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## Integrated – PCCharge Setup

Select this method if you will be interfacing directly with PCCharge software.

### Install and Configure PCCharge software

Before working with PCCharge within Gym Assistant you must first purchase, install and configure PCCharge to work with your credit card merchant account.

You can purchase PCCharge online at [www.posguys.com](http://www.posguys.com). There are many flavors of PCCharge, but we recommend “Payment Server”. You must also purchase the first year or PCCharge support up-front, so be sure to include that in your purchase.

NOTE: Your PCCharge license is not easy to move from one computer to another, so we recommend to install PCCharge only on the computer on which you will be using PCCharge in the future.

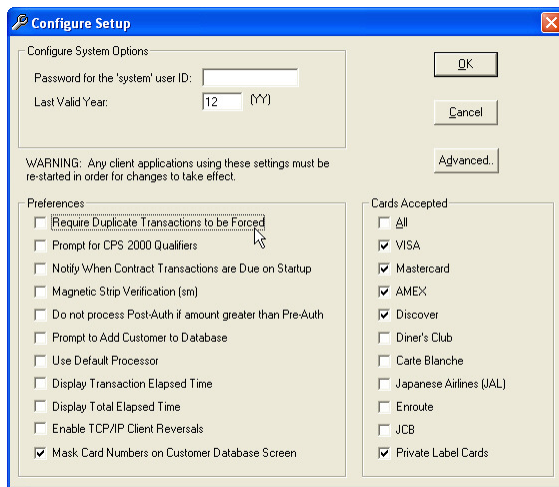
Please contact your merchant processor for the information needed to integrate with PCCharge.

Once you install PCCharge you may need to call PCCharge support for help in activating and configuring the software. You will find PCCharge support contact information in the documentation that came with the software. *Be patient, as their support line may take a while to get through to a person.*

Once you have successfully configured PCCharge and run a few test charges you’re ready to start using PCCharge from within Gym Assistant.

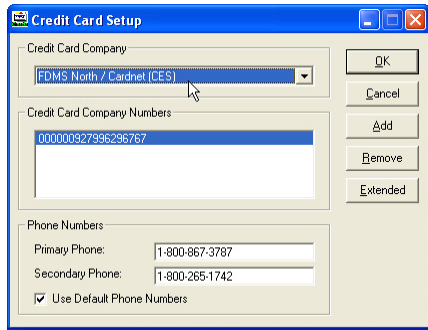
### Setup PCCharge software for linking

In PCCharge select **Configure System** from the **Setup** menu.



- Uncheck **Require Duplicate Transaction to be Forced**.
- Also confirm the value for **Last Valid Year**, which is the highest year value that will be accepted.

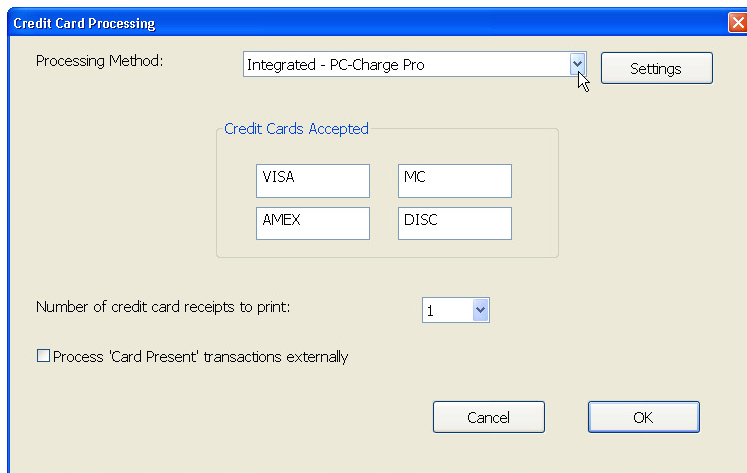
In PCCharge select **Credit Card Company** from the **Setup** menu.



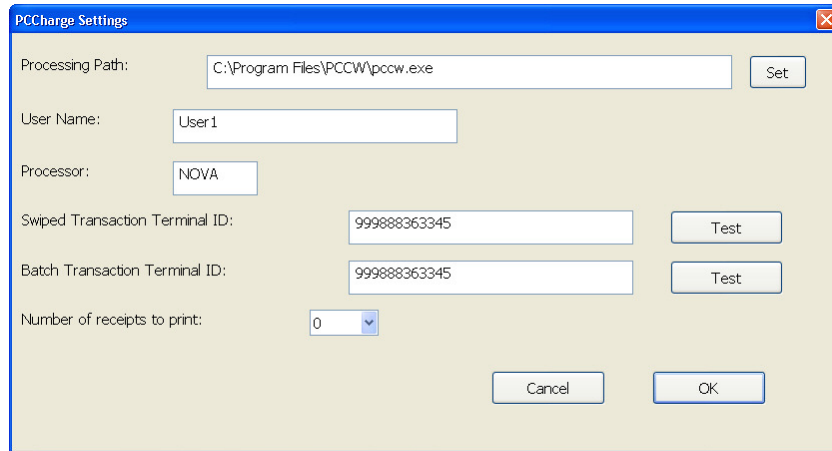
Write down the **Credit Card Company** (including the 3-4 letter code in parentheses) and the **Credit Card Company Numbers**, then click OK.

## Configure Gym Assistant

In Gym Assistant select Credit Card Processing from the Settings menu.



Set the **Processing Method** to **Integrated PC-Charge Pro**, then click the **Settings** button.



- Set the Processing Path to point to the PCCharge program on your computer. The path might be one of the following:

#### **Windows XP**

PCCharge Pro	C:\Program Files\PCCW\pccw.exe
Payment Server	C:\Program Files\Active-Charge\Active-Charge.exe

#### **Windows Vista or Windows 7**

PCCharge Pro	C:\Program Files (x86)\PCCW\pccw.exe
Payment Server	C:\Program Files (x86)\Active-Charge\Active-Charge.exe

If you are not sure of the path to the PCCharge (or Active-Charge) application then do the following steps:

- Find the PCCharge or Active-Charge application icon in the Start menu by clicking **Start/All Programs**.
- Right-click on the application icon and select **Properties**.
- In the **Shortcut** tab in the window that appears copy the contents of the **Target** field *without the quotes*.
- Back in Gym Assistant paste the path you copied into the **Processing Path** field.
- Set **User Name** to "User1" (no quotes).
- Set **Processor** to the 3-4 character code found in the **PCCharge Credit Card Company** field above.
- Set **Swiped Transaction Terminal ID** to the value found in the **Credit Card Company Numbers** above.
- Set **Batch Transaction Terminal ID** to the same value as **Swiped Transaction Terminal ID** unless you have setup separate merchant accounts for swiped and non-swiped transactions.
- Click **Test** to test the connection with PCCharge.
- Set the **Number of Receipts to Print** to zero, because Gym Assistant will print the credit card receipts directly. (This field specifies how many receipts you would like PCCharge to print itself.)

## **Processing Charges through PCCharge**

PCCharge must be running in the background for Gym Assistant to charge cards. If you are using PCCharge Pro then you can minimize PCCharge to keep it in the background. If you are using Active-Charge, then the application will start minimized in the System tray at the lower-right corner of the screen. You can show the Active-Charge interface window by double-clicking on the Active-Charge icon in the System tray.