



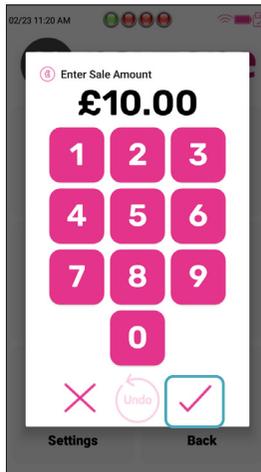
# Card Acceptance step by step Payzone Plus guide.



# Card Acceptance, Payzone Plus. Sale.



1: Tap Card Acceptance.



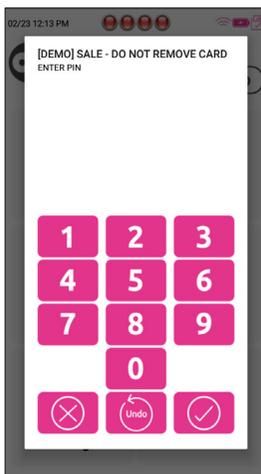
2: Enter the Amount and Tap the Tick.

 **Important Tip.**  
Remember to always take the payment from the customer first as not all transaction types can be reversed.



3: Show to customer to place card for contactless.

OR



4: Or card is inserted, PIN typed and tap tick.



5: The sale is processed and receipts are printed. Tap X to close.

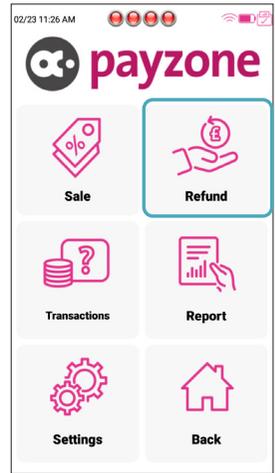
# Card Acceptance, Payzone Plus. Refund.



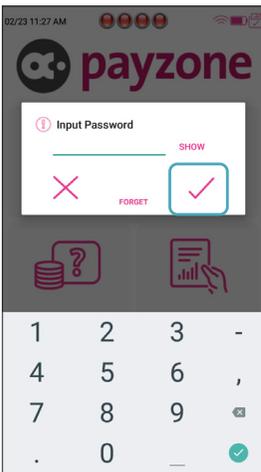
1: Tap Card Acceptance.



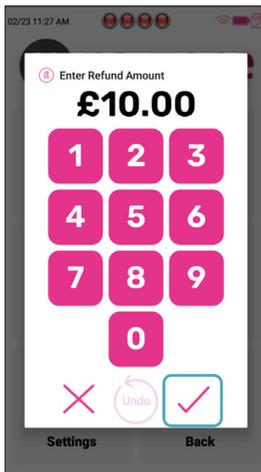
2: Tap X to close sale window.



3: Tap Refund.



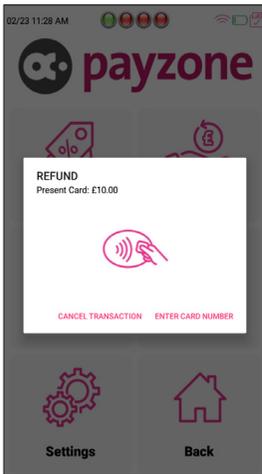
4: Type the Password and tap the Tick.



5: Type the amount to Refund and tap Tick.

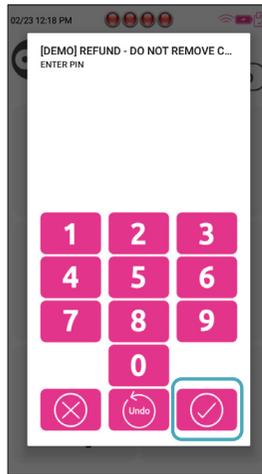
**Important Tip.**  
Remember to always take the payment from the customer first as not all transaction types can be reversed.

# Card Acceptance, Payzone Plus. Refund.



6: Show to customer to place card for **Contactless**.

OR



7: Card is inserted, PIN typed and tap **Tick**.



8: The **Refund** is processed and receipts are printed. Tap **X** to close.

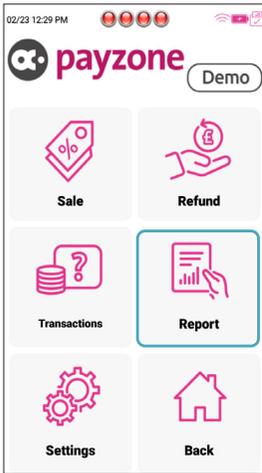


### Important Tip.

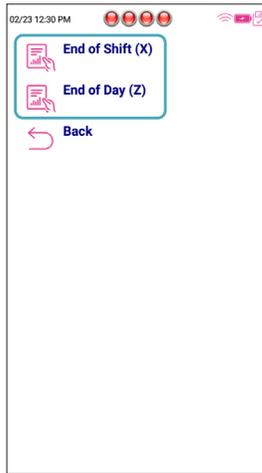
Remember to always take the payment from the customer first as not all transaction types can be reversed.

# Card Acceptance, Payzone Plus. Report.

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1: Tap Report.



2: Tap the required report. **X prints** current transaction totals. **Z prints** totals and resets to £0.



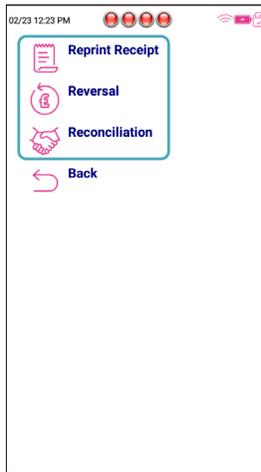
### Important Tip.

Remember to always take the payment from the customer first as not all transaction types can be reversed.

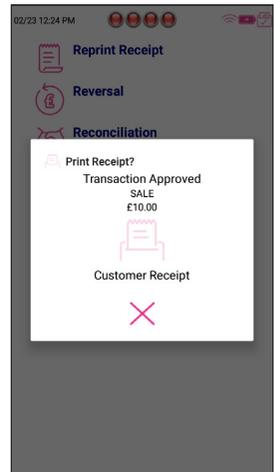
# Card Acceptance, Payzone Plus. Transaction options.



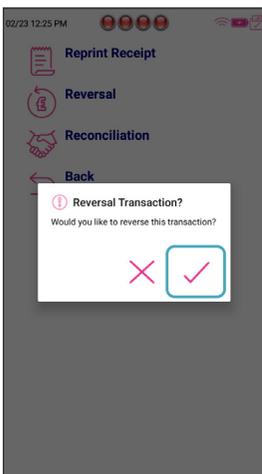
1: Tap Transactions.



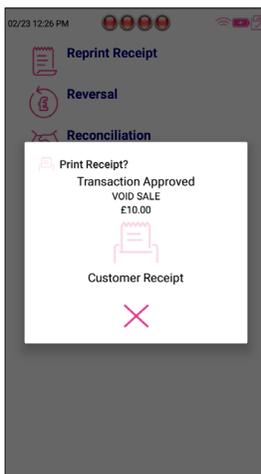
2: Tap Required option.



3: Reprint Receipt prints the previous successful transaction.



3: Tap Tick to Reverse the last transactions.



4: The Reversal will be processed and receipts printed.



5: Reconciliation should be performed at the end of each day.



## Get in touch.

 **Call: 01606 566 566**

 **web: [payzone.co.uk](https://payzone.co.uk)**

Opening hours: Mon-Friday: 8am-7pm. Saturday: 9am-5pm.  
Sunday: 9am-1pm.

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