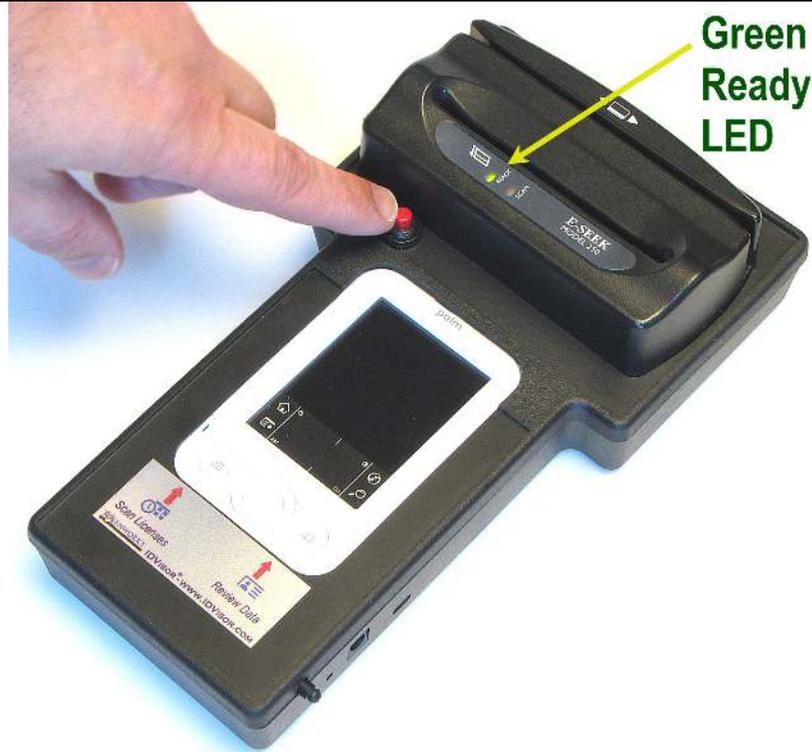# IDVisor® Mobile Quick Start Guide

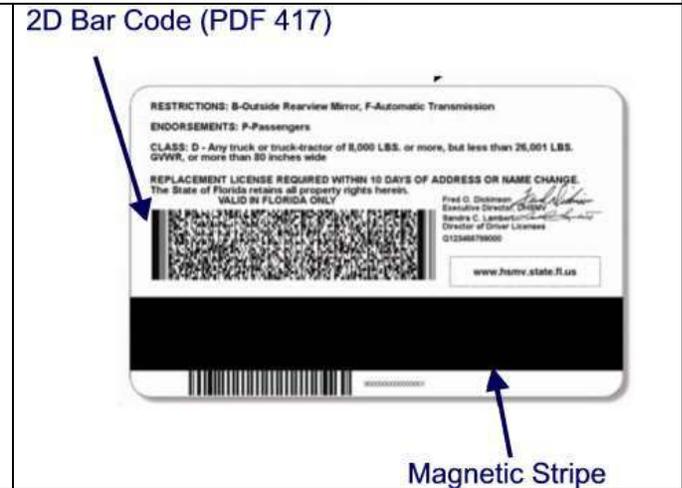|	
Turn Bar Code / Magnetic Stripe Scanner on by pushing Red button – Green Ready LED should light on Scanner and listen for triple beep. When unit is not in use, turn off scanner to save battery life	
Press White button with Calendar Icon to turn on computer and start software.	

The IDVisor ID Scanner Reads 2D Bar Codes and Magnetic Stripes.
If a license has both, we suggest you scan the 2D Bar code first and the magnetic stripe to verify the information on the screen is the same from both scans.

The scanner is designed Not to read the 1D Bar Code as it has no name/address information. All states have either a 2D bar code or Magnetic Stripe.

2D Bar Code (PDF 417)

MILITARY IDS

To Scan Military IDs, SCAN the 2D Bar Code in the bar code Scanner.
Do NOT scan the 1D Bar code or Magnetic Stripe

| For states like NY with 2D bar code, insert bar code with bar code facing computer screen into slot as shown.

Display will update information – see cross check data section below |
🚫 1D Bar Code
✅ 2D Bar Code
Insert & Remove

Insert & Remove 2D Bar Code facing Operator/Screen

Note:1D Bar Code will NOT Scan |
| For states like Ohio with a Magnetic Stripe, swipe license with magnetic stripe facing computer screen in slot as shown.

