

Memorandum

To: All School Principal(s)
From: Esber Cash Register
CC: QSP POS Student Pin Numbers

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1. I have attached a copy of a pin pad training aid that you may want to use in your classes. It has been a successful tool in other schools where QSP POS is installed.
 2. The actual sequence of events which each student will go through when we begin using the computers is as follows:
 - a) Select food items
 - b) Move along the line until they come to the PIN pad
 - c) Enter their 3, 4, 5 or 6 digit **PIN** number
 - d) Check the LED window for accuracy
 - If an error was made, press the “C” key to delete the last digit entered: delete as many numbers as necessary, and reenter correct numbers
 - Check the LED window for accuracy
 - e) Press “**ENTER**” (THIS STEP IS USUALLY FORGOTTEN. **VERY IMPORTANT**)
 - f) Proceed in the line to the cashier who will access the students records by “Getting PIN”

The attached training aid can be used to simulate the actual sequence of events as follows:

- Teachers: enter the student's correct pin number (from left to right) in the boxes at the bottom of the page.
 - Pass out the handouts to the students, and,
 - Have them color the boxes at the bottom of the page (using a different color for each box with a number it in).
 - Then have them "enter" the number into the PIN pad by coloring the first digit of the number on the PIN pad (using the correct color).
 - Then have them write that number in the space provided in the LED readout window at the top of the PIN pad (be sure they use the correct color).
 - Repeat for each digit until the full number is entered.
3. For PIN numbers with repeat digits, you might try drawing as many diagonals as needed on the PIN pad number so that you can have two or three colors for a number.
4. Another way which these aids can be used is to use them to show patterns – for example, a student's PIN number may be 147963. Have them draw three lines from number to number to have them see any pattern which may be present. For example:

7	8	9
4	5	6
1	2	3

Attachment: Handout

			C
7	8	9	
4	5	6	
1	2	3	
0			ENTER

NAME: _____

GRADE / HOMEROOM: _____

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PIN NUMBER: