



Accepting cards through your Payzone Plus.



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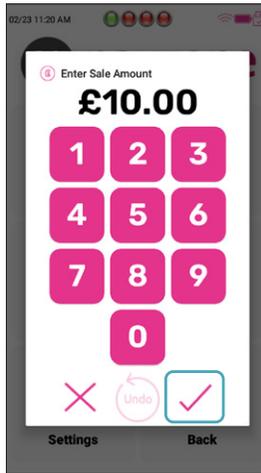
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Taking contactless payments.



1: Tap **Card Acceptance**.



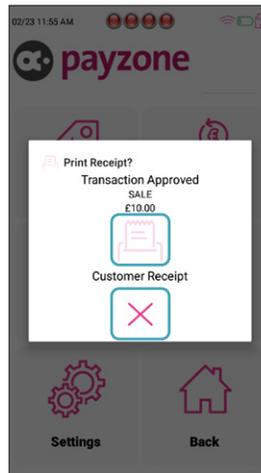
2: Enter the amount and tap the **tick**.



3: The customer can now place their card on the top of the terminal for contactless payments.

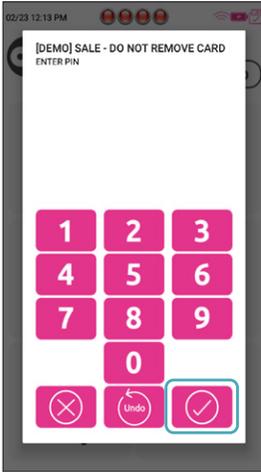


4: The sale is processed and receipts are printed. Tap **X** to close.

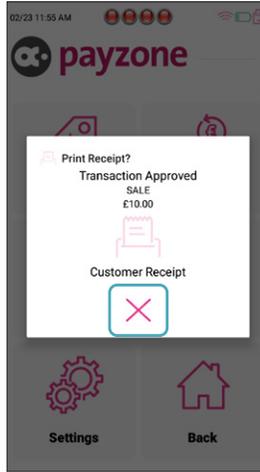


5: If you require a customer copy then click on the **print icon** above and the copy will print, then tap **X** to close.

Taking a payment with a card PIN.



4: Card is inserted and PIN typed. Now tap **tick**.



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



6: If you require a customer copy then click on the **print icon** above and the copy will print, then tap **X** to close.



Some bank cards offer cash back, if this service is available the cashback box will pop up once card is inserted.

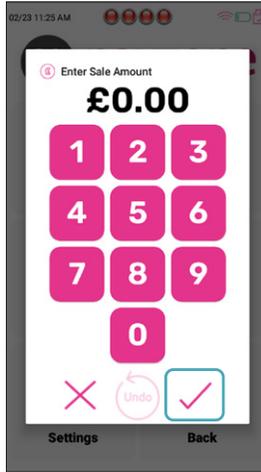
If cashback is offered but not required, the retailer needs to select the circular centre arrow to cancel.



Entering a card number manually.



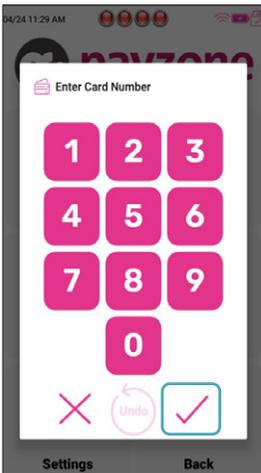
1: Tap Card Acceptance.



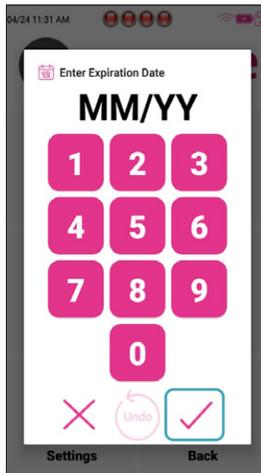
2: Enter the amount. Now tap the tick.



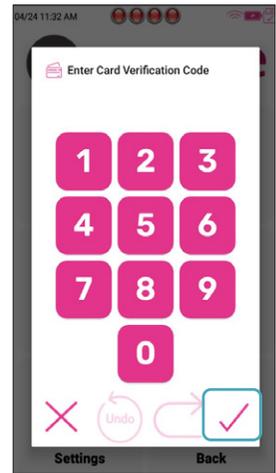
3: Tap Enter Card Number.



4: Enter the long card number, then tap the tick.

