

Card Machine User Guide

Card Readers before activity:

Your group should have submitted an event proposal form for this activity and completed the card machine request form. Only when such forms have been completed and been approved by the activities team can you use the card machine.

Card machine request form: [Card Reader Loan Request & Agreement \(office.com\)](#)

Card Machines - day of collection/use:

Push the button on the right-hand side to turn on.

Using them on campus:

You need to sign into Mobile hotspot off someone's phone to use as they will **not** sync up to Eduroam wifi. Once connected to Wifi - you need to login using the username and password provided that are written on post it notes within the box itself, hidden under the device.

Using them off campus:

You can use a normal wifi at venues or mobile hotspot off someone else's phone to connect. Once connected to Wifi - you need to login using the username and password provided that are written on post it notes within the box itself, hidden under the device.

Charging the card reader (battery is shown on top right corner of device)

There is a small lead in the bottom of the machine, use the lever to flick open the base. Provided is also a USB plug to accompany the device when booked out. If using over the weekend please charge the device so upon it's return it is fully charged, ready for the next group to use.

Once connected and signed in:

To make a sale:

Input the amount required for the sale/transaction and click the tick button. Customer then makes contact with their bank card/device to the top of the card machine until a beep sound is heard and transaction successful is shown. If sale is declined, ask to try again or use another card/device. You can also customise the payment reference (e.g "cake sale" / dance ticket) by clicking the edit button on the amount request screen. Then if you swipe down on the top of the screen using the down arrow - it shows different icons such as "connection (wifi)" / "transaction/sales report" / "settings" etc. To check sales already taken you can swipe down and click transaction report icon. This will show total amount of sales so far, date and each transaction including the time of transaction.

Card Machine - Once activity is done:

When you are done with your fundraising activity or if you want to know how many sales you have already taken, swipe down and check sales report - just click the icon. You **MUST** check the transaction report of sales taken while you have access to the card machine to check how much monies have been raised and complete the card machine return form and input this amount. It is imperative you do this, so we are made aware of how much was raised and to either be transferred to your club account or donated to the charity of your choice. The card reader is sometimes used by multiple groups at once so we need to avoid a confusion of the transaction amounts between groups.

Card machine return form: [Card Reader Return \(office.com\)](https://www.office.com)

You should then return the card reader as soon as possible during office hours
Mon-Fri 9am-5pm.