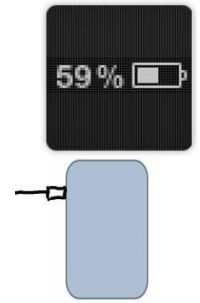


## To Use SUMUP CARD READER

If % of charge on top right of black screen is lower than 80% plug the white charging cable into the left hand side of the card reader and plug back into orange charger at wall. You can put it on to charge any time but mostly keep it on the desk to make sales.



To switch card reader on, symbol is



It will ask 'please enter amount'.

Enter amount of sale using number keys, being careful over decimal point & zeros.

Press green tick to OK



Wait for wifi symbol



Customer can either tap their card (up to £30), or slide their card into the bottom of the card reader, and enter their PIN.

Wait for approval... "payment approved"

Customer can opt for no receipt, or an SMS or email receipt. Tap up ^ or down v symbols to choose, then tick.


If SMS is selected, customer will enter their phone no... then tick. If email, customer will type in email address (using pink pen if necessary).. then tick.

To go back



at any point you can use the yellow reverse arrow



**At the end of the day** press on/off button  for a few seconds until power off.

Put card reader & pink pen away in plastic box in the cupboard which will be locked.

Any queries phone Pam Marshall or Sally Holland – our numbers are on the desk.