



SumUp step by step guide

- Using the charging lead, charge the card reader.
- Download the app (Fig 1).
- Log in using your email address and password as sent from Head Office (Fig 2).
- A home screen showing payment links will appear. Choose the checkout icon at the bottom of the screen and all of the preloaded products will appear. Select Admission, Plants or Refreshments as appropriate and then tap on the amount(s) you wish to charge for and the total will be shown in the “Charge” button (Fig 5). Clicking the cart icon will list the items and give an option to clear if the transaction needs to be voided.
- If the item/amount are not shown in the preloaded items then by pressing the icon  on the right of the “Charge” button it will bring up another screen showing a key pad for manual entry and add to cart (Fig 4). In the Description line, please state A (Admission), P (Plants) or R (Refreshments) so that it can be correctly allocated.
- Once the “Charge” button has been pressed then the screen in Fig 6 will appear. Choose card reader.
- Check that the 3 digits displayed on the screen correspond to the last three digits of the serial number on the back of the reader. Press connect when confirmed. (Fig 7).
- You will get a confirmation that the app and the reader are successfully paired (Fig 8).
- After the first transaction the actions in Fig 7 and Fig 8 will not be repeated.
- On your phone you will see confirmation of the amount to be charged (Fig 9).
- The reader will then show the same amount awaiting a card to be tapped (Fig 10)
- You will then be prompted about whether a receipt is required. If the customer require a receipt enter the email address or phone number of the recipient and press Send receipt.
- If a refund needs to be made then press the “Sales” button , browse your Sales history and locate the transaction you would like to refund. Tap on the transaction, and then click on the 3 dots in the right hand corner of the transaction field and choose the Refund option.
- From the same screen it is possible to send a receipt if one was required after the original transaction was completed. Choose “Send receipt”. You will then need to enter the email address of the recipient to complete the action.

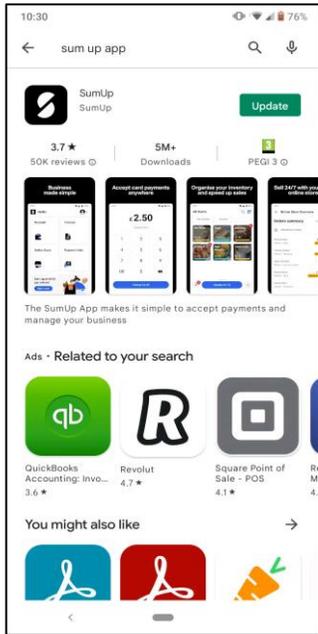


Fig 1

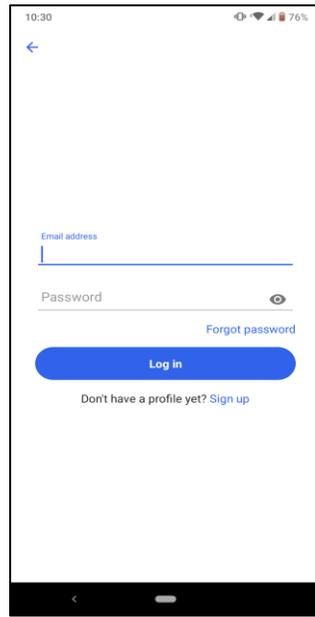


Fig 2

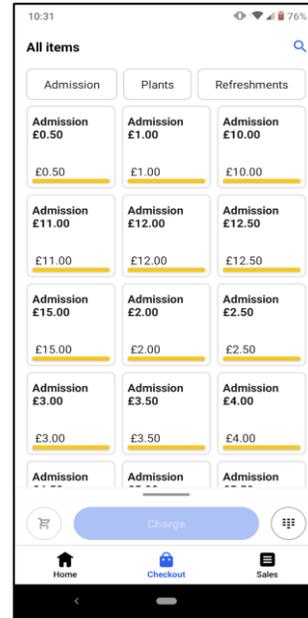


Fig 3

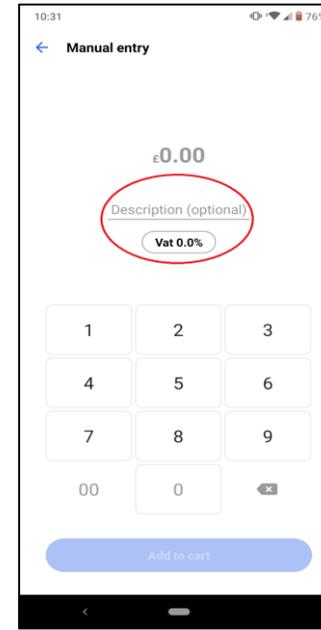


Fig 4

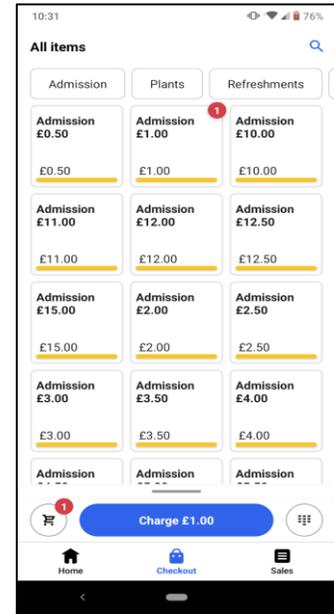


Fig 5

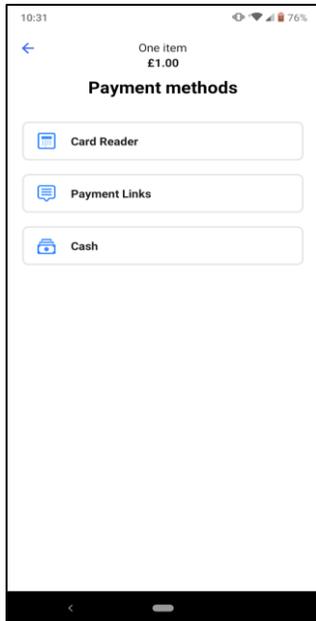


Fig 6

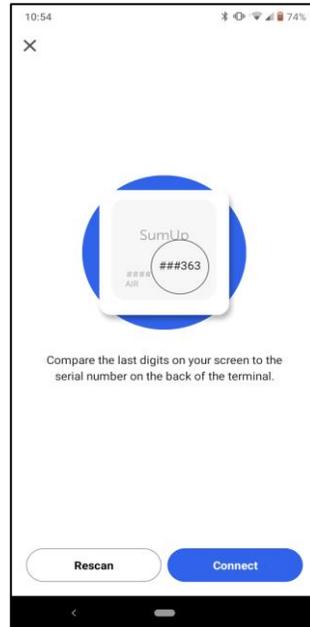


Fig 7

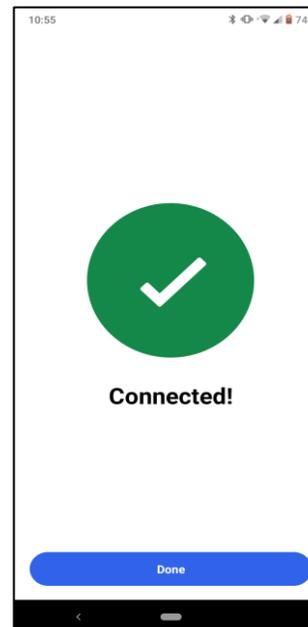


Fig 8



Fig 9



Fig 10