Instructions – Card Swipe Devices

Device instructions

1. **Press and hold button on side to power on.**
   - A green light will appear next to the power icon when the device is on.
   - After 30 seconds of disuse, the device will turn off; you will need to turn the device on again.

2. **Swipe card, slowly, through the device.** The barcode of the ID must face the sensor.
   - A green flash at the power icon, and one beep, indicates a successful swipe
   - Three red flashes, and three beeps, indicates a failed swipe
   - No flash indicates barcode was not read

3. **Power off.** Press and hold button on side to power off
Device Notes

- Stores data on device, in encrypted format
- Re-chargeable Li-ion battery
- Lasts approximately 6-8 hours on a charge
- Turns off after 30 seconds of disuse
- If battery light is red, it needs to be charged immediately

Alternate Instructions

If you encounter any problems with the reader, you can create a sign-in sheet and collect Net ID’s. No additional information is required to pull data.

Please note...

Devices must be returned 1 business day after the event and are subject to a $50 per device per day late charge, up to $200 per device. In the event that the devices are lost, damaged, or not returned, your department will be billed $200 per device.

All data collected by the card swipe devices become property of Wilson Commons Student Activities.