

How to Use the Card Reader

This tutorial explains how to use the card reader.

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What is the Card Reader Used For?



You will use the Card Reader to swipe students' cards, help students pay for prints, and check how much money students have on their cards.

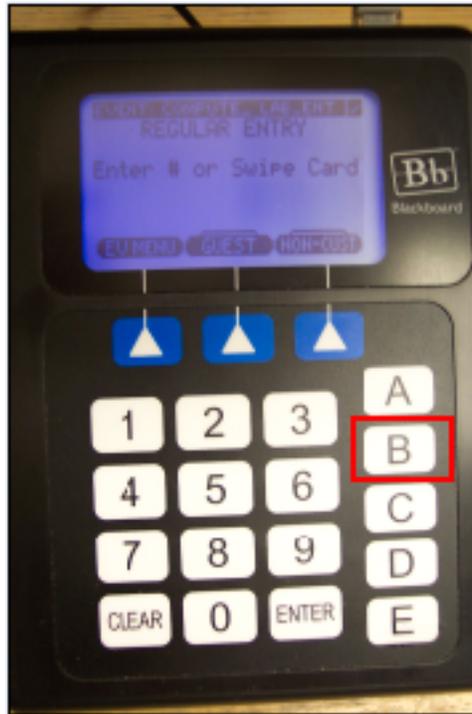
The Main Menu



This is the Main Menu. From here you can select the particular screen you need in order to perform the correct action. When ever you are on a different screen and need to return to the Main Menu, press the **Clear** button. This will always return you to the Main Menu.

NOTE: As a lab employee, you'll use only sections A, B, and C. If you are in any other menu, get back to one of these three.

Section B: Swiping a Student's Card



Out of all the things you will do at the YETC, perhaps the thing you will do the most is swipe students' cards as they come into the computer lab. To swipe a student's card, just follow the directions below:

- 1) Make sure the Card Reader shows the Main Menu screen. If it's in a different screen, press the **Clear** button.
- 2) The screen that will allow you to swipe a student's card is located in the **Events** screen. Press the **B** button to go to this screen.
- 3) Swipe the student's card (As you swipe the card, make sure the black strip is facing to the right. If you've done it correctly, the Card Reader should make a little jingle and should read **Entry Accepted**)

NOTE: If the card reader will not read a student's card, you can type in their student number by using the numbers on the key pad. (You will need to type in the 'A' at the beginning of the student's A-number. On the keypad, the number 1 represents the letter 'A')

Swipe Every Student's Card

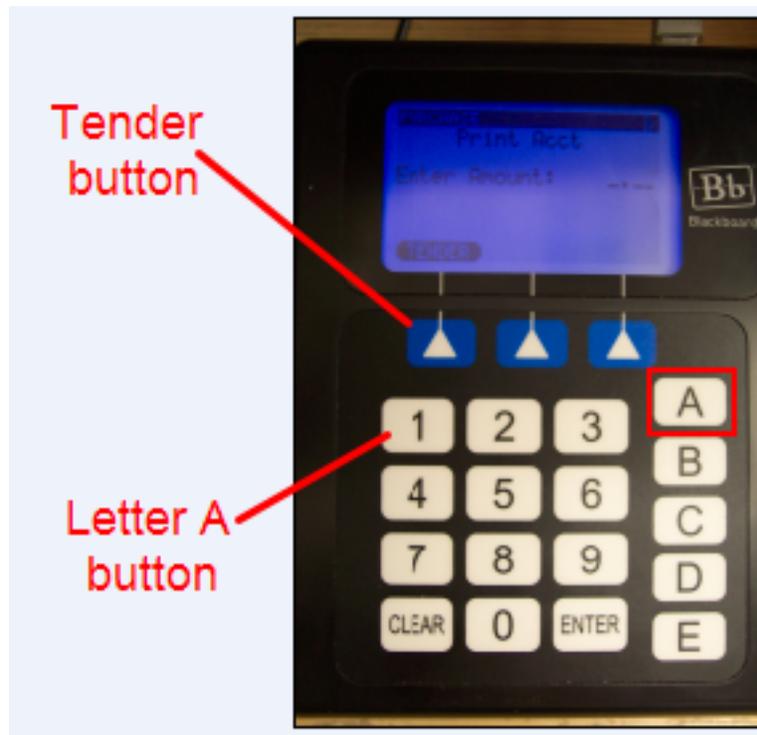


There will be times when a student will ask you if they can enter the lab without their USU card. They usually ask you to just enter their A number into the card reader. **Every** student **must** have a valid USU card to enter the lab. You **cannot** allow students to enter the lab with only their A number. Nathan is the only one who can allow students entrance without their card. If they do not have a USU card, you will have to send them away.

