**Point of Interaction (POI) Characteristics Form**

Complete one copy of this form for each POI (terminal, card reader, PIN pad, etc.) used at your location. Use photographs on page two to validate the device.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **POI Description** | | | | | | | |
| BLDG: |  | | Floor: | |  | Room: |  |
| Describe location of terminal: | |  | | Safeguards when not in use at this location: | |  | |
| Make: | |  | | Model Number: | |  | |
|  | | | | | | | |
| **Details** | | | | | | | |
| Serial number (on printed label): | | | |  | | | |
| Serial number (on screen, if applicable): | | | |  | | | |
| General condition and appearance: (color, existing marks, scratches, etc.) | | | |  | | | |
| Location of manufacturer’s security seals or labels: | | | |  | | | |
| Details of manufacturer’s security markings or reference numbers: | | | |  | | | |
| How is this POI connected? | | | |  | | | |
| * Connection #1: Connector type, color of lead: | | | |  | | | |
| * Connection #2: Connector type, color of lead: | | | |  | | | |
| * Connection #3: Connector type, color of lead: | | | |  | | | |
| * Connection #4: Connector type, color of lead: | | | |  | | | |
| How many connections in total (all leads, plugs, aerials, etc.)? | | | |  | | | |
| Describe any display stands, charity boxes, or other merchandising materials that are normally placed within the vicinity of this terminal. | | | |  | | | |
| Describe the “normal” condition of the ceiling above the POI device (include scuffmarks, fingerprints, dislodged tiles, etc.). | | | |  | | | |

Top

Bottom

Connectors

Other if needed