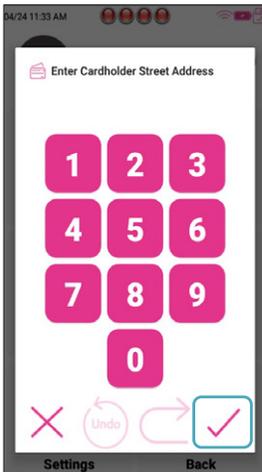


5: Now enter the expiry month and year, then tap the tick.

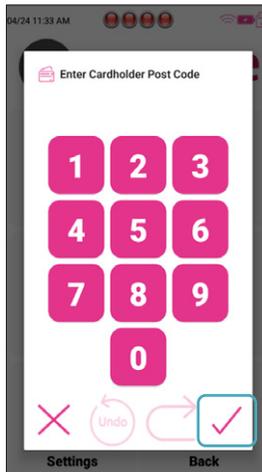


6: Enter the 3 number Verification Code from the card and tap the tick.

Entering card numbers manually (Continued).



7: Enter the numbers from the cardholder's address, then tap the **tick**.



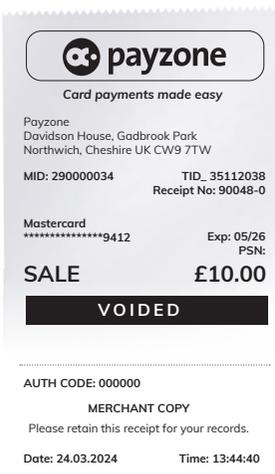
8: Enter the numbers from the cardholder's Postcode. For example, LL12 9DD. – enter 129. Then tap the **tick**.



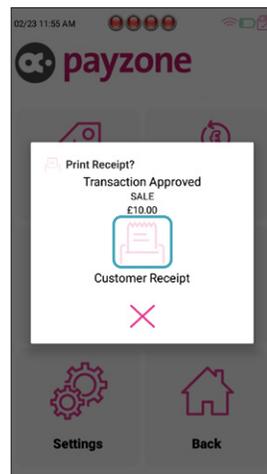
9: This screen displays whilst it connects to the acquirer.



10: The receipt will now print for the cardholder to sign. This is then to be checked against the signature on the card.

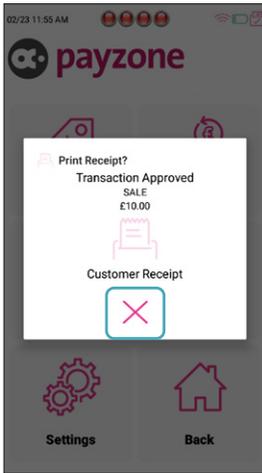


11: If the retailer isn't happy with the signature match, then tap the **X** to void the transaction. A voided receipt will print.

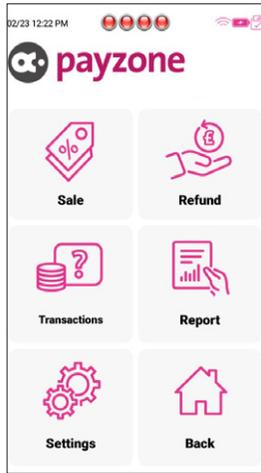


12: When **tick** is tapped the transaction receipt will print and above screen appears. Tap on the **print logo** if customer receipt is required.

Entering card numbers manually (Continued).



13: If customer copy isn't required, then tap the **X**.



14: You will then return to the main Card Acceptance screen. To return to Payzone screen, tap **Back**.



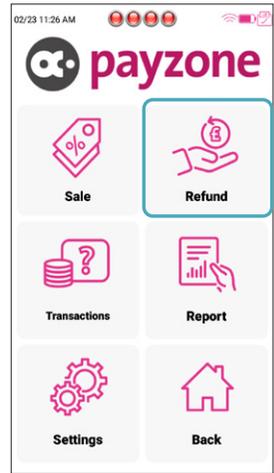
Refunding a card payment.



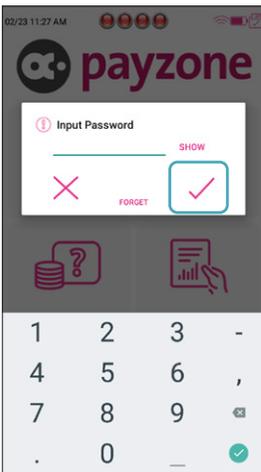
1: Tap Card Acceptance.



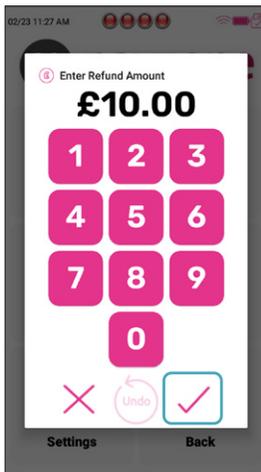
2: Tap X to close sale window.



