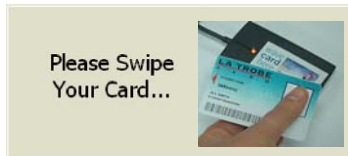


# Using EFTPOS to add money to Transact La Trobe print & copy account

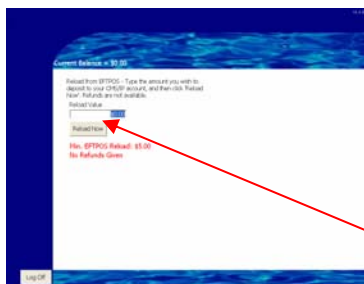


- **LOG ON** to the system by clicking with mouse - as indicated on the screen



- The card holder will **WAVE** their **Student ID card** or **Casual card** over the Transact La Trobe card reader as indicated.  
*Please note: The system allows a 20 second time frame for a card swipe, you may receive a time out message if extra time is taken, if so start the process again.*

The next screen will look like this:



- **ENTER** amount required to be credited to your personal print/copy account.  
(**Minimum** transaction amount is \$5.00, if you wish to add more simply enter the desired amount. Please note: **maximum credit** amount at any one time is \$200.00)
- **Click on RELOAD NOW** or use the **ENTER KEY** on the keyboard.

The next screen will now read "Enter Card"



## AT THE EFTPOS PIN PAD

- **ENTER/INSERT and REMOVE** your preferred Debit card (eg. savings/cheque/credit account)
  - Using the EFTPOS pin pad **SELECT** the appropriate **ACCOUNT** i.e. CHQ – cheque, SAV – savings or CR – credit
- Both screens (workstation & EFTPOS pin pad) will now read enter PIN Number



- Using the EFTPOS pin pad **ENTER** your applicable **PIN** (Personal Identification Number)
- Both screens will read processing

- A transaction receipt will automatically be printed



All queries or problems should be directed to Campus Graphics at ext 3878 (during bus. hours only)



[www.latrobe.edu.au/campusgraphics/transact](http://www.latrobe.edu.au/campusgraphics/transact)