

Hardware for Your Event

We strongly recommend renting hardware from someone whom routinely supports events (see note). If you choose to use your own hardware make sure you have a volunteer or staff member who is responsible for hardware setup, oversight and tear-down, preferably an IT professional.

Regardless of how you obtain your hardware, we recommend one station for every 50 guests i.e. if you are expecting 200 guests you should have four stations.

One Station

- * Laptop with 3 or more USB ports or a USB hub - for mouse, printer, mag swipe.
- * Mouse
- * Card Reader (purchase and setup info)
- * High Speed Laser Printer (w/ USB cable to connect to laptops)

Shared Equipment

- * Multiple extension cords (to make sure power strips can reach the outlets)
- * Multiple power strips (enough to handle all laptops, printers and switch)
- * Networking equipment. All computers must have Internet access.
 - Wired: router and/or switch, don't forget cables.
 - Wireless: wireless access point and wireless adapters.

Supplies

- * Two reams of laser paper (for receipts)
- * Pens (for signing receipts)
- * Folders (for filing away original bid sheets)

Software

- * Printer Drivers, install and test prior to your event!
- * Web browser: we recommend Firefox or Safari
 - Set the browser homepage to your event i.e. <http://<yoururl>.tofinoauctions.com/>
 - Place an Icon for the browser on the desktop.

Warnings and Common Pitfalls

1. Setup and test your equipment prior to event day!
The day of the event is the wrong time to be thinking about the details of your hardware.
2. Your tech guru should be present at the event.

Our experience is even if everything is setup in advance, something often goes amiss event night:

i.e. printers stop working, computers fall asleep, a password is needed, etc.

3. Use quality laptops, with newer operating systems.

Make sure they have drivers compatible with the printers and enough USB ports (or USB hub) to handle a mouse, printer, and mag-swipe reader.

4. Make sure that you have the passwords for the laptops.

The instant a volunteer mistakenly reboots, or the power goes out, or . . . and you're down.

5. Verify that your venue has network connectivity.

Network connectivity sometimes is not available during off hours. Make sure it will be there when you need it.

You will often have to arrange with your venue to get a password or access code to use their connectivity.

If you do not understand the terms on this page, providing your own hardware might not be for you.

Card Readers - Rental or Purchase from Us

After payment is received by check or credit card:

1. We can provide new programmed swipers including shipping for \$75 each. A discounted 4-pack is available for \$280.

2. We provide rental packets of 4 Swipers for the night of your event on a first-come-first-serve basis.

A. The cost is \$99 for 4 Swipers with round trip shipping included. (An \$80 per week late fee will be charged if the package is not received within a week of your event for reuse.)

B. Customer Pick-up and Drop-off is available in the Portland, OR area for \$80 per pack of 4 swipers. (\$80 fee per week will be charged if they are not returned within 3 day of your event for reuse.)

Please your order for sale or rental by contacting support@tofinoauctions.com.

Provide the following:

Name

Phone Number
Organization
Date of event or when you need the swipers
Shipping address if not a pickup.

Card Readers - Purchase and Programming

Your (our) software works with some card readers from both Magtek and ID Tech. The swiper must a certain type and must be programmed or programmable specific to our software. Dell, Amazon or Gemini Computers are places where they are sold. However, you should feel free to purchase them from any reputable dealer.

DO NOT assume that swipers offered by your bank or some benefactor meet the criteria. A swiper or card reader might mean a "knucklebuster" to them. Test them with plenty of time to find plan B.

Only Programmable on PC. PC emulator is not the same. Once programmed, they will work on any OS but only PC's will work with Programming process.

ID Tech

1. [Product Information](#)
2. [Purchase from Dell](#)
3. [Setup ID Tech readers for your auction software](#)

Magtek

The process is the same for the both Option 1 and Option 2 Swipers.

- A. [Setup MagTek readers \(Visual Step-byStep\)](#)
or [Setup Magtek readers \(Text Step-by-Step\)](#)
- B. [MagTek Configuration Application](#) for download (Use with both Option 1 and 2)
- C. Choose Swiper to Buy and Program

Non-Secured Swipers with these Minimum Requirements

- *Track 1 & 2 (can also optionally include track 3)
- * Must be USB w/ Keyboard Emulation
- * Must be programmable

Option 1 Group of Compatible Swipers

[Purchase from Dell](#) [Product information](#)

Manufacturer Part# : 21040110, 21040107, 21040108
Programming [Option 1 Magtek Tofino configuration file.](#)

Option 2 Group of Compatible Swipers

21073062 (Centurion, Confirmed)
21073022 (White MagneSafe Mini)
21073014 (Black MagneSafe Mini)
Programming [Option 2 MagTek Tofino Configuration file](#)

Testing Programmed Card Swipers

Check In

Select the type of ticket.

Ticket type

Volunteer \$0.00 (1 seat)
 Ticket - Single \$25.00 (1 seat)
 Ticket - Couple \$50.00 (2 seats)

Enter the guests contact information.

First name * **Last name**

Address

City **State** **Zip**

Portland OR

Primary Phone **Primary Email**

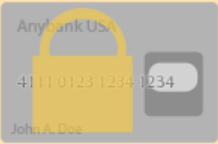
Choose from List*

Alumni

Ask if they would like to vault their credit card for card-free checkout.
This is OPTIONAL. If provided, it speeds up the check-out process.

Credit Card Vaulting

CREDIT CARD VAULT PENDING

 MC *****7398
06/14
A IFT FOR YOU
[Clear Vault.](#)
[Manually Update Card.](#)
or SWIPE a new card.

[← Back](#)

* Go to Auction > Check in > Sell a Ticket and swipe a card to see if it "pops" into place.

*** THE BEST TEST IS TO CHECK IN, SWIPE A CARD, DONATE A DOLLAR AND CHECK OUT USING A SWIPED CARD FROM YOUR NEWLY PROGRAMMED SWIPERS.**

* What a good swipe looks like.

Note the Tilde at the beginning and the question mark at the end.

~%B5216797001537398^YOU/A GIFT

FOR^14061210000000000000055100000?;5216797001537398=14061210000055100000?