This following slides will explain about NFC cards and how to write cards.

NEW: if you own an Android device with an NFC reader, you'll be able to write NFC ID-cards with your Android device as well, this will even work from certain smartphones! Please download and install the latest app release from our website.
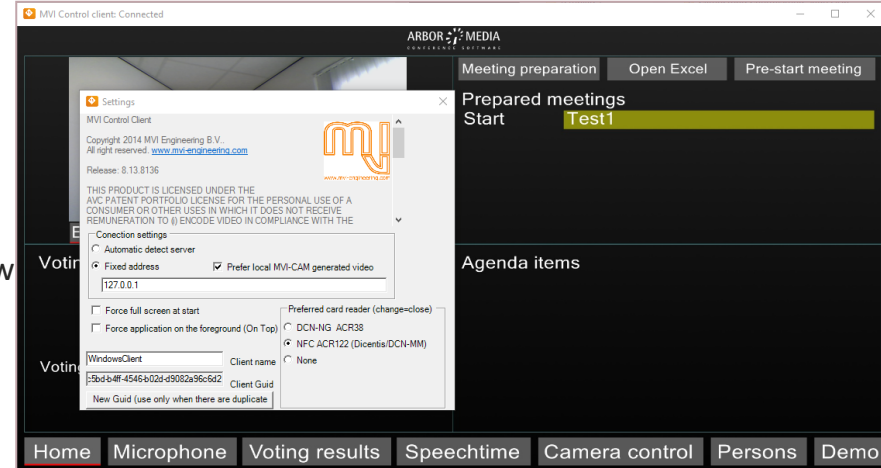
Plug the card reader into an empty USB port of your computer.

➢ **NOTE:** Check your computers device manager if the card reader is recognized and correctly installed, if not; please run a Windows update and afterwards check again of the card reader is recognized and installed correctly before continuing.

➢ The card reader can only be used at 1 control client per computer.

➢ Make sure the card reader is installed before opening the MVI Control Client.
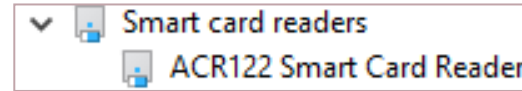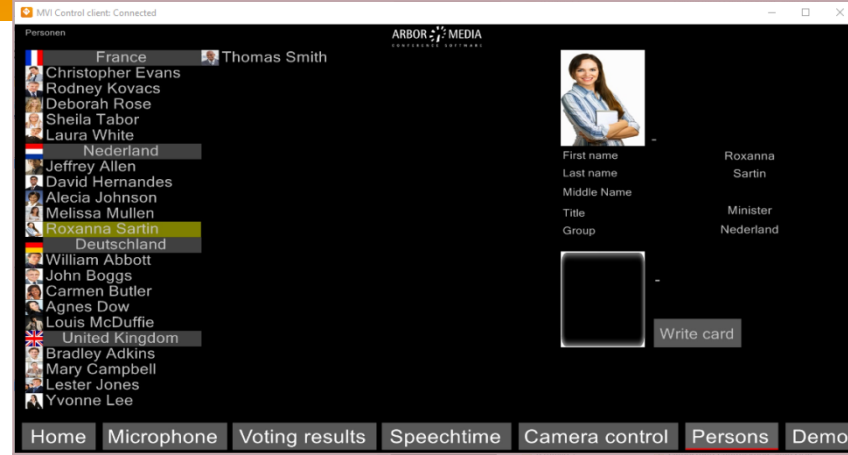
Select the right card reader.

➢ **1:** Open the **MVI Control Client** then press **F12** to open the settings menu of the MVI Control Client.

➢ **2:** Select **NFC ACR122**, the client will now automatically close, now start the client again, the card reader is now selected.

➢ **NOTE:** press **F12** again to check if **NFC ACR122** is selected, then close the settings menu.

Select a person you want to write a card for.

➢ **1:** Start a meeting.

➢ **2:** Select a person from the list.

➢ **3:** Place an ID card on the card reader.

➢ **4:** Click **Write card** to write the ID card for the selected person.

➢ **NOTE:** repeat these steps for all persons. Cards can now be used, but please test the first ID card you wrote before continuing with the rest of the cards.

1:

4:
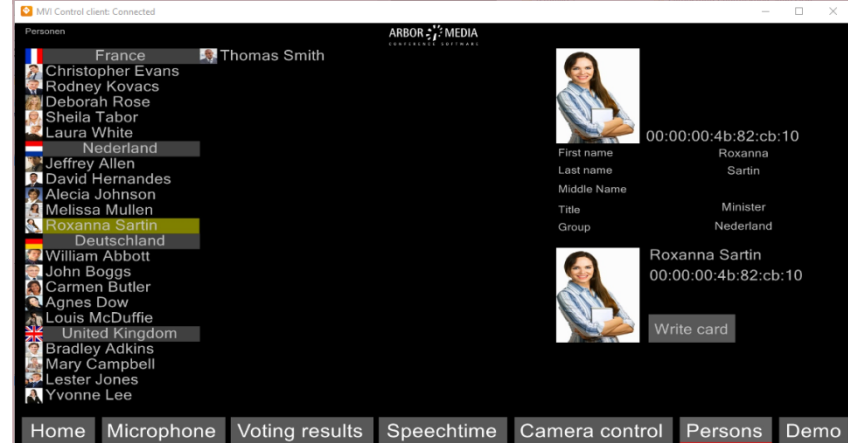
This following slides will explain about chip cards and how to write those cards.

