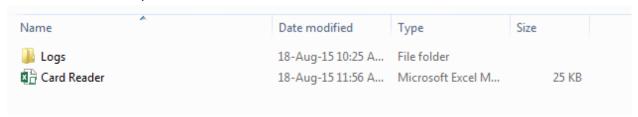
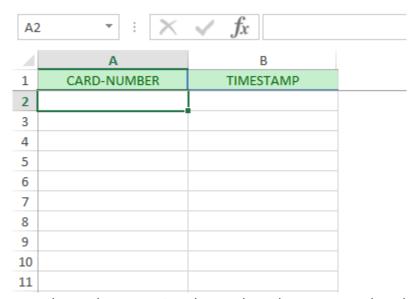
<u>Seminar Card Reader - User Manual</u>

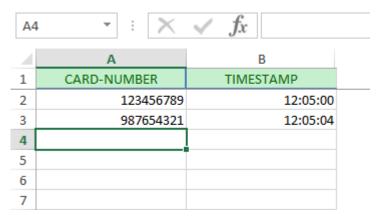
- 1. Log into the computer with a user account.
- 2. Locate "Card Reader.xls".
- 3. Make sure there is a folder named "Logs" existing in the same directory as the file. If there is no folder, create it.



4. Open "Card Reader.xls". Make sure the input green square is in "CARD-NUMBER" column.



5. Swipe student cards one by one using the card reader connected to the computer.



6. When all student cards are swiped, close the Excel spreadsheet using close button.



- 7. There will be no "Save" prompt and instead the spreadsheet will be automatically emailed to the course e-mail address.
 - For the automatic e-mailing system, Microsoft Outlook should be installed and configured on the computer. If Microsoft Outlook is not available, a copy will be created in "Logs" folder that should be e-mailed manually.

For further support and clarification contact boris.leizeronok@gmail.com (054-6325452).