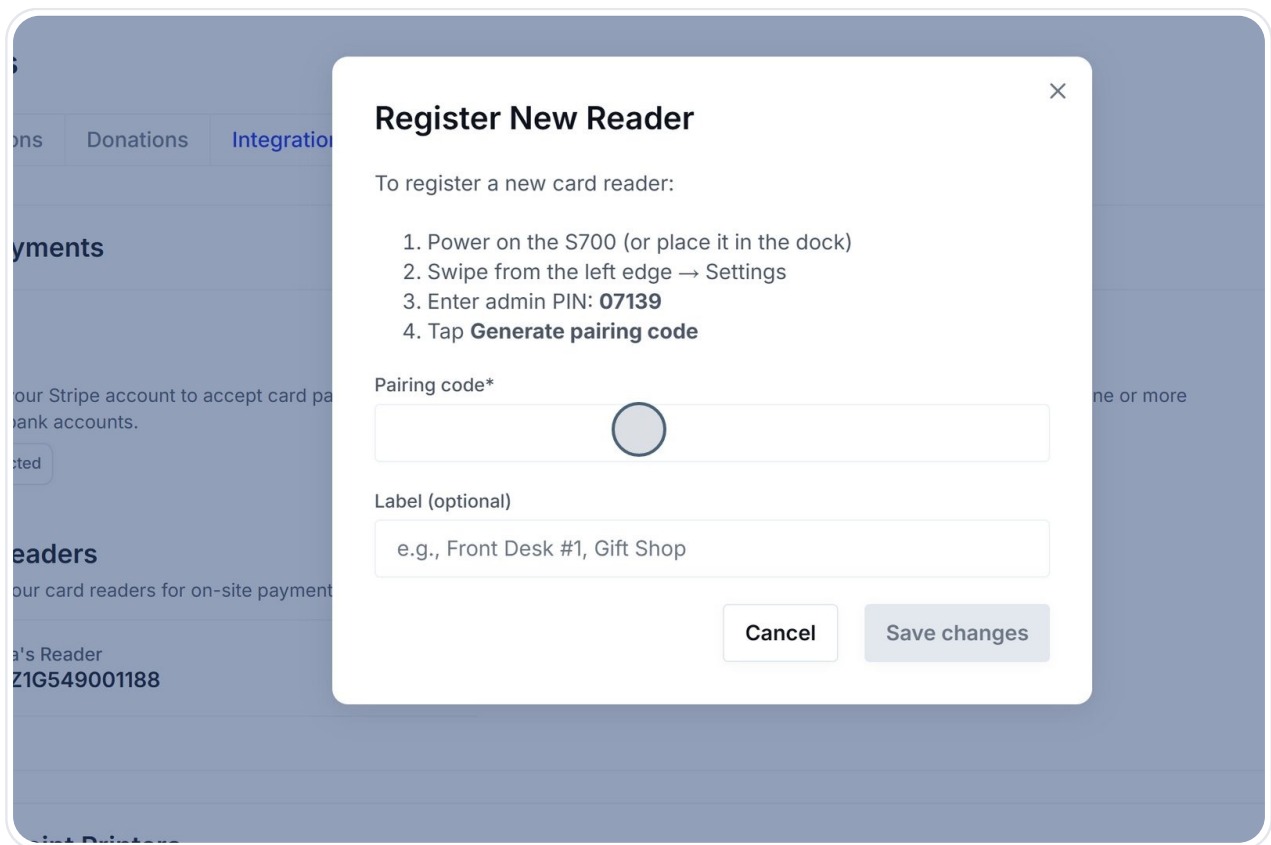
6. Follow the instructions

This screenshot shows a modal dialog titled "Register New Reader" with a close button (X) in the top right corner. The dialog contains the following instructions for registering a new card reader:

1. Power on the S700 (or place it in the dock)
2. Swipe from the left edge → Settings
3. Enter admin PIN: **07139**
4. Tap **Generate pairing code**

Below the instructions, there is a "Pairing code\*" field with a text input box. Underneath that is a "Label (optional)" field with a text input box containing the example text "e.g., Front Desk #1, Gift Shop". At the bottom of the dialog, there are two buttons: "Cancel" and "Save changes". The background of the modal is a blurred version of the web interface shown in the previous screenshot.