Plug the card reader into an empty USB port of your computer.

➢ **NOTE:** Check your computers device manager if the card reader is recognized and correctly installed, if not; please run a Windows update and afterwards check again of the card reader is recognized and installed correctly before continuing.

➢ The card reader can only be used at one Control client per computer.

➢ Make sure the card reader is installed before opening the MVI Control Client.

First add card numbers to persons.

- ➤ **1:** Open the Excel document.

- ➤ **2:** At the **NG ID cardcode** field enter the delegates ID numbers, you can use employee numbers as well, or just start at number 1, 2, 3 etc…

- ➤ **NOTE:** use the same card numbers per person for every meeting!

|	Time / Special	LastName	MiddleName	FirstName	Title	GroupName	Country	Seat	Username	Password	NG ID cardcode
1	Time / Special	LastName	MiddleName	FirstName	Title	GroupName	Country	Seat	Username	Password	NG ID cardcode
2											
3		McDuffie		Louis	Mayor	Deutschland					1
4		Smith		Thomas	Councilor	United Kingdom					2
5		Evans		Christopher	Minister	France					3
6		Allen		Jeffrey	Vice president	Nederland					Etc..
7		Boggs		John	Minister	Deutschland					
8		Adkins		Bradley	Councilor	United Kingdom					
9		Kovacs		Rodney	Minister	France					
10		Hernandes		David	Councilor	Nederland					
11		Abbott		William	Minister	Deutschland					
12		Jones		Lester	Chairman	United Kingdom					
13		Tabor		Sheila	Prime Minister	France					
14		Sartin		Roxanna	Minister	Nederland					
15		Dow		Agnes	Councilor	Deutschland					
16		Lee		Yvonne	Minister	United Kingdom					

Select the right card reader.

➢ **1:** Open the **MVI Control Client** then press **F12** to open the settings menu of the MVI Control Client.

➢ **2:** Select **DCN-NG ACR38**, the client will now automatically close, now start the client again, the card reader is now selected.

➢ **NOTE:** press **F12** again to check if **DCN-NG ACR38** is selected, then close the settings menu.
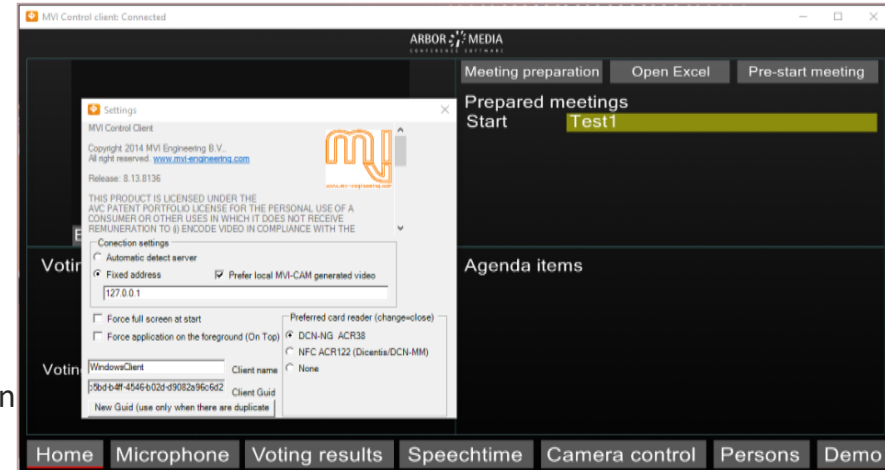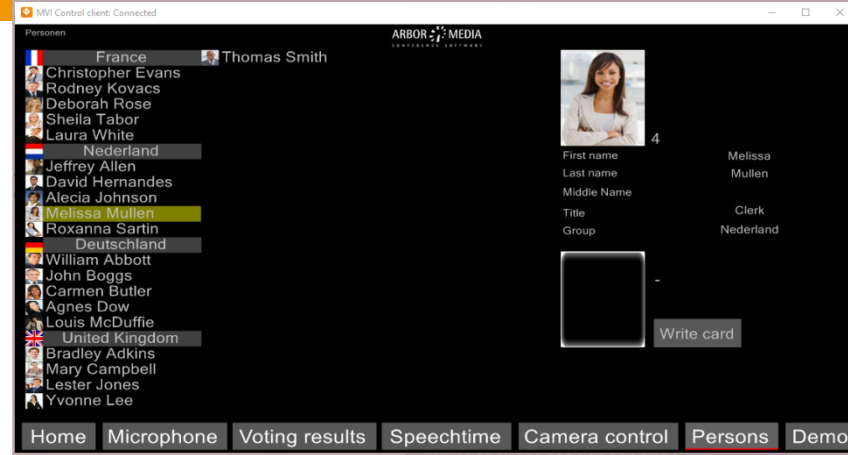
Select a person you want to write a card for.

- ➢ **1:** Start a meeting (the one where you've added card numbers).

- ➢ **2:** Select a person from the list.

- ➢ **3:** Plug an ID card into the card reader.

- ➢ **4:** Click **Write card** to write the ID card for the selected person.

- ➢ **NOTE:** repeat these steps for all persons. Cards can now be used, but please test the first ID card you wrote before continuing with the rest of the cards.