

Setting Up Credit Card Swipers and Hand-Held Scanners

What It Does

This article explains how to set up a credit card swiper and a hand-held scanner with your DDMS-NT system.

Note: If you do not have a hand-held scanner, you'll need to send your credit card swiper to DDMS for setup, because a hand-held scanner must be used to set the swiper's parameters. If you have DDMS do this for you, skip the steps under the last heading, **Setting Your Scanners' Parameters**.

How to Do It

Setting up these scanners involves four basic steps: setting up the terminal, connecting the hardware, setting up SoftCom, and setting your scanners' parameters.

Setting Up the Terminal

- 1 You need to know the baud rate and logical name for the PC you're connecting the scanners to. If you do not know these, follow these steps:
 - Go to the NT server, and open TBL Configuration.

- Under the Settings folder, click **Terminal Definitions**.
- Find the line for your PC. The baud rate appears under the heading PortSpeed, and the logical name appears under the heading Logical.

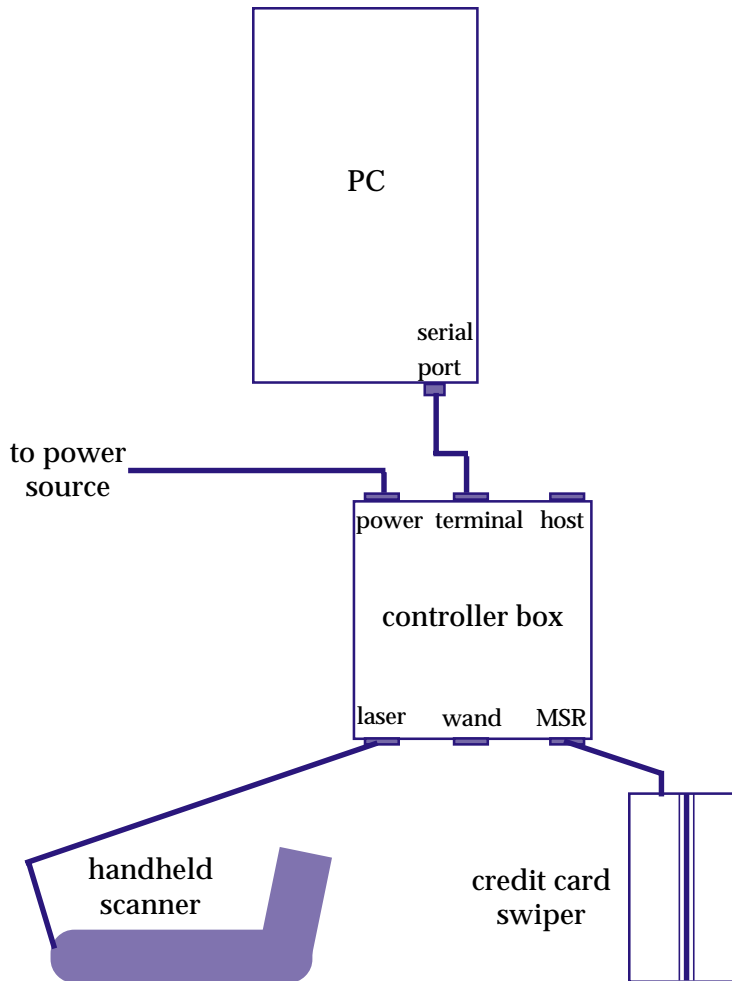
- 2 Go to the (L1) screen, and select the [C] Change action code.
- 3 Find the line with the logical name assigned to the PC, and press RETURN until the cursor moves to this line.

Note: If there is no line for your logical name, the line with a lower logical name applies. Suppose your PC uses T2, and there are lines in the (L1) screen for TØ and T4. The lower name, TØ, applies to all the names up to T4, including T2.

- 4 Tab to the KEY AHD field, and type **Y**
- 5 Tab to the OPTION field, and type **K**

The K option lets you use credit card authorization with this terminal.

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- 6 Save your change by pressing RETURN until the cursor returns to the Action field at the top of the screen.

Connecting the Hardware

- 7 Locate the serial cable included with your scanning equipment. Plug its male 9-pin connector into the **Terminal** socket on the controller box.
- 8 Connect the other end of this cable, which has a female 9-pin connector, to a serial port on the back of the PC.
- 9 Connect the power cable to the **Ext Power** socket on the controller box.
Plug the transformer on the end of the power cable into a power source.
- 10 If you purchased a hand-held scanner, connect its cable to the **Laser** socket on the controller box.
- 11 Connect the credit card swiper to the **MSR** socket on the controller box.

Setting Up SoftCom

- 12 Insert the SoftCom diskette in the drive of the PC you'll be connecting the scanning equipment to.
- 13 Double-click the **My Computer** icon on your desktop.
- 14 Double-click the **3½ Floppy (A:)** icon.

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- 15** Double-click the **SCW** folder.
- 16** Double-click **Setup.exe**.
- 17** Follow the instructions on screen to install the software.
- 18** Start SoftCom by clicking **Start**, pointing to **Programs**, then **SoftCom**, and click **SoftCom**.
- 19** SoftCom starts minimized. Display the SoftCom window by clicking it on the taskbar.
- 20** In the SoftCom window, click **Communications**.
- 21** In the **Serial Port** box, select the serial port that you connected the cable from the controller box to.
- 22** In the **Baud Rate** box, select the baud rate that your PC uses. (This is the baud rate you noted in **Step 1**.)
- 23** Click **OK** in the Communications window, and minimize the SoftCom window.

Note: SoftCom must be running whenever you use your scanner. To ensure this, place it in the Startup folder. If you're not sure how to do this, check with your network administrator.

Setting Your Scanners' Parameters

- 24** You change settings on your credit card swiper and hand-held scanner by scanning bar codes.

Locate the laminated bar code setup menu that came with your scanner.

- 25** To set up your credit card swiper, pick up the hand-held scanner, and scan the following bar codes on the setup menu:
 - **Start** (at the top left)
 - **Reset All Defaults** (at the bottom of the sheet)
 - **Termination Character** (left column)
 - **4** (right column)
 - **LF** (on the back side of the sheet, in the far left column).
- 26** Now set up your hand-held scanner by scanning the following bar codes on the sheet:
 - **Mag Stripe #2** (on the front of the sheet, in the middle column)
 - **2** (right column)
 - **OFF** (right column)
 - **3**
 - **ON**
 - **Serial Port** (left column)
 - **1**
 - **1**
 - **Exit** (at the top right).