



Blackboard

## Contactless Credential Handling Guidelines

Contactless credentials contain an antenna coil and integrated electronic chip which allow financial transactions, building access, and other transaction types when held within proximity of a contactless enabled reader.

### Do NOT:

- Bend, bite, or twist the card
- Carry the card unprotected in your pocket or backpack
- Wash in a laundry machine
- Expose to extreme heat of any kind, including clothes dryers, clothes irons, direct sunlight, or open flame
- Place within a metal phone case or next to a metal phone
- Allow users to punch holes in the card at any time
- Immerse in alcohol, isopropyl, ethanol or methyl
- Expose to organic solvents, thinners, or mineral spirits

### Do:

- Place the card inside a plastic or rubberized protector, including a phone case, card holder, or wallet that is not metal. .
- Clean with a soft, non-scratching cloth and water as needed
- Punch a hole in the card in accordance with the diagram to the below (to be performed only by campus card personnel)
  - Slot punching a card should only be done after the card has already been printed.
  - Always test the first card after printing and slotting. Only run the full card lot once you are satisfied with the results.
  - Chip and antenna locations can vary, if you are not sure about where to punch the card contact Bb for the proper locations to slot punch.

