

## Auction! – New Verifone Greater Giving Auctionpay- Automatic Sync 1

**Keywords**  
**Sync1**  
**Auctionpay**

**Applies to:** *Auction! V3* Greater Giving Auctionpay VeriFone terminals Sync 1 process at event. *This presumes configure was successfully tested prior to the event. If configure was not tested, attempt the following steps or proceed with a manual sync one as described in [“Manual Sync 1 between Auction! and Auctionpay.”](#)*

To perform sync 1 between the new Greater Giving Auctionpay VeriFone master terminal and **Auction!** you must configure the network between the master terminal and the computer. Every time you perform a sync, you must configure.

The order of steps 1-3 is critical. **DO NOT** provide power to the master Auctionpay terminal until after you have connected the Auctionpay master terminal to the router!! During the sync process with the computer you must disconnect any slave terminals from the router. Only the master Auctionpay terminal will be connected to the router.

1. Use the power adapter marked “router” to plug the router into a power outlet.
2. Using one of the ethernet cables, connect the port marked “10BaseT” on the back of the master terminal to any one of the router ports 1-8 on the Greater Giving router.
3. Only after steps 1-2 are complete - **Power up the master Auctionpay terminal by plugging in the power adapter marked “terminal”**. Wait a minute or two and the master terminal will display a screen that reads “Swipe or enter card number”.
4. Connect your computer with the **Auction!** program to the router using the second ethernet cable. If your computer is already connected to the router before the master Auctionpay terminal is connected - it is ok.
5. On the master terminal, from the Swipe or enter card number screen, press the F4 button to go to the main Menu. The F or function keys are located to the right of the screen on the Auctionpay terminal.
6. From this main menu - find option 8 [Setup]. Since the screen on the terminal is small you will only see the first 3 choices.
  - a. Press 8 on the key pad and the screen will go directly to the setup menu.
  - OR**
  - b. If you forgot which option is setup, the left most purple button underneath the screen is the scroll down. Scroll till you see option 8 Setup. To see the setup menu you must press 8 on the key pad.
7. From the Setup menu choose option 7: PC sync
8. On the computer go to the Greater Giving menu and choose **Configure**.

**Auction!** will display a **Greater Giving Setup** menu:

9. By default, **Auction!** will have chosen **Local Area Network** for you.
10. Use the **Network to Scan** pull-down to select the network you wish to scan to find the master Auctionpay terminal. If the computer you are using has been connected to another network you may see more than one network to scan. Scan the network associated with the router connected to the master terminal and this computer. If you are using the Greater Giving router its address should begin **192.168.16**. Highlight the network.
11. Press **Scan Network**. **Auction!** scans that network to find the IP address assigned to the master terminal. This IP address has been assigned by the router.

This may take a few minutes but once **Auction!** finds the terminal, it will fill in the IP address of the terminal in the field labeled **IP Address of terminal**. When **Auction!** finds the IP address it will automatically test the communication for you. You do not need to press the **Test** button.

If you happen to know the IP address of the terminal and type it in yourself, you **MUST** click the **Test** button to make sure **Auction!** is communicating with the terminal.

12. When you have the green message: **Terminal is found**, Press **Save**.