

Instructions for Ordering Additional Swipe Card Readers

Staff at any JobLink center can enhance the use of the JobLink Customer Service cards in their office by adding additional swipe card readers to their staff's personal computers. The swipe card readers plug into the keyboard port on the computers and are very easy to install. Once a swipe card reader has been installed, the staff member can use the customer's card to search for their account on the Customer Search screen. Your staff will no longer have to ask for the customer's Social Security Number once they have a card. Staff members that do not have a swipe card reader can type in the customer number from the back of the card or search by name or SS #; however, it is much easier, quicker and accurate to swipe the card through the reader.

Staff from JobLink centers located at ESC offices must contact JobLink MIS Support at JLMIS.SUPPORT@ncmail.net to obtain additional card readers for their office.

To order additional card readers for your office please do the following:

- 1) Request pricing from one or more distributors that sell the product that is used with the JobLink MIS system. A list of possible choices of distributors is provided at the end of these instructions. The price should be approximately \$110.00 each plus shipping and handling. We found that the price can vary greatly for different vendors. You can also contact Shannon Armstrong, the ID-Tech National Accounts Manager, at 419-536-3027 to obtain additional information on distributors.
- 2) **When you request a price quotation, make sure that you specify the following product specifications exactly as stated here:**

"ID-Tech Omni Keyboard Wedge Card Reader, **part number NCS3237-600S**
And say this – "This a custom part number that cannot be ordered from ID-Tech stocking warehouses. Please contact ID-Tech for current pricing and delivery estimate."
- 3) Request the expected delivery time on your Request for Quotation so that you know about how long it will take. This is important because the ID-Tech factory must customize the card reader settings for our use.
- 4) Place your order with the selected vendor. Make sure that you include the product specifications shown in item 2 above.
- 5) After you place your order please notify JobLink MIS Support at JLMIS.SUPPORT@ncmail.net so that we can alert the ID-Tech factory. This will help insure that the order gets filled properly and in a timely manner.
- 6) If you have any problems placing your order please contact JobLink MIS Support at JLMIS.SUPPORT@ncmail.net so that we can assist you.

- 7) If you have any problems installing the card readers after you receive them, notify JobLink MIS Support at JLMIS.SUPPORT@ncmail.net and we will try to help you.

Examples of Distributors of ID-Tech Card Readers

National Barcode

456 Freehall Street
Mertztown, Pennsylvania 19539
Telephone: 888-311-0834
Fax: 484-214-0162
<http://www.nationalbarcode.com/IDTech/omni.htm>

Barcode Planet

1455 W Lafayette St.
Ottawa, IL 61350
Telephone: 888-875-7373
Fax: 888-247-4249
<http://www.barcodeplanet.com/idtech/omni.htm>

AxionTech.com

10402 Harwin Drive
Houston Texas 77036
Telephone: 281-575-0007
Fax: 281-575-0012
<http://www.axiontech.com/prdt.php?src=FG&item=46019>

POSGuys.com

(A division of MGM Solutions Inc)
2125 Humboldt St.
Bellingham WA 98225
Telephone: 800-903-6571
Fax: 360-738-3530
<http://www.posguys.com/product.asp?productID=177>

Additional distributors can easily be located by performing an Internet search for "ID-TECH" Omni Wedge Card Reader