## 7. Add the Pairing Code from you S700/S710 Stripe Card Reader



The screenshot shows a modal window titled "Register New Reader" with a close button (X) in the top right corner. The modal contains instructions for registering a new card reader, a pairing code input field, an optional label input field, and "Cancel" and "Save changes" buttons.

**Register New Reader**

To register a new card reader:

1. Power on the S700 (or place it in the dock)
2. Swipe from the left edge → Settings
3. Enter admin PIN: **07139**
4. Tap **Generate pairing code**

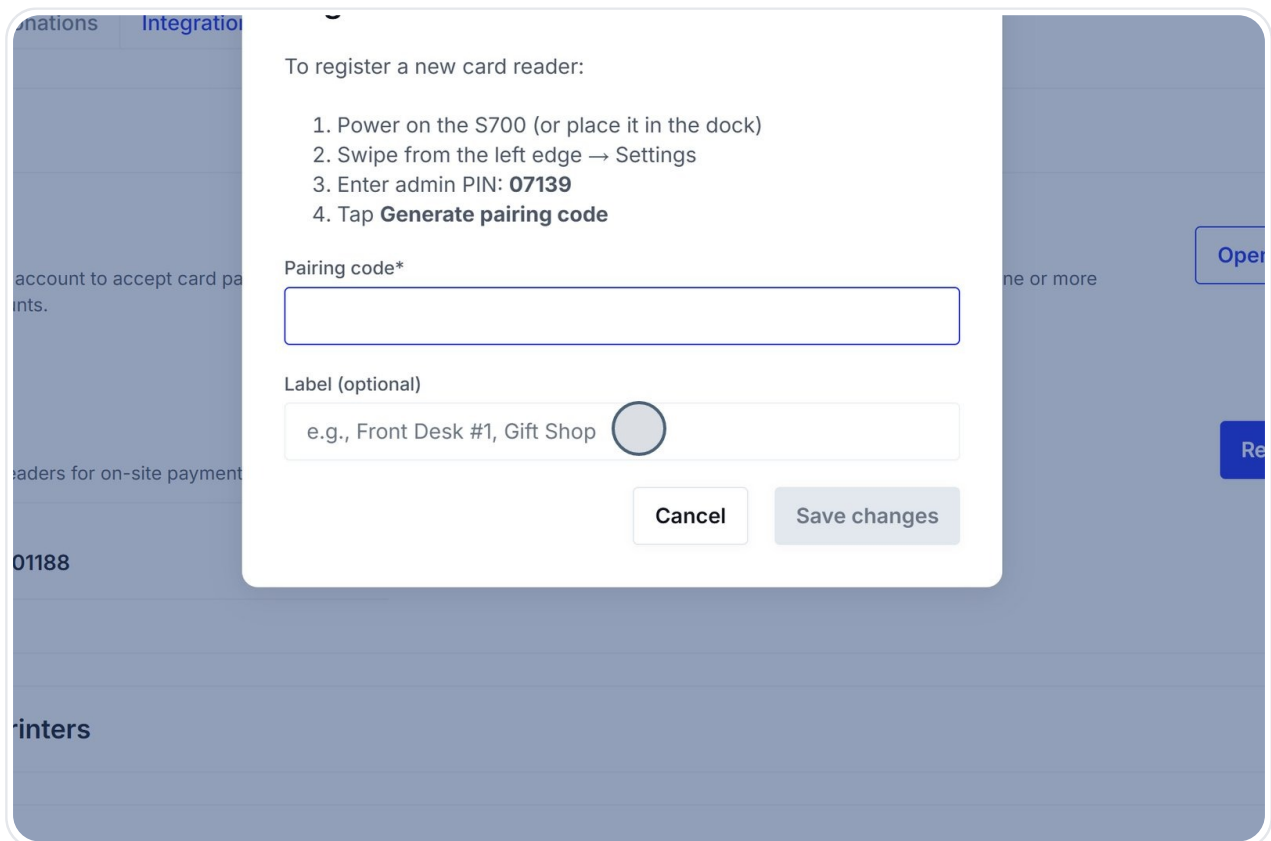
Pairing code\*

Label (optional)

e.g., Front Desk #1, Gift Shop

Cancel Save changes

## 8. Add a name for this reader. We recommend by location



The screenshot shows the same "Register New Reader" modal window. The pairing code field is now empty, and the label field contains the text "e.g., Front Desk #1, Gift Shop". The "Cancel" and "Save changes" buttons are still present.

