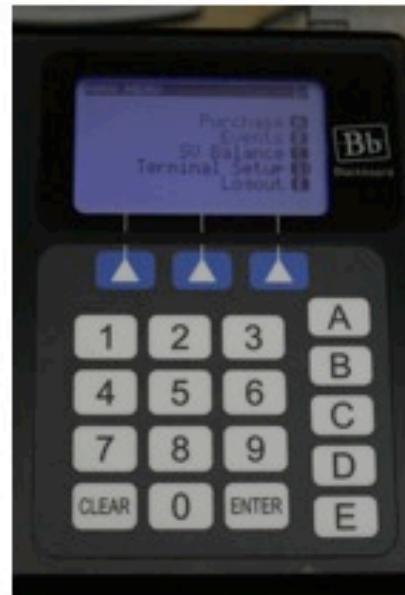


# Using USU Blackboard Card Reader System in the Open-Access Labs

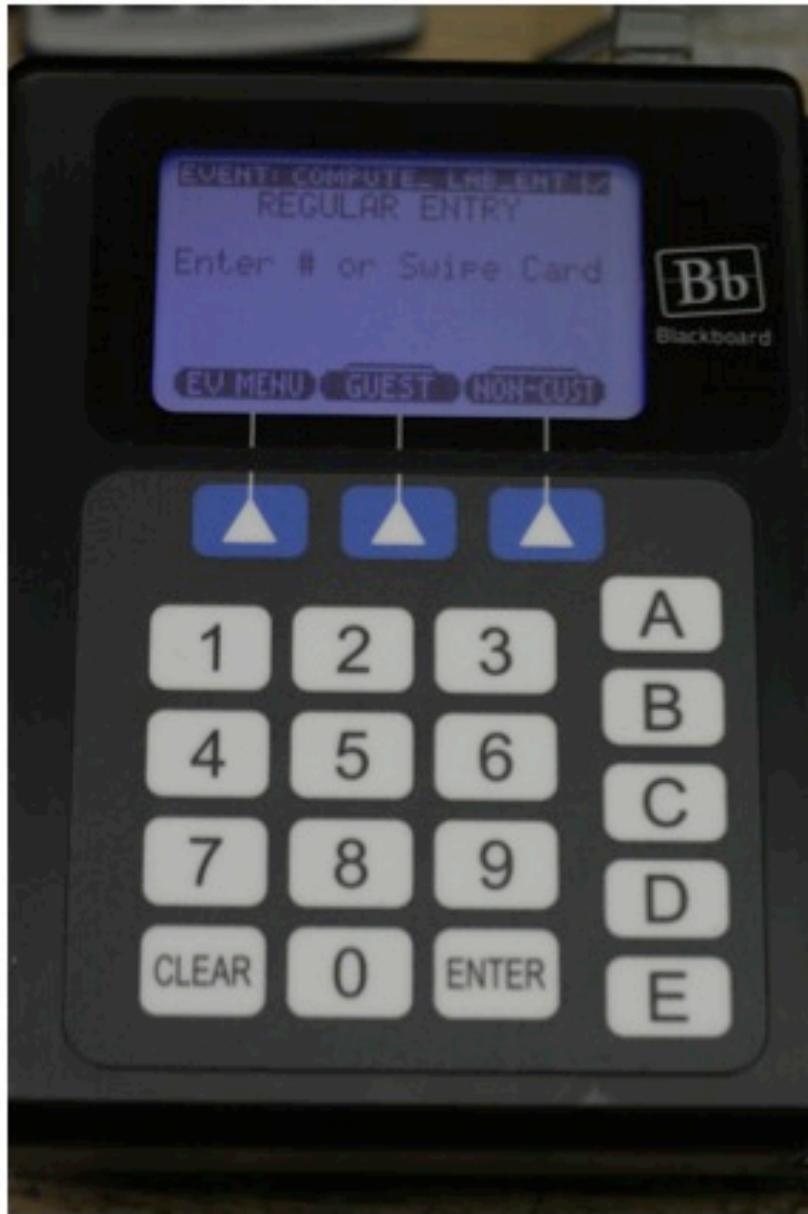
YETC – Education Computer Lab

# Start Up



1. Plug-in Card Reader
2. Press "A" – Login-Go Online
3. Enter cashier number – 4235
4. Press ENTER
5. Enter pin number – 6819
6. Press ENTER
7. You'll end up in MAIN MENU
8. Press "A" – Purchase, if students are paying for laser prints or photocopies.
9. Press "B" – Events, to swipe a student's card to enter the YETC.

# B-Events



In this mode, you scan patron cards as they enter the YETC.

To get out of EVENTS and return to the MAIN MENU, press CLEAR.

If you ever get lost in a menu that you are not sure about, press CLEAR to go back to the MAIN MENU.

As a lab employee, you'll use this section, the Aggie Express section, or the Free Laser Copies section. That is all you'll use. If you are in any other menu, get back to one of these three.



# Purchase

If you are in EVENTS, then press the CLEAR button to return to the MAIN MENU.

Press "A" – Purchase

To debit a student's Aggie Express account, press "A" – Aggie Exp

To take free laser prints off a student's account, press "B" – Print Acct



In either mode, you enter money amounts now. Instead of 30 free prints, they now get \$1.80 in their print account. Use up their print account first, then do aggie express.