

Configuring Your Auctionpay Card Readers

Your shipment of Auctionpay Card Readers will contain an eight-character code we like to call your EPCR (Event Payments Card Reader) code. This code enables your software to process credit cards using the Card Reader functionality.

Note: You can also find your EPCR code in the email confirming your event's equipment order.

Entering Your Event-Specific Card Reader Code

Each of your events has a unique Card Reader code. Please do not use the same code for multiple events.

1. Open up the **Auctionpay Event Software PC**.
2. Go to the **File** menu and choose **Properties**.
3. Choose the **Card Reader** tab.
4. Enter your code in the box marked **EPS Code**.
5. Use the Test function to test each of your card readers.
6. Click **Save**. You're finished!