**Register New Reader**

To register a new card reader:

1. Power on the S700 (or place it in the dock)
2. Swipe from the left edge → Settings
3. Enter admin PIN: **07139**
4. Tap **Generate pairing code**

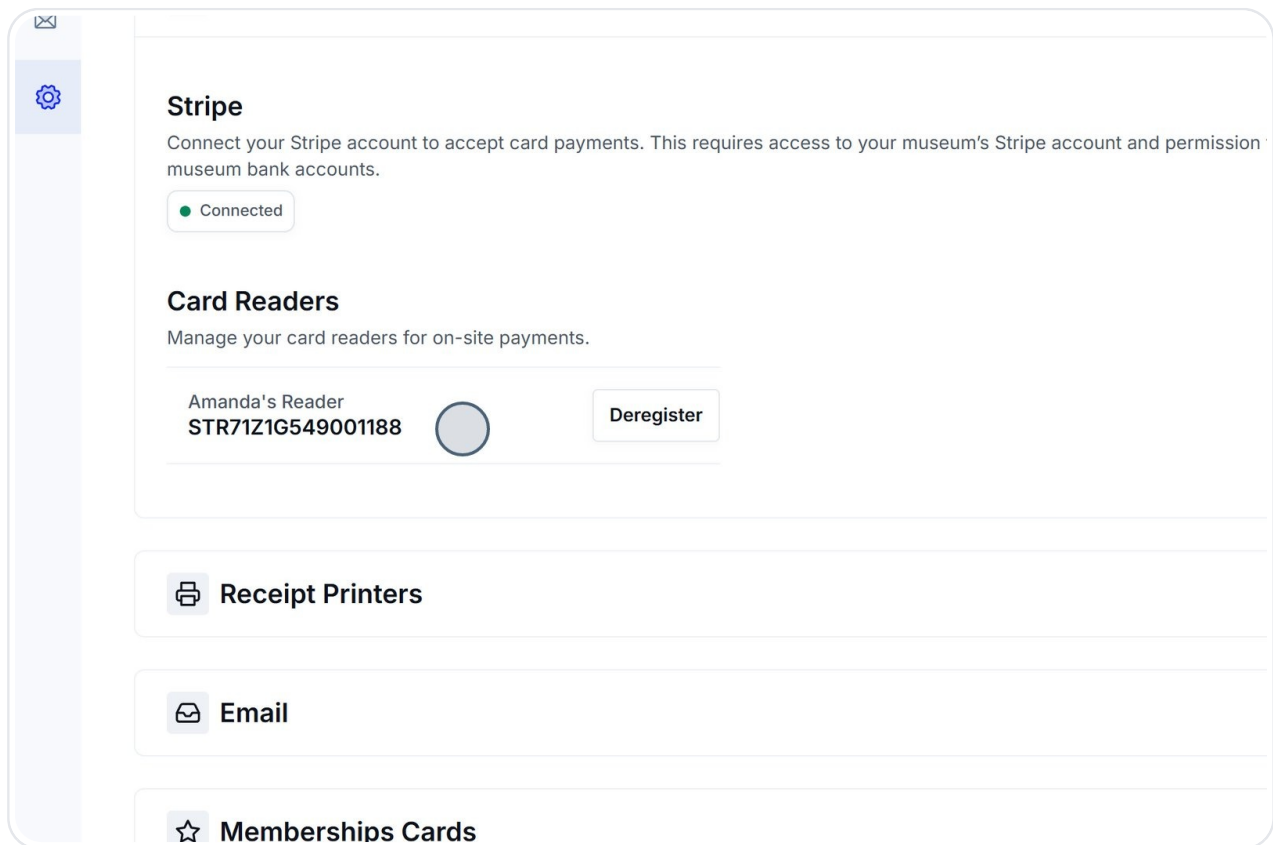
Pairing code\*

Label (optional)

e.g., Front Desk #1, Gift Shop

Cancel Save changes

9. You will see this and any other registered readers



The screenshot shows a sidebar on the left with icons for email, settings, and a list of menu items. The main content area is titled 'Stripe' and includes instructions to connect a Stripe account. Below this, there is a 'Card Readers' section with a table listing a reader named 'Amanda's Reader' with ID 'STR71Z1G549001188' and a 'Deregister' button. Other menu items like 'Receipt Printers', 'Email', and 'Memberships Cards' are also visible.

**Stripe**  
Connect your Stripe account to accept card payments. This requires access to your museum's Stripe account and permission to link one or more museum bank accounts.