Hint: I usually send them over to the library. Students can enter the lab there without their USU card.

There are times when faculty and staff use the lab as well. You do not need to swipe their card in order to let them into the lab. The card reader won't read their card, but you do need to at least see their card before you can let them in.

Section A: Helping Students Pay for Prints



Students pay for printing using their USU cards. To take money off a student's card, follow the directions below:

- 1) Make sure the Card Reader shows the Main Menu screen. If it is in a different screen, press the **Clear** button.
- 2) The screen that will allow you to take money off a student's card is located in the **Purchase** screen. Press the **A** button to go to this screen.
- 3) When you get here, you will have to make a decision. There are two accounts you can take money from a USU card. The **Print Account** and the **Aggie Express**. At the beginning of the semester, the school puts \$1.80 on each student's print account. You should use up this account first before you start taking anything from the Aggie Express. To pick a particular account follow these directions:

- Once you are on the **Purchase** screen you will see the word **Tender** above the blue arrow on the far left. Press it.

- This will take you to a screen where you can select the right account. Press **A** for **Print Account** and **B** for **Aggie Express**.

- After you press either **A** or **B**, the screen will return to the main **Purchase** screen, and the account you have chosen will appear at the top of the screen.

***Hint:** I always make sure the account is on the print account. You can always go back and change it to the aggie express if the student doesn't have enough money on that account. This way you make sure you use up the print account before you touch the money the student has put on their card themselves.

- 4) Now that you have selected the right account, you have to figure out the price. Ask the student if their prints are single-sided, double-sided, or color. You will need to know this because black and white single-sided prints are 6 cents per page, black and white double-sided prints are 10 cents per page (not per side), and color prints are 25 cents per print (This includes double-sided prints. If a student has printed a double-sided color copy, it will cost 25 cents per side.)
- 5) Now that you know how much they have printed, figure out the price by multiplying the number of prints by 0.06 for black and white single-sided prints, 0.10 for black and white double-sided prints, or 0.25 for color prints. (You can refer to the page taped just above the card reader. It quickly tells you how much each color and black and white single-sided print costs up to 100. There is also a calculator at the front desk if you need it.)
- 6) Enter the cost of the prints into the card reader using the number pad and press **Enter**.
- 7) Swipe the student's card.
- 8) The next screen will ask you if the amount you entered was right. If it was, press the blue arrow on the far right under **Submit**. If it was wrong press the blue arrow on the far left under **Cancel**. This will take you back to the main purchase screen. Type in the correct amount and press enter again.
- 9) The next screen will report how much money was taken off the student's card, and how much is left. Tell the student how much money is left on their card.
- 10) Press the blue arrow on the far right under **Ok**, and you will return to the Main Purchase screen.

When Students Cannot Pay for Prints



There will be times when students do not have enough money on their card to pay for prints. If this happens, do the following:

- 1) Inform the student that they can add money to their USU card online by going to the website on the back of their card and adding money using a debit card or credit card. Ask them to do that before they leave the lab so they can pay for their prints.
- 2) If a student cannot add money to their card online, then use the **Offline Prints Form** located on the shelf right behind the front desk. Write down the student's name, A number, and the amount of money they owe on the form. Then ask the student to put their initials on the form.
- 3) Now we can take the money they owe from their USU card once they put money on their card.

Note: It is rare that students are unable to add money to their card online, so you should not have to use the **Offline Prints Form** very often. Do not overuse this form. Use it only as a last resort.

