



4) Click on the “Receive” button next to the device

The screenshot shows the TouchNet web interface. At the top is a navigation bar with tabs for Dashboard, Devices, Shipments, Attestations, Transactions, Reports, Equipment, and Documentation. Below the navigation bar is the 'Shipment details' section. A light blue box contains the text: 'Devices can be received individually or using the batch receive option.' Below this is a 'Shipment' summary on the left and a 'Devices' table on the right. The 'Devices' table has columns for Serial Number, Alternate Key, Device Name, Tamper Label, Device State, Received Date, and Received. There are four rows of device data, each with a 'Receive' button. A purple arrow points to the 'Receive' button for the first device (Serial Number 21469176). Below the table, it says 'Showing 1 to 4 of 4 entries'.

Serial Number	Alternate Key	Device Name	Tamper Label	Device State	Received Date	Received
21469176	18101PP21469176		<< not received>>	In Transit		Receive
21469320	18101PP21469320		<< not received>>	In Transit		Receive
21469515	18101PP21469515		<< not received>>	In Transit		Receive
21469817	18101PP21469817		<< not received>>	In Transit		Receive

5) Open the box but do not open the tamper bag. Your P2PE hardware will be wrapped in a tamper evident bag with a numbered tamper seal on the closure. You will need information from both the hardware unit and tamper seal. **(Do not remove hardware from the tamper evident bag before you are ready to complete the receiving and inspection steps. Do not throw away the tamper evident bag and tamper seals.)**





## 3. ACTIVATING YOUR NEW DEVICE

- 1) Navigate to the “Devices” tab
- 2) Locate the device that you would like to activate and click on the pencil icon on the left

Serial Number	Alternate Key	Name	Device Type	Device State	Client Name	Location Name	Activation Date
[Pencil Icon]			ISC Touch 250	Stored	California University Student	Main Campus	10/29/2020 2:56 PM
[Pencil Icon]			ISMP4	Activating	California University Student	Southwestern Residence	
[Pencil Icon]			ICMP 122	Stored	California University Student	Main Campus	03/25/2021 3:25 PM

- 3) Update the Device State to ‘Activating’ and Save

**Device State \***

Current State: **Stored**

- Activating
- << Change Device State >>
- Damaged
- Retired
- Tampered
- Malfunctioning
- Lost
- RMA
- Pin Pad
- Activating

- 4) Your Device is now ready to begin processing cards.

- 5) For your iCMP and/or iSC250 devices, once new devices are in place you should update the status to Retired and store in a safe location. This will keep the devices from unauthorized utilization.

**Device State \***

Current State: **Activated**

- << Change Device State >>
- << Change Device State >>
- Damaged
- Retired
- Tampered
- Malfunctioning
- Lost
- RMA
- Stored
- Pin Pad