Connected

**Card Readers**  
Manage your card readers for on-site payments.

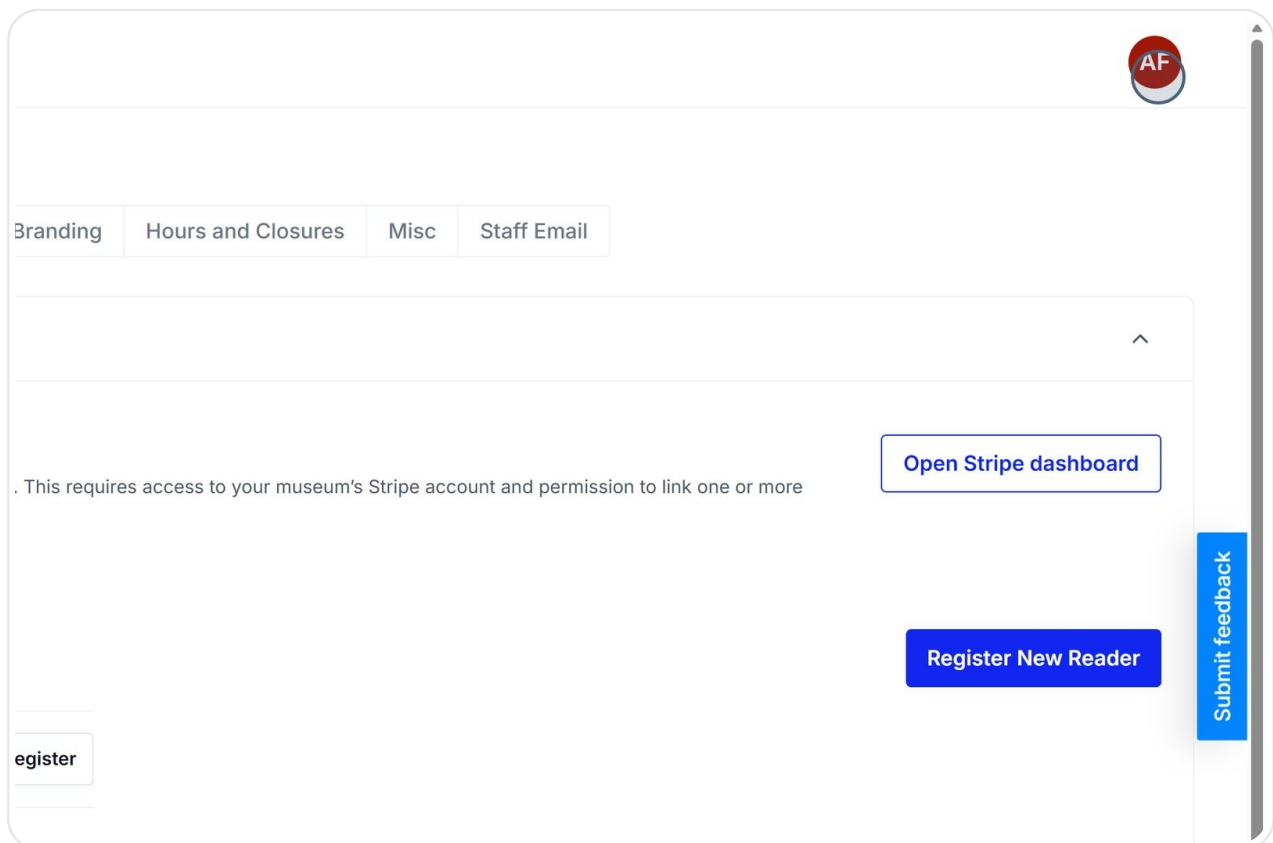
| Reader Name     | Reader ID         | Action     |
|-----------------|-------------------|------------|
| Amanda's Reader | STR71Z1G549001188 | Deregister |

**Receipt Printers**

**Email**

**Memberships Cards**

10. Click on your initials



The screenshot shows a user interface with a header bar containing a profile icon with initials 'AF'. Below the header is a navigation bar with tabs for 'Branding', 'Hours and Closures', 'Misc', and 'Staff Email'. The main content area is titled 'Stripe' and includes instructions to connect a Stripe account. There are two buttons: 'Open Stripe dashboard' and 'Register New Reader'. A 'Submit feedback' button is located on the right side. A 'Deregister' button is also visible in the bottom left corner.