Display will update information – see cross check data section below |
Magnetic Stripe |

At the end of the night, charge unit by using supplied power supply as shown on right. LED next to power jack will turn RED when charging and GREEN when fully charged. It takes about 4 hours to fully charge.	
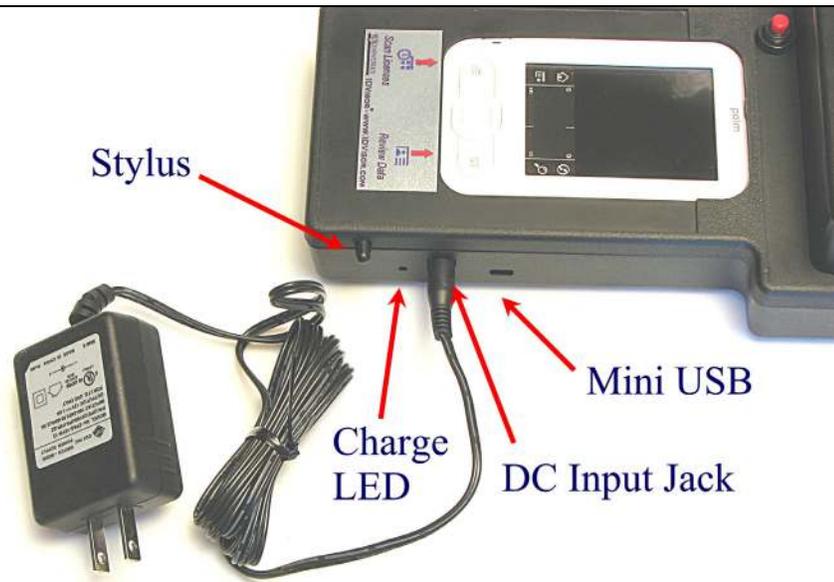
Charging Procedure

Soft Reset Procedure – Clears Error Screen

Sometimes its necessary to perform a Soft Reset to clear an error condition. Perform the following steps.

1.) Remove Stylus from side of the case. | |

2.) Gently insert into reset hole on back of the case and Gently press Reset button. Front Screen will display Orange Palm Logo. Return the stylus to the original hole on the side of the case.	

Checking IDs

TokenWorks provides the IDvisor ID scanner to automate and document the ID checking process for purchasing age sensitive products (Tobacco/Alcohol).

The number one cause for citations, according to enforcement officers, is mental errors such as failing to check an ID or making a math error when calculating the age from the date of birth. In a busy retail environment, it is easy to understand a new or tired clerk/server skipping important steps or making calculation errors.

Recording the ID data, ID status (OK, under21, etc.) with a date/time stamp provides an affirmative defense for organizations cited for serving a minor. Several states have affirmative defense legislation which helps defend an organization's liquor license if an ID scanner was used.

The IDvisor ID scanners will help detect some fake or altered IDs. Just having one will cause some people to think twice about presenting such an ID. For example, the ID scanner will help detect if the printed date of birth or expiration date has been altered using ink (e.g. changing a 3 to an 8) by reading the unaltered date encoded on the data stripe and display an underage/expired warning. Another possibility is the encoded data stripe doesn't match the printed data on the front of the license (e.g. John Smith is printed on the front, but Mary Jones is encoded on the stripe). In this case, the ID scanner will NOT produce a warning but an operator who is cross checking the displayed versus printed data should notice the discrepancy.

However, fake IDs are like counterfeit money in that if the person creating them has sufficient skill and resources, it is extremely difficult to detect without proper investigation resources. Merchants serving age sensitive products are expected to make a reasonable effort when checking IDs and using an ID scanner is a significant indicator of such effort. That is why many states have affirmative defense legislation for merchants who use an ID scanner.

TOKENWORKS™

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www.TokenWorks.com - Company Information   Revision: 1.1 March 2008

Always cross check the data displayed on the scanner versus what is shown on the front of the ID. Some fake IDs have a 'cloned' or copied data stripe from another person who is over 21 years old.

The "F.E.A.R." method of carding from the PA Liquor Control Board.

1. **FEEL FOR:**
   * Glue line or bumpy surfaces by the picture or birth date.
   * Pin holes on the surface.
   * Thickness of an ID. If it's been re-laminated, it may be thicker.
2. **EXAMINE:**
   * The photo and physical description. They should match the person handing you the ID.
   * The expiration date. You CANNOT accept an expired ID.
   * The birth date. Do your math. Are they 21?
   * Whether or not the ID is a duplicate. If it is, ask for another form of ID.
   * The state logo. If it's partially missing or appears altered, the ID might be fake.
   * The hologram. Is it a genuine hologram or a basic hologram added to a fake ID?
   * The card's reverse side lettering. Some ID-makers neglect the back side of the ID. Look for blurred lettering or a cut out piece of paper.
   * Whether it is an out-of-state license. Use an ID checking guide when you're looking at an unfamiliar license.
3. **ASK:**
   * About basic information on the card, such as the birth date, middle initial, zip code, age, etc.
   * For a second form of ID. People with fakes rarely carry back-up identification.
4. **RETURN:**
   * If you are satisfied that the proof of age is valid, you may permit the individual to be served.
   * If you're not convinced, however, **do not serve them.**