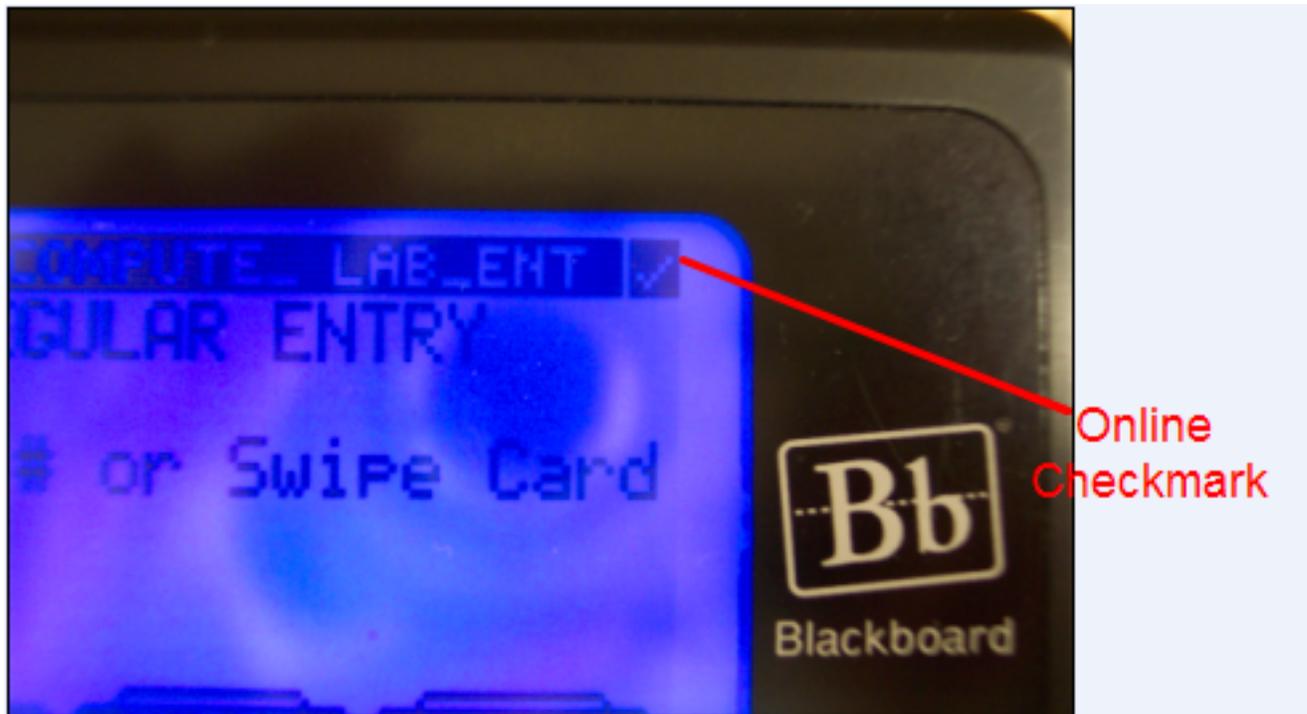
Section C: Checking the Balance of a USU Card



Many times, students will come in and ask you to check how much money is on their card. To do this, follow the directions below:

- 1) Make sure the card reader shows the Main Menu screen. If it's in a different screen, press the **Clear** button.
- 2) The screen that allows you to check the balance of a student's card is located in the **SV Balance** screen. Press the **C** button to go to this screen.
- 3) Swipe the student's card or enter their A number using the number pad.
- 4) This will take you to a screen that will tell you how much money is in each account.
- 5) After you have informed the student, press the blue arrow on the far right under **Ok**, and you will return to the **SV Balance** screen.

What to do When the Card Reader Stops Working



There have been times in the past when the Card Reader has stopped working. Most likely this will happen again in the future. The main reason it will stop working is because it has gone offline. you can tell whether that is the problem pretty quickly by looking at the upper right corner of the Card Reader screen. If it is online, you will see a little checkmark. If it has gone offline, you will see a little square, and the card reader will not respond when any of the buttons are pressed. If it has gone offline, follow the directions below to get it back online.

- 1)** Call the Card Office and tell them the Card Reader has gone offline. They should be able to get the Card Reader back online again from there. The number for the Card Office is:
(435) 797-3852.
- 2)** In the meantime, until the Card Reader comes back online, you will need to keep track of those students who want to pay for prints. On the shelf directly behind the front desk is a paper on a clipboard called **Offline Prints Form**. Keep track of all the information on this paper (student's A-number, number of prints etc.) When the card reader comes back online, you will have to manually input all the information you kept track of on the paper.
- 3)** When the Card Reader is back online, it may start working again by itself. If it doesn't you will have to start it up yourself. To do this, follow the directions below:
 - a. Plug-in Card Reader
 - b. Press 'A' - Login-Go Online
 - c. Enter cashier number - 4235
 - d. Press Enter
 - e. Enter Pin number - 6819

f. Press Enter

g. You'll end up in MAIN MENU, and you can start using the Card Reader normally.

NOTE: If the Card Reader stops working, but it is still online, just start it up again by following the directions listed above.