RecTrac – Adding New Credit Card Pin Pad

1. Log into RecTrac
2. Go to: Management>System Management>User/Menu/Profile Management>Profile Assignments>
   a. Under the menu Available Profiles > Expand Type: Pin Pad
3. Create new pin pad, select "Add" button at the bottom.
4. Under Profile Code enter Pin Pad's name (previous names include CC model unit#)
5. Profile Type: select Pin Pad
6. Profile Subtype: select PayTrac Devices
7. Status: Active
8. Profile Description: Same as profile code name
9. Select "Create" button in lower right-hand corner
10. Pin Pad Model: Lane 3000 or Link 2500
11. Associated Credit Card Profile: Select PayTrac Retail Normal
12. Power on the credit card reader and connect to local Wi-Fi (See user guide for correct model)
13. Activation code: can be found on the credit card reader screen when connected to network Wi-Fi
14. Select "Create Device" button under Utilities drop down menu
15. Select "Activate Device" button
16. Device ID and Pin Pad serial number will automatically generate the after the unit is activated
17. Idle Message: enter a message you want to display on the screen (example: Welcome)

Link Pin Pad to workstation

1. Open Web browser page
2. Enter the following URL
   a. https://apps2.myvscloud.com/wbwsc/wabainbridgeislandrt.wsc/login.html?Workstation=MarkB
   b. <mark>YOU WILL NEED TO ADD YOUR NAME TO THE END OF THE URL. Please use your first name and last name initial (example: MarkB)</mark>
3. After you have created your new RecTrac Login link, make sure you to save the new link in your browser or desktop. Delete any old login in shortcut links you have on your computer.
4. Login to the RecTrac
5. Click on the user icon. Your workstation name should be the same name as the information you entered on Step 2.
6. Go to: Management>System Management>User/Menu/Profile Management>Profile Assignments
   a. Under the menu Available Profiles. Expand Type: Pin Pad
7. In the middle window expand "workstation can find your name you entered in Step 2.
8. Click and hold the Pin Pad profile and drag it to your workstation name. This will link the Pin Pad to your workstation.