

# Silver Employee PIN Card - Help Guide



Our NCR Silver Employee PIN Cards are here!

With the employee and/or manager PIN card, you can log-in to the POS more efficiently. Manager cards can approve actions such as voids and refunds using a manager card instead of POS PIN. The PIN card will add an extra layer of protection to keep codes locked down. It is also much faster than simple PIN entry, especially when it comes to clocking.

## HOW TO ORDER:

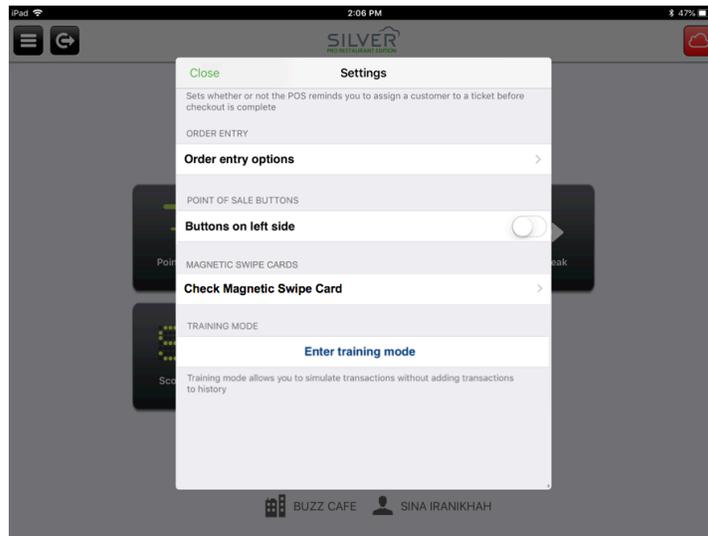
Please contact your sales representative to order your magnetic swipe PIN cards. Available for iOS users on NCR Silver Pro Restaurant only. These cards are available for managers and/or employees and come in bundles of 25 cards, costing \$25 per bundle. To order the cards you will need to submit the designated Part Number: MNGR-CRDS-0001.



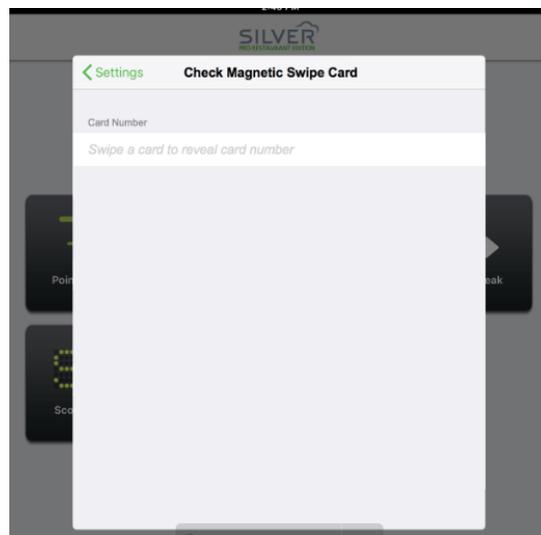
**HOW TO PROGRAM:**

Once you receive your PIN cards, you will need to assign each card to a specific employee in the back-office. In order to identify the card numbers and assign the PIN to an employee, please follow the steps below:

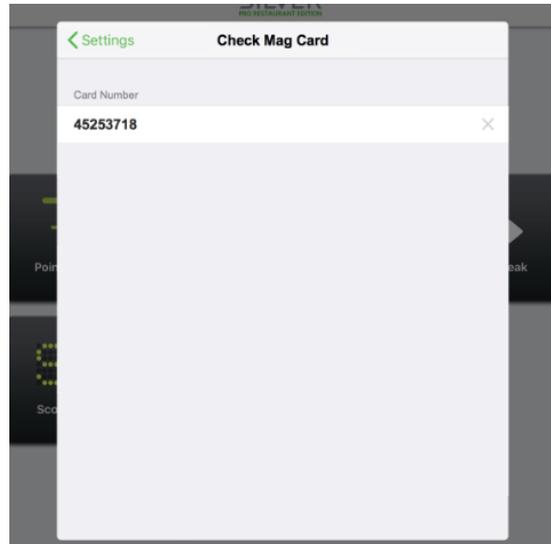
Step 1: Go to your settings.



Step 2: Tap "Check Magnetic Swipe Card." This option is located in Settings between POINT OF SALE BUTTONS (left/right) and TRAINING MODE.



Step 3: Swipe the magnetic swipe card. The card number will display the POS PIN in the line.



Step 4: Assign the card number as the PIN for a specific employee.

1. To assign the POS PIN, visit the "Employee" section in the Silver Back Office.
2. Click the "Employee" tab.
3. Click on the name of the employee you would like to assign a PIN to.
4. Under "Login Credentials" change the PIN numbers to the new PIN that correlates with the assigned card, by clicking "Change PIN" at the bottom of the screen.
5. Add the new PIN numbers.
6. Click "Save Changes."

Step 5: Repeat this process for each card and employee.

**Tips and Tricks:**

Remember, as added security, do not write the PIN number on the card.