**Configuring a USB Card Reader:**

**Step 1. Converting USB unit from Keyboard Emulation to HID mode**:

1. Install [this application](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.magtek.com%2Fsupport%2Fsoftware%2Fdemo_programs%2Fusb_swipe_insert.asp&data=05%7C01%7Cjhbrumle%40iu.edu%7C06301ebd77ba49a7df5008da53b20ee8%7C1113be34aed14d00ab4bcdd02510be91%7C0%7C0%7C637914321479476205%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=L%2Fd7StNMYLRHajjFK%2FCjGpnap1x9fRSlDD4r57zHrOM%3D&reserved=0) from the Magtek web site (self extracting zip) on the computer that will be used as a kiosk.
2. When prompted to install source code - choose no.
3. Run application with the USB card reader attached. The status bar at the bottom will say "detecting device" for a few moments, once the device has been detected, it will report the devices mode (keyboard emulation or HID)
4. If it is in keyboard emulation mode, it will need to be converted to HID Mode: Click on ‘Load File’ button, double-click on the file (magtek application installation directory - ie C:\Program Files\Magtek)\Change To HID.txt.
5. Then click on the ‘Download’ button (top right) or run the first two commands - 01 10 00, then 02 to rescan.

**Step 2. Enabling Kiosk ActiveX:**

1. Login as an administrator into the computer that will be used as a kiosk.
2. Open Edge and go to the following URL: <https://apps.iu.edu/kpme-prd/kioskusb/>
3. You should be prompted to download and install the corresponding ActiveX controller, please do so.

Result: You should be able to see some feedback on the screen after swiping your Campus Id card. If you swipe the card of a current TIME employee, their timesheet should show up.

**Step 3. Linking the new Kiosk Group Policy:**

1. Create a new Organizational Unit (OU)  
   **Warning!** If you have a heterogeneous environment with 64-bit and 32-bit versions of the browser, they must be in separate OUs
2. Link the OU to the following existing Group Policy Object (GPO):

§  for production 64-bit: bl-uits-tk-prod-edge-64-kiosk

1. Move the computer that will be used as a kiosk under this OU.
2. Either wait for the GPO to be picked up or run the “gpupdate /force” command in the kiosk

Result:  When restarted, the computer should automatically open Edge and it should redirect users to the URL mentioned in 2b above.

**Note:** If you are configuring your own GPO, make sure to turn on compatibility view in Edge and enable it for all iu.edu sites.

**Configuring a** **Proximity Reader**:

**Step 1. Install the drivers for the proximity reader:**

1. Plug the proximity reader into the USB port and login as an administrator into the computer that will be used as a kiosk.
2. Open Edge or Chrome and go to the following URL: <https://apps.iu.edu/kpme-prd/kiosktap>
3. Verify that the proximity reader is detected and sending data by attempting to login

**Step 2. Linking to the new Kiosk Group Policy**:

1. Create a new Organizational Unit (OU)  
   **Warning!** If you have a heterogeneous environment with 64-bit and 32-bit versions of the browser, they must be in separate OUs
2. Link the OU to the following existing Group Policy Object (GPO):

§  for production 64-bit: bl-uits-tk-prod-prox-64-kiosk

1. Move the computer that will be used as a kiosk under this OU.
2. Either wait for the GPO to be picked up or run the “gpupdate /force” command in the kiosk

Result:  When restarted, the computer should automatically open the web browser and it should redirect users to the URL mentioned in 1b above.