Card Reader Instructions

The following items should be in the box with your card reader device

- Swipe module.
- USB compatible charging cable.
- Event Card.
- These Instructions.

If any of these items are missing, please contact the WCSA main desk by email: wcsa@rochester.edu or phone: 275-9390.

Device Description

Please note: WCSA utilizes three different models of card readers. Yours may vary in color and size from the images; functionality is the same.

Device Instructions

- **Power on**: Press and hold the power button on the side of the device.
  - The power and battery lights will flash red twice and the device will give two audible beeps.
  - The green power light will light up.

- **Swipe card slowly through the device with the ID barcode facing the sensor** (away from the status lights).
  - The device will give a low beep and the power light will flash on a successful swipe (these may not be noticed.)
  - If a swipe is unsuccessful, there will be three red light flashes and three beeps.
  - If the device does not flash and beep, the card was not read. Please swipe again.

- **Power off**: Press and hold the power button on the side of the device.
  - The power and battery lights will flash red twice and the device will give two audible beeps.
  - The green power light will go out.
What to do if your device fails during the event?
If you encounter problems with the reader and need to stop using them, please create a sign-in sheet and gather attendees student ID to ensure that attendee data for the event can still be pulled.

If you need technical assistance:
During business hours, M-F 8-5, please contact the WCSA Application Administrator and Analyst by email: (email here), by phone: 276-5980 or the WCSA Main desk by phone: 275-9390 or in person.

WCSA is unable to provide off hours technical assistance.

Care of card reader devices:
Much like a Gremlin, please do not get the device wet or feed it after midnight. Direct sunlight, in moderation, is ok however. The devices use flash memory, so keeping them near to magnets should not be a problem, however, dropping the devices may damage their ability to remember who has been swiping in at your event, or anything else in the future.

F.A.Q.
How can I be sure that ID swipes are registering?
Even though it is faint, the devices will make an audible single beep and the power and battery lights will flash for a successful swipe. If you are unsure if a swipe was missed, swiping again will not affect your data request as we screen for multiple swipes.

The red battery light is flashing, what should I do?
If you have a USB compatible charger or device with a USB port, you can use the included charging cable to provide power to the device. You will still be able to use the swipe device normally while it is plugged in.

The swipe device has no lights on!
Attempt to power-on the device. If lights remain off, the battery is likely dead. Please use an alternate source of tracking Student IDs if you would still like data retrieval.

How long will the device remain on?
A fully charged unit should last approximately XX hours. This does not account for heavy use.

What happens after I return the card swipe devices?
Data will be retrieved from the device and processed. After processing the data will be removed from the device. All data collected becomes property of Wilson Commons Student Activities.