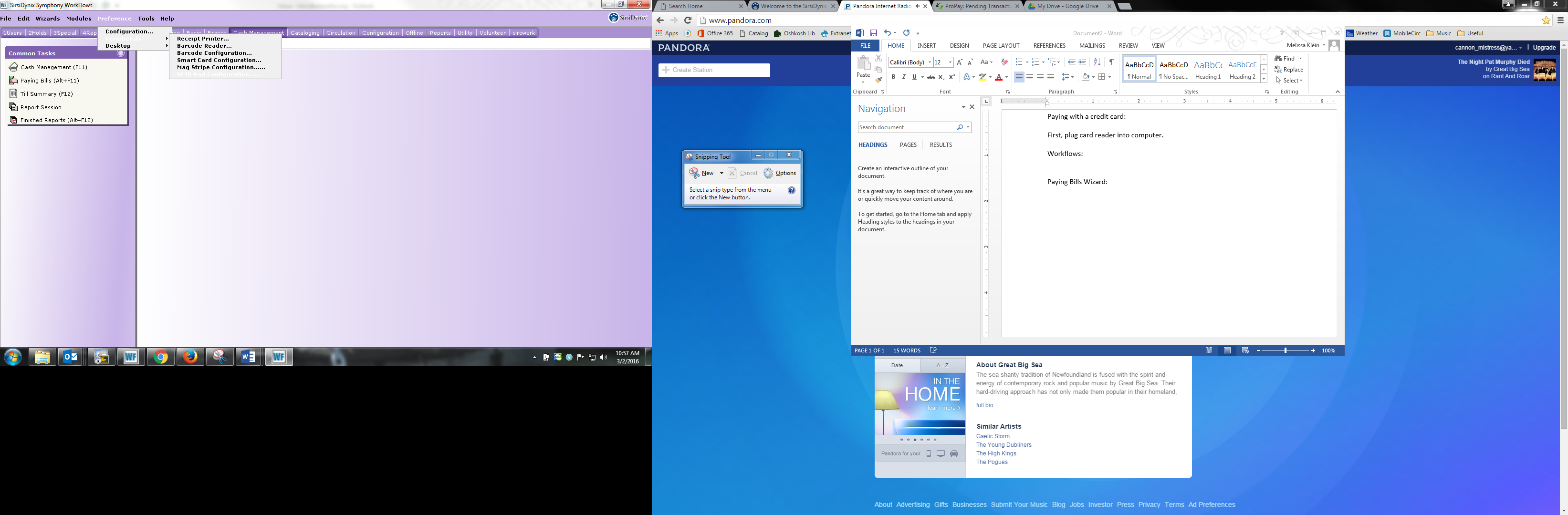
**Accepting credit cards: Setup**

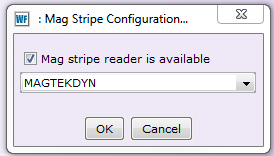
Configuration steps:

First, plug card reader into computer. Let the computer recognize the device and install the appropriate drivers, as it would do for a receipt printer (should happen automatically).

Then in Workflows, go up to Preference > Peripherals and select Mag Stripe Configuration:



Check the “Mag stripe reader is available” box and select the device from the dropdown



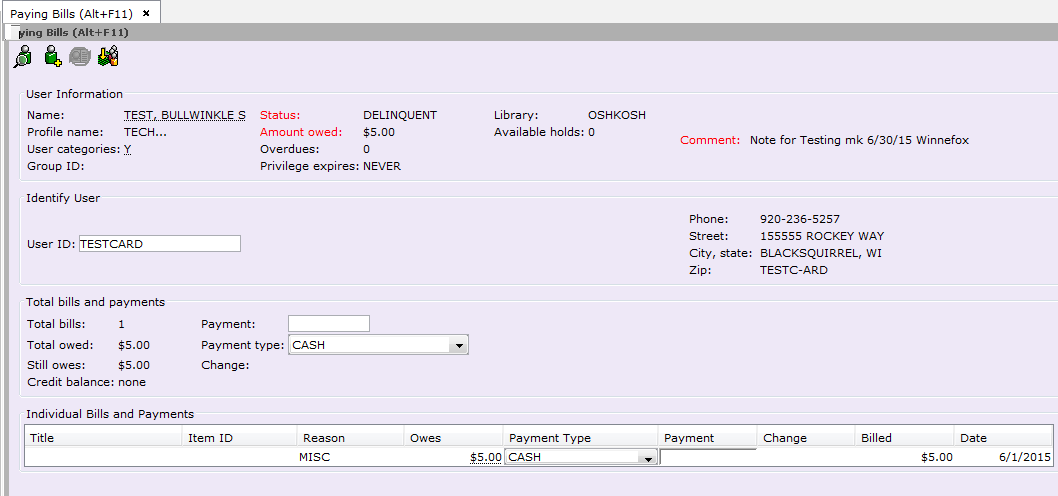
The credit card device is now configured to take payments.

**Place the newly configured card reader in a location where the patrons can swipe the card themselves.**

Just like with the online catalog, library staff should not handle the patron’s credit card. Instead, instruct the patron to swipe the card themselves.

**Accepting credit cards: Paying Fines**

Using the Pay Fines Wizard:

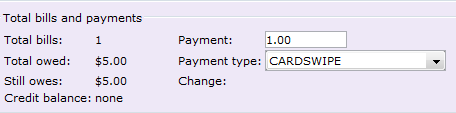


A credit card payment can be done in “Total bills and payments” or in each individual bill and payment.

Enter the amount the patron wants to pay on their credit card.

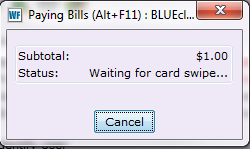
**Payment Type is CARDSWIPE**

**IMPORTANT: $1.00 minimum for payment with a credit card.**



Click Pay Bills:

A popup box will appear:



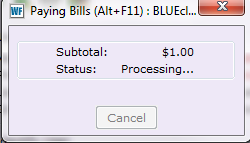
*Have patron swipe card.*

If the card is swiped backwards, too slowly, or is jarred during the swipe, an error box appears:



Click OK and try swiping again.

A successful swipe will have the box’s status change from “Waiting for card swipe” to “Processing”:



When completed, the box will vanish and the patron’s receipt will print. At that point, you may click Pay More Bills or Make Payments for Another User.