Setting Up the Card Reader

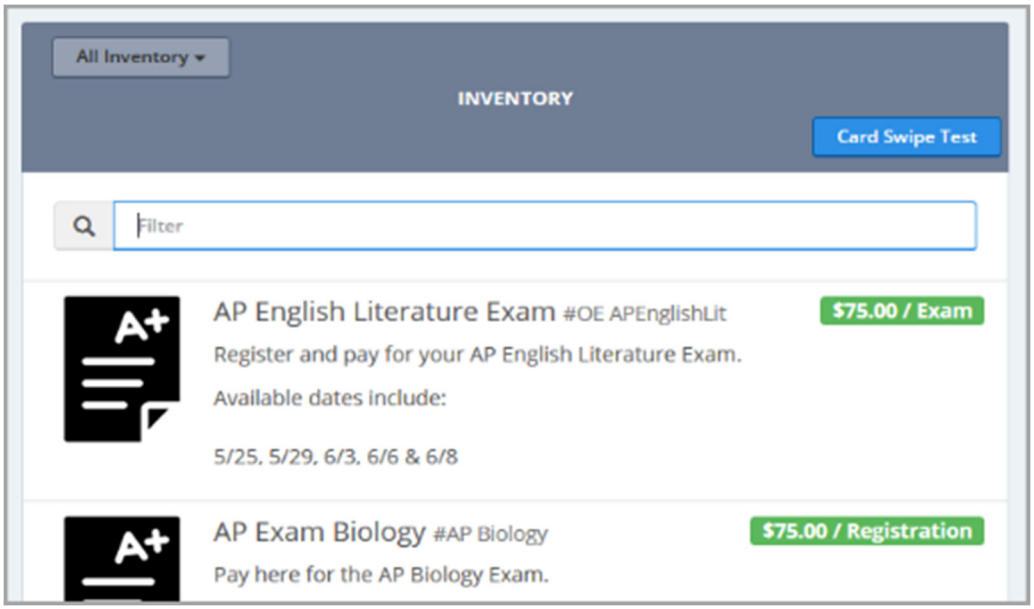
IMPORTANT! The card reader connects to the computer with a USB cable. The software will not work with keyboard entry devices.

Requirements

- Windows OS
- USB Port
- Any web browser

Setup Instructions

1. Plug in the card reader.
2. In Portal, go to *Order Entry*.
3. Select *Card Swipe Test*.



4. Select *CLICK TO ENABLE CARD READER*.

5. When *READY FOR CARD SWIPE* appears, swipe a credit/debit card through the device.

Test the card reader installation by swiping a credit or debit card through the card reader opening.

The front of the card should face the **green** light and the back of the card (magnetic strip down) should face the arrows.

If successful, the following screen will appear indicating you are ready to begin processing transactions using the Order Entry module of your RevTrak Portal.

If this message does not appear after testing the card reader, contact support@revtrak.zendesk.com.