Falcon Dollars Card Reader Reservation Form Policies & Procedures

QUESTIONS
- Falcon Exchange can be contacted Monday thru Friday from 9:00 am – 4:00 pm at (717) 766-2511 Ext. 7245 or Falconexchange@messiah.edu.

POLICIES
- A completed Falcon Dollars Card Reader Reservation Form must be submitted to the Falcon Exchange, 243 Eisenhower Campus Center (ECC) no later than 3 business days prior to the event.
  - The Card Reader Reservation Form is available on the Falcon Exchange home page, [http://www.messiah.edu/info/20743/falcon_exchange](http://www.messiah.edu/info/20743/falcon_exchange).
  - The Card Reader Reservation Form must convey all contact information and must be submitted with a wet ink signature from the sponsoring organizations’ faculty/staff member as well as a signature for any student having responsibility for the equipment.
- It is the obligation of the organization sponsoring the event to obtain appropriate furniture, extension cords, tape, or any other products necessary to make cords a safe environment for customers and the card reader equipment.
- The sponsoring organization faculty/staff member is responsible for the card reader equipment and all accessories while in possession of the equipment during the rental period.
- Please note we reserve the right to refuse any Falcon Dollars Card Reader Reservation and/or to remove the card reader equipment during any event.

ACCOUNTING
- Falcon Dollar purchases made through the card reader will be allocated to the account specified on the Falcon Dollars Card Reader Reservation Form at the beginning of the next month.
- Authorized faculty/staff members may use their MCSquare - Finance - Budget Queries access to view the account balance after that time.

EQUIPMENT PICKUP
- Properly completed Falcon Dollars Card Reader Reservation Forms will be approved verbally in the Falcon Exchange. You may call (717) 766-2511 Ext. 7245 or email falconexchange@messiah.edu if you would like to confirm your reservation.
- The card reader equipment box may be picked up at the Dispatch Office, 1st Floor ECC, prior to your scheduled event. The designated pickup person must have a Messiah College ID card and sign the Dispatch Log.
- Each card reader box contains the following items. You are responsible for their safe return.
  1. Log sheet – be sure to complete in full on behalf of your organization
  2. Equipment power cords
  3. Blackboard Reader
  4. Lantronix Transmitter Module
  5. Cable to connect Lantronix Transmitter Module to Blackboard Reader
  6. Tape
  7. Pen
  8. Falcon Dollars Card Reader Reservation Form Policies & Procedures Sheet
EQUIPMENT USE
1. Plug Lantronix Transmitter Module into Blackboard Reader.
2. Plug power cord into Lantronix Transmitter Module.
3. Plug Lantronix Transmitter Module into appropriate electrical outlet.
4. Wait 30 seconds then plug Blackboard Reader into appropriate electrical outlet.
5. Login
   - Press A
   - Enter 222
   - Press ENTER key
   - Enter 555
   - Press ENTER key
6. To Make a Falcon Dollars Purchase
   - From Main Menu
   - Press A (Purchase)
   - Press A (Falcon)
   - Enter $ amount
   - Press ENTER key
   - Swipe ID card
   - Press right blue arrow (Submit)
   - Press right blue arrow (OK)
   - Press left blue arrow (Tender) to start new sale
7. To check Falcon Dollars Balance
   - From Main Menu
   - Press C (SV Balance)
   - Swipe card
   - Press right blue arrow (OK)
   - Press CLEAR to return to Main Menu
8. Logout
   - From Main Menu
   - Press E (Logout)
   - Press right blue arrow (OK)

EQUIPMENT RETURN
- The card reader equipment box should be returned to the Dispatch Office, 1st Floor ECC, immediately following the event. The designated equipment return person must have a Messiah College ID card and sign the Dispatch Log.
- Please ensure your box contains the following items. Please coil/wrap cords and ensure items are packed in a professional manner.
  1. Completed Log sheet
  2. 2 Equipment power cords
  3. Blackboard Reader
  4. Lantronix Transmitter Module
  5. Cable to connect Lantronix Transmitter Module to Blackboard Reader
  6. Tape
  7. Pen
  8. Falcon Dollars Card Reader Reservation Form Policies & Procedures Sheet