AF

Branding Hours and Closures Misc Staff Email

**Stripe**  
Connect your Stripe account to accept card payments. This requires access to your museum's Stripe account and permission to link one or more museum bank accounts.

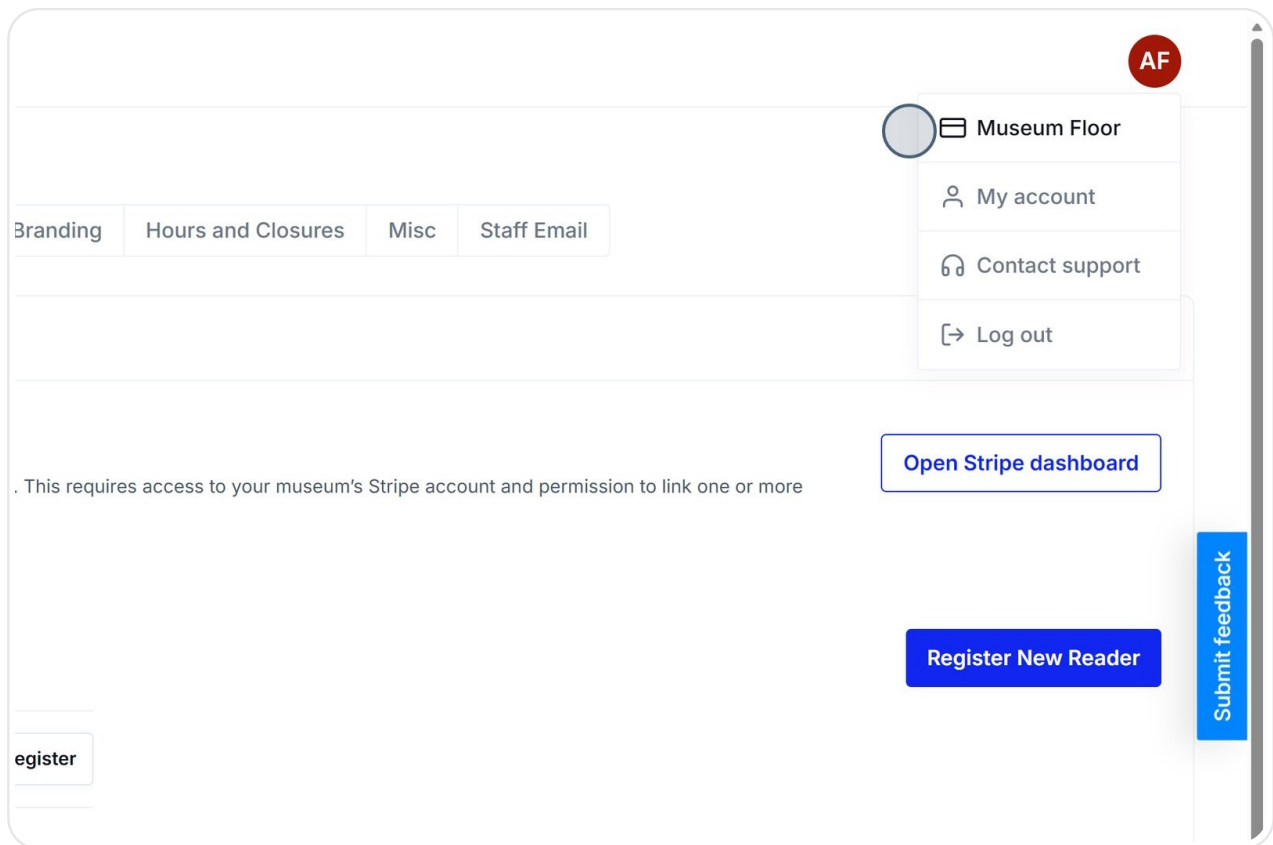
Open Stripe dashboard

Register New Reader

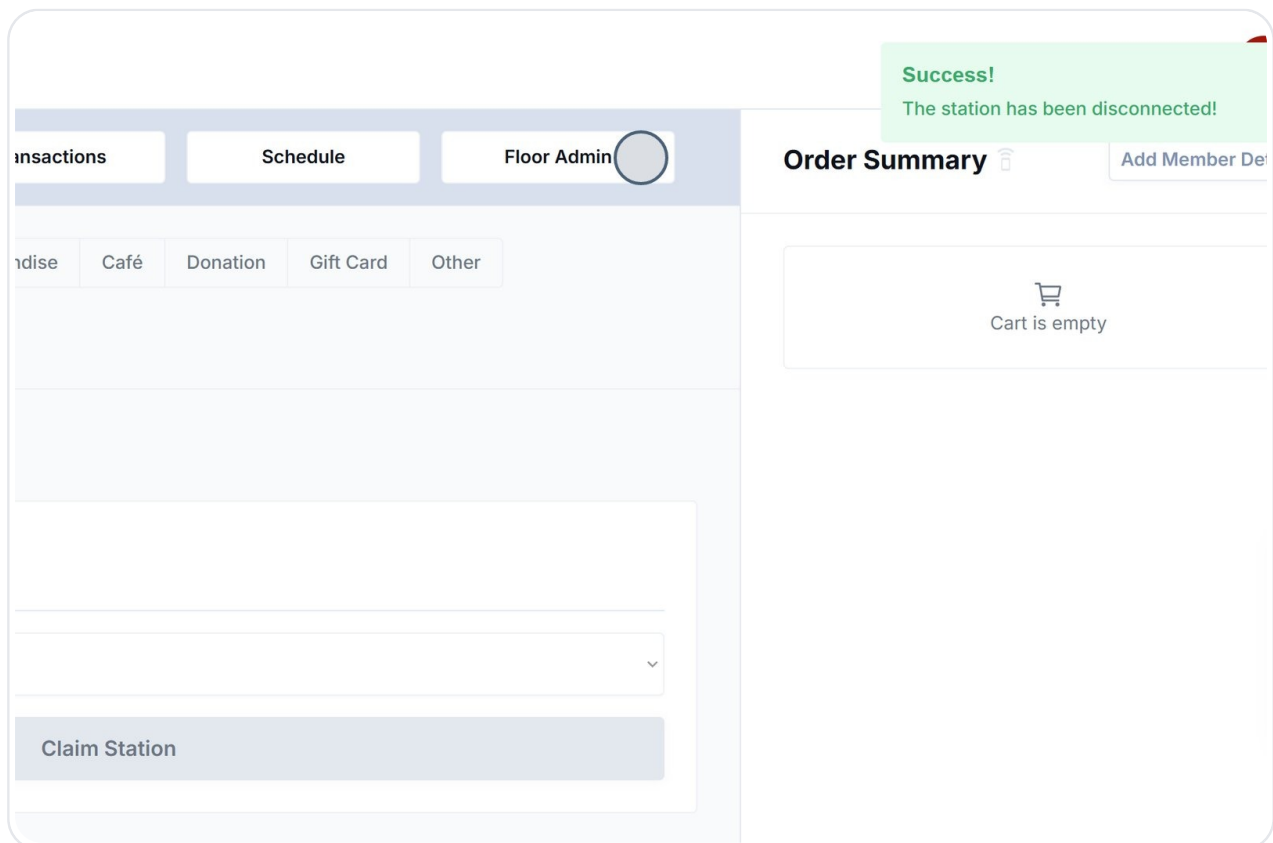
Submit feedback

Deregister

11.



## 12. Start at Floor Admin



13. Start by adding a new sales station to your system.

Schedule

Floor Admin

Success!  
The station has been disconnected!

Add Station

| Card Reader            | Receipt Printer       | Status         |   |
|------------------------|-----------------------|----------------|---|
| Simulated              | No receipt printer    | Configured     | ⋮ |
| Jen's Reader           | No receipt printer    | Configured     | ⋮ |
| N/A                    | N/A                   | Not Configured | ⋮ |
| Ben's Simulated Reader | Ben's Receipt Printer | Configured     | ⋮ |
| Jerusha's Terminal     | No receipt printer    | Configured     | ⋮ |
| Jen's Reader           | No receipt printer    | Configured     | ⋮ |
| Amanda's Reader        | No receipt printer    | Configured     | ⋮ |

