

## Directions for the use and maintenance of a non-contact chip identification card for a uniform identification system (JIS) at Palacky University in Olomouc

### Description of the identification card

A non-contact identification card is made of high-quality PET/PVC materials and it more than sufficiently meets the mechanical, chemical and thermal conditions during its ordinary use. This identification card (hereinafter the IC) operates on the principle of radio-frequency non-contact communication with a scanner. The IC has standard dimensions of 54 × 86 mm.

The IC contains a built-in microchip with an antennae, that ensures communication, authentication and transfer of necessary data when the IC is inserted into the electric field of the scanner. The microchip also sufficiently ensures the security of the transferred authorization data.

The surface of the IC is imprinted with the user's personal data. The technology of imprinting and lamination ensures sufficient resistance against normal mechanical wear. The imprint and the card sustain ordinary cleaning and washing agents.

### Use and maintenance

Your identification card is designed using modern high-tech technologies that ensure its high dependability and security. By inserting the card into the scanning field of the JIS scanner within the distance of approximately 10 to 50 mm from its surface, a short mutual communication between the card and the sensor is performed. It is recommended that you insert your IC into the scanning field in such way that the two surfaces are approximately parallel. The identification area of the scanner field is always clearly marked by a red arrow indicating the area where the IC is to be placed. The communication is raised and the IC is verified within a short time (approximately 0,5 to 1 second), which is documented by acoustic or optical confirmation on the scanner. The card is then removed from the scanning field. It is recommended to perform the placement of the IC into the scanning field by a quick, not slow, motion. If the verification is not completed, it is necessary to take the IC out of the scanning field and insert it again.

The identification card is destined for various services and personal identification. The user is therefore obliged in his/her own interest to handle this card carefully, in the same way as any other similar identification document. Do not expose your IC to extreme thermal and mechanical wear.

In order to ensure trouble-free functionality of the IC, it is explicitly forbidden to bend or break, drill, grind, cut or otherwise depreciate the card unnecessarily or intentionally. Also, do not expose the card to an influence of other aggressive environments (long-term or excessive amounts of microwave, ultraviolet, heat or radiation radiating emissions or intensive electromagnetic field). Breaching of these principles will result not only in loss of functionality of the IC but also in ending of the guarantee conditions in accordance with the contract. Damage of the IC in such way can be proven and will therefore be considered as intentional.

A polluted card can be cleaned and washed by warm water using ordinary detergent or washing agents, that is such agents, that are commonly used for cleaning similar materials.

### Problems and complaints

If you have any problems with the IC within any established subsystem, or if the card seems not to function, please, contact the CVT UP department. Send any questions via Helpdesk (<http://helpdesk.upol.cz>) – category ISIC.

**In case the card is lost, stolen or misused, contact immediately the CVT department of UP Olomouc.**

The CVT UP department resides at Biskupské náměstí 1.

### Office hours:

Monday	9:00 – 11:30	13:00 – 14:00
Tuesday	—	—
Wednesday	9:00 – 11:30	13:00 – 14:00
Thursday	9:00 – 11:30	13:00 – 14:00
Friday	9:00 – 11:30	—

**Contacts:** tel.: +420 585 631 840, email: [karty@upol.cz](mailto:karty@upol.cz)



<https://cvt.upol.cz/en/identificationcards/>