

## Daily Initialization of MagnaCard Machine

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### **Initializing for Daily Operations**

The MagnaCard machine must be initialized at the start of every business day.

To initialize the machine, you will need to:

- Turn on the MagnaCard machine
  - Use your Program card to initialize machine
  - Ask Supervisor to use their Supervisor card to initialize machine
  - Take steps outlined in Initialization Procedures, page \_\_
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### **Points to Remember**

Keep the following points in mind when operating the MagnaCard machine.

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### **Swipe Cards Continuously**

Swipe operator cards in one continuous motion. Uneven swiping may damage cards.

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### **Do not lift up on card**

Once a card is in the machine, do not lift the card up. This applies to all cards.

- The machine will re-set to the beginning of the procedure if you lift up the card.
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### **Time Limit on Setting Transactions**

The MagnaCard machine has an automatic time limit of 30 seconds when engaging in transactions on the machine.

- The machine will reset to the beginning of the procedure if 30 seconds is exceeded.
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## How to Initialize the MagnaCard Machine

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### Initialization Procedures

Take the following steps to initialize the MagnaCard machine.

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Step	When display reads...	Take this action
1.	None	Turn on machine
2.	Insert a Program Card	Insert a Program Card
3.	Slide card Right	Slide card to the right
4.	Enter the card number	Enter the 4-digit pin number for that card
5.	Is there a second program card?	Enter 0 for 'No'
6.	Remove the card	Remove the Program Card
7.	Insert the Supervisor Card	Insert the Supervisor Card
8.	Slide card right	Slide the card right
9.	Enter the card number	Enter the 4-digit pin for that card <ul style="list-style-type: none"><li>• Press 'Enter'</li></ul>
10.	The date is (MM-DD-YY)	Enter the date <ul style="list-style-type: none"><li>• Press 'Enter'</li></ul>
11.	The time is 00:00	Enter the time in 24 hour time <ul style="list-style-type: none"><li>• Press 'Enter'</li></ul>
12.	Remove the card	Remove the Supervisor card
13.	Press Enter to begin transaction	Machine is now ready for day's transactions