Submit feedback

14. Enter a descriptive name for your new station, we recommend by location

Museum Entry

Trans

wer Activity

Settings

Staffed by

Megan Gill

Jen Mendoza

Unstaffed

Ben Wright

Megan Gill

Amanda Jarvis

Unstaffed

Jerusha Schmalzel

Printer

Status

Configured

Configured

Not Configured

Configured

Configured

Configured

Configured

Configured

Add Station

Name \*

Credit Card Reader

Receipt Printer \*

Default Check-In Location

Cancel

Save changes

Jerusha's Terminal

No receipt printer

Configured

15. Select the dedicated credit card reader for this station from the dropdown.

**Add Station**

Name \*

Credit Card Reader

Receipt Printer \*

Default Check-In Location

Cancel Save changes

16. Assign a receipt printer for seamless transaction receipts. Choose No receipt printer for digital only receipts.

**Add Station**

Name \*

Credit Card Reader

Receipt Printer \*

Default Check-In Location

Cancel Save changes

17. Optional- Pick a default check-in location to streamline visitor flow at your new station.

h Drawer Activity

Settings

Staffed by

Megan Gill

Jen Mendoza

Unstaffed

Ben Wright

Megan Gill

Amanda Jarvis

Unstaffed

Jerusha Schmalze

Paulo Cruz

Josh Meyer

Brett Steinke

Name \*

Credit Card Reader

Amanda's Reader

Receipt Printer \*

No receipt printer

Default Check-In Location

⚠

If this station accepts cash payments, cash drawer must be opened manually when cashing in, tendering change, and cashing out.

Cancel

Save changes

Status

Configur

Configur

Not Conf

Configur

Configur

Configur

Configur

Configur

Configur

Configur

Configur

18.

h Drawer Activity

Settings

Staffed by

Megan Gill

Jen Mendoza

Unstaffed

Ben Wright

Megan Gill

Amanda Jarvis

Unstaffed

Jerusha Schmalze

Paulo Cruz

Josh Meyer

Brett Steinke

Name \*

Credit Card Reader

Amanda's Reader

Receipt Printer \*

No receipt printer

Default Check-In Location

⚠

If this station accepts cash payments, cash drawer must be opened manually when cashing in, tendering change, and cashing out.

Cancel

Save changes

Status

Configur

Configur

Not Conf

Configur

Configur

Configur

Configur

Configur

Configur

Configur

Configur

Carousel

Docent Station

Front Desk

IMAX Theater

Movie Room

Parking Lot

Penguin House

SplashPad Zone

19.

Receipt Printer \*

No receipt printer

Default Check-In Location

⚠

If this station accepts cash payments, cash drawer must be opened manually when cashing in, tendering change, and cashing out.

Cancel

Save changes

|                        |                    |                |   |
|------------------------|--------------------|----------------|---|
| Ben's Simulated Reader | No receipt printer | Configured     | ⋮ |
| Brett's Reader         | No receipt printer | Not Configured | ⋮ |
| Robert P's Reader      | N/A                | Configured     | ⋮ |
| Alex M's Reader        | No receipt printer | Configured     | ⋮ |

Submit feedback

20. Go to Settings for additional data collection options on the Museum Floor

Muse

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Stations

Cash Drawer Activity

Settings

| Name                               | Staffed by    | Card Reader            | Receipt Printer       |
|------------------------------------|---------------|------------------------|-----------------------|
| Megan's Station                    | Megan Gill    | Simulated              | No receipt printer    |
| Mendoza station                    | Jen Mendoza   | Jen's Reader           | No receipt printer    |
| Fundraising Portal                 | Unstaffed     | N/A                    | N/A                   |
| Ben's Station with Receipt Printer | Ben Wright    | Ben's Simulated Reader | Ben's Receipt Printer |
| Merchandise Tent Station           | Megan Gill    | Jerusha's Terminal     | No receipt printer    |
| Jen's Station                      | Amanda Jarvis | Jen's Reader           | No receipt printer    |
| Amanda's Station                   | Unstaffed     | Amanda's Reader        | No receipt printer    |

## 21. Toggle on to collect data on the Floor

Muse

Portal

AF

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Stations

Cash Drawer Activity

Settings

Settings

Data collection

Choose which customer information to collect after successful checkout. These settings can be adjusted based on how busy the day is.

Collect data?

Collect email?

Collect name?

Collect zip code?

Submit feedback

## 22. Choose to collect email, name and/or zip code for purchases

Muse

Success! Museum settings updated

Success! Museum settings updated

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Stations

Cash Drawer Activity

Settings

Settings

Data collection

Choose which customer information to collect after successful checkout. These settings can be adjusted based on how busy the day is.

Collect data?

Collect email?

Collect name?

Collect zip code?

