

Swipe Station Setup Instructions



The Swipe Station comes with everything installed that's needed for MySeniorCenter but there are a few steps you will have to take to get it up and running.

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The Boxes

- The equipment needed for the swipe station will arrive in two boxes. One box will have the All-in-One PC as well as a keyboard and mouse and all the necessary cables.
- The smaller box will have the desktop scanner, an Ethernet cable, and the webcam. If applicable, this box may also contain your Hand Held Scanner(s) and Wall Mount(s)
- A third box will arrive with your keytags

Unpack and Set up

The Swipe Station (which is an All-in-One PC) will need power and internet either through Ethernet Cable or WiFi. Ethernet (hard wired) is always the best choice but a strong WiFi connection will work as well. As this is an All-in-One PC nothing needs to be attached other than the scanner. One end is standard USB which gets plugged into the PC. The other end looks similar to an Ethernet cable. This end plugs into the scanner. Plug in the mouse and keyboard as well. The USB webcam is not for the PC as the PC already has a camera built in. The webcam is used when taking pictures on another computer. This will be covered in training.

Note: If the scanner is not working, make sure that you are using the grey colored cabled which is Ethernet -> USB. The scanner plugs into the PC via USB (not Ethernet).

Power up

Press the power button on the PC. It's usually located on the right or left side of the screen, but can be at the bottom edge of the screen. The PC will start up and after a few moments it will start the setup process automatically. Have a keytag handy as the PC will ask you to test the scanner. When it asks you to scan, just scan any card. If you don't have your cards yet you can scan anything that has a barcode, like a soda bottle or bag of snacks. Next, the PC will ask for a code. We will give you this code. If you do not have it yet, call our support line at (866)739-9745 or email support@myseniorcenter.com. Once you enter the code, the PC will ask you to give it a nickname. If you have one station, then the center's name is best. If you have more than one you can simply add One, Two, Three, etc. to the end. That should be it! If there are any problems, the PC will tell you what they are. You should call our support line at (866)739-9745 if any issues arise.

Finish up

At this point you can unplug the keyboard and mouse and put them away somewhere safe. They will only be needed if support asks you to plug them in. The scanner came with a poster size insert with a bunch of barcodes on it. Save this as it could be needed for support in the future. You can shut the PC down after hours by simply pressing the power button. Turn it on again by pressing the power button. Everything will start up on its own.