

## PRINTER TEST CARD INSTRUCTIONS

**Step 1.** Unlock the printer using the keys sent. The lock is on the left side of the printer.

**Step 2.** Please insert the cards oriented like the picture below-- The end with the chip facing the back of the printer, and the VISA logo facing up:



**Step 3:** Install ribbon and sticky roller:



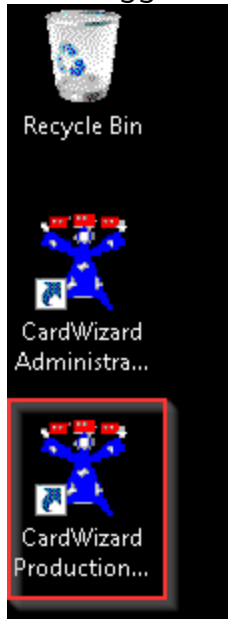
**Step 4:** Close the front door and lock the printer.

**Step 5:** On the Brightwell Windows PC, use the following login:

Username: OP\_User

Password: Oceanpay1\$

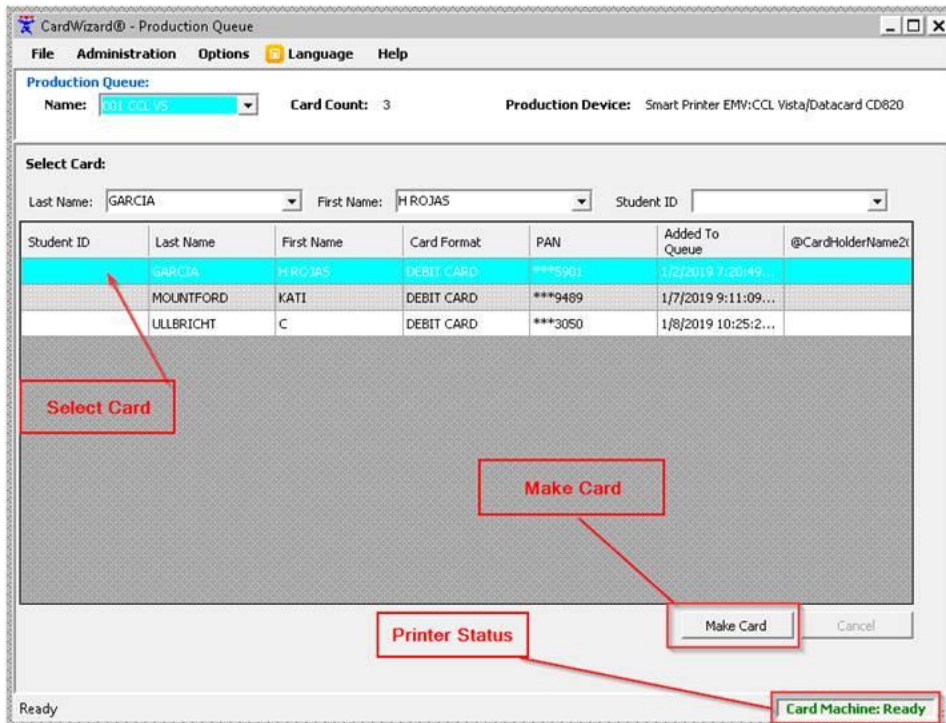
Once logged in, you will be brought to a desktop with the following icons on it:



**Step 6:** Click on "Cardwizard Production Queue Client" and log in using the Cardwizard credentials sent to you.

If you do not have credentials, please send an email to [itops@brightwell.com](mailto:itops@brightwell.com) with your first and last name and we will create one for you.

Once you have logged in, you will see the following screen:



Student ID	Last Name	First Name	Card Format	PAN	Added To Queue	@CardHolderName2t
	GARCIA	H ROJAS	DEBIT CARD	***5901	1/2/2019 7:20:49...	
	MOUNTFORD	KATI	DEBIT CARD	***9489	1/7/2019 9:11:09...	
	ULLBRICHT	C	DEBIT CARD	***3050	1/8/2019 10:25:2...	

**Step 7:** Click to select a card to print, and then click on "Make Card". If card machine shows "none", please make sure it says "ready" on the front. The printer will be put in a suspended mode if left open or unlocked.

If you have any questions, please don't hesitate to ask!