Submit feedback

## 23. Navigate to New Sale to claim a station

**Muse**

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Stations

Cash Drawer Activity

Settings

### Settings

**Data collection**  
Choose which customer information to collect after successful checkout. These settings can be adjusted based on how busy the day is.

Collect data?

Collect email?

Collect name?

Collect zip code?

## 24. Click the Gear icon to connect

**Muse**

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Not connected

**Station Selection**  
Choose your station

Select a station...

Claim Station

25. Click to see available stations

Not connected

Station Selection

Choose your station

Select a station...

Claim Station

26.

Not connected

Station Selection

Choose your station

Selected station: Amanda's Station

Amanda's Station

Claim Station

27. If you plan to take cash, click Cash In

Station Selection

Choose your station

Selected station: Amanda's Station

Amanda's Station

Leave Station

Cash Drawer Management

Open and manage your cash drawer for your shift

Cash in

Count and record your starting cash drawer

Cash in

Cash out

Count and record your ending cash drawer

Cash out

Open Cash Drawer

Click to open the cash drawer

Open Cash Drawer

28. Enter in your denominations of currency

Muse

Portal

AF

Pennies (\$0.01)

0

Total \$0.00

Nickels (\$0.05)

0

Total \$0.00

Dimes (\$0.10)

0

Total \$0.00

Quarters (\$0.25)

0

Total \$0.00

Ones (\$1.00)

0

Total \$0.00

Fives (\$5.00)

0

Total \$0.00

Tens (\$10.00)

0

Total \$0.00

Twenties (\$20.00)

0

Total \$0.00

Twos (\$2.00)

0

Total \$0.00

Fifties (\$50.00)

0

Total \$0.00

Hundreds (\$100.00)

0

Total \$0.00

Total Cash In: \$0.00

Cancel

Cash in

Order Summary

Add Member Details

Cart is empty

Cart Subtotal \$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

View online

29.

The screenshot shows a POS interface with a grid of buttons for entering cash amounts. The buttons are labeled with denominations and their respective values: Twenties (\$20.00), Twos (\$2.00), Fifties (\$50.00), and Hundreds (\$100.00). Each button has a numeric input field below it. The 'Total' for each denomination is displayed next to the input field. The 'Total Cash In' is shown as \$200.00. A blue 'Cash in' button is circled. To the right, there is a 'Cart Subtotal' section with a 'Pay No' button and a note 'Final tax and discounts applied'.

| Denomination | Value    | Input | Total    |
|--------------|----------|-------|----------|
| Twenties     | \$20.00  | 0     | \$0.00   |
| Twos         | \$2.00   | 0     | \$0.00   |
| Fifties      | \$50.00  | 0     | \$0.00   |
| Hundreds     | \$100.00 | 2     | \$200.00 |

**Total Cash In: \$200.00**

**Cash in**

**Cart Subtotal**

**Pay No**

Final tax and discounts applied

30.

The screenshot shows a POS interface with a 'Confirm Cash In' dialog box. The dialog box contains the text: 'Are you sure you're ready to record your starting cash drawer? Once submitted, this amount will be saved as your opening balance for the shift.' Below the text, there is a 'Total Cash In: \$200.00' label. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Cash in'. The 'Cash in' button is circled. The background shows the same POS interface as in the previous screenshot, but it is dimmed.

**Confirm Cash In**

Are you sure you're ready to record your starting cash drawer? Once submitted, this amount will be saved as your opening balance for the shift.

**Total Cash In: \$200.00**

**Cancel** **Cash in**

### 31. Click Tickets to start selling and building carts

# Muse

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

✓ Connected





## Station Selection

Choose your station

✓ Selected station: Amanda's Station

Amanda's Station

▼

Leave Station

32.

Muse

Portal

AF

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Connected

Q Search...

9/17/2026

General Admission

Adult  
Adult Admission\$15.00

—0+

Child (Under 13)  
Under 13 child admission\$10.00

—0+

Field Trip - Chaperone  
Chaperone\$7.00

—0+

Field Trip - Student  
used for Field trip onsite checkin  
and payment\$5.00

—0+

Field Trip - Teacher  
Teachers\$0.00

—0+

Infant (under 1)  
Child under 1\$0.00

—0+

Senior (65+)  
Senior (65+)\$12.00

—0+

Exhibitions / Other

Italian Glass Exhibition

Adult\$75.00

Child (Under 13)\$40.00

Senior (65+)\$45.00

Order Summary

Add Member Details

Cart is empty

Cart Subtotal\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback