Title :	Adding Value to Cards using a Cartadis TC4N		
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Overview

Instructions for adding value to users cards using a Cartadis TC4N.

Crediting Cards

- Insert "Administrator Card" into the TC4N card reader terminal
- Remove the "Administrator Card"
- Press the "F1" button
- Screen displays:

```
V=Idem          A=Idem
D=Idem          P=Idem
```

(V=Value, A=Account No, D=Department No, P=PIN No.)
(With cursor flashing on the =, next to the V)
The = sign means value entered will be written to the card.
The + sign means value entered will be added to any existing value left on the card.
These can be changed with the C button whilst the cursor is flashing on the sign.

- Press the -> (6) button
- Flashing cursor moves one position right (On the I of Idem)

```
V=Idem          A=Idem
D=Idem          P=Idem
```

- Press the C button
- Display changes to V= (flashing cursor)

```
V=              A=Idem
D=Idem          P=Idem
```

- Enter the value you wish to add to each card, 40 credits = 40
- Press the E button to commit setting to memory
- Screen display changes V= (flashing cursor) 40

```
V=  40          A=Idem
D=Idem          P=Idem
```

- Insert each card that you wish to add value
- The card reader will take the card into the unit add value & then eject each card.
- Once you have completed adding value to your cards press the F4 button to return the TC4N to normal operational mode.

Changing Units to Cash

The default for card valuing / use is in units.

To change to a cash value:
- Insert **"Administrator Card"** into the TC4N card reader terminal
- Remove the **"Administrator Card"**
- Press the "Down Arrow" (8) button 5 times until you come to:

```
ADMINISTRATION
Price Setup
```

- Press the -> (6) button

```
Price1:
  1
```

- Press the "Down Arrow" (8) button 4 times until you come to:

```
Decimal pt:
No
```

- Press C button, (Displays "Decimal pt: Yes No") with the cursor flashing on the N of No.

```
Decimal pt:
Yes  No
```

- Press the <- (4) button so the cursor is flashing on the Y of Yes.

```
Decimal pt:
Yes  No
```

- Press E button (displays Decimal pt: Yes)

```
Decimal pt:
Yes
```

- Press F4 button
- Unit asks you to insert Administrator Card to verify change.

Note:
When you revalue cards with 575 it will show to the user as £5.75