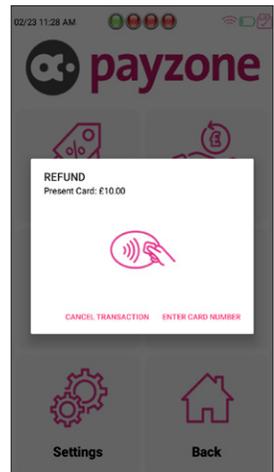
3: Tap Refund.



4: Type the Password 12345678 and tap the tick.

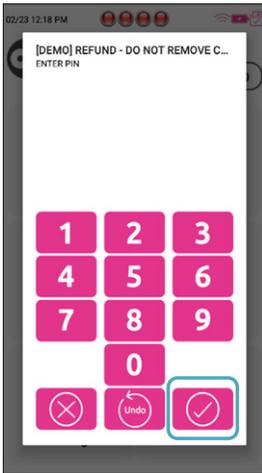


5: Type the amount to refund and tap the tick.

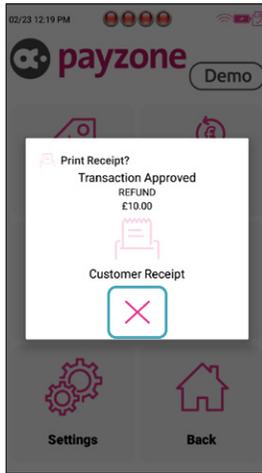


6: Show the customer where to place card for Contactless payment.

Refunding a card payment (Continued).



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



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

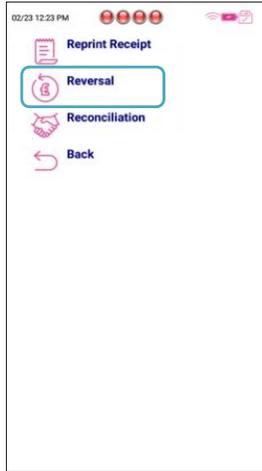


What is a reversal?

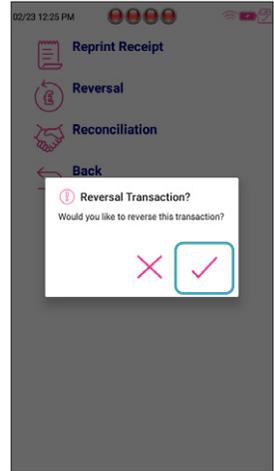
If the last sales transaction is completed correctly, you should reverse the transaction, not refund. This option is only available for the last transaction carried out.



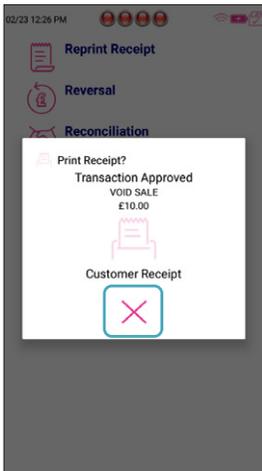
1: Tap Transactions.



2: Tap Reversal.

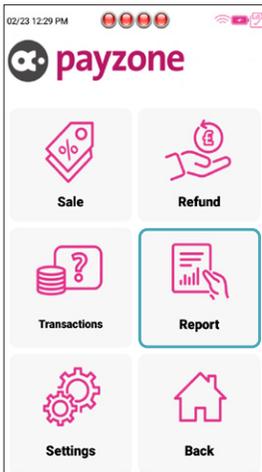


3: Tap tick to reverse the last transactions.

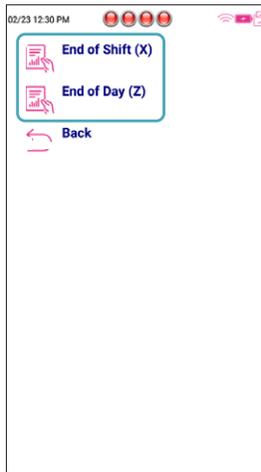


4 The reversal will be processed, and receipts printed Tap X to close.

Printing off reports.



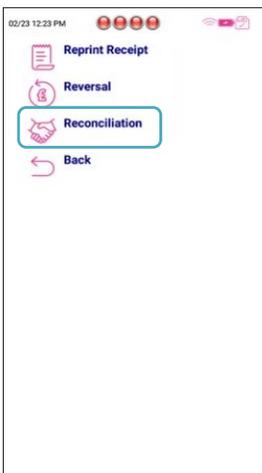
1: Tap Report.



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



3: Tap Transactions.



4: Tap Reconciliation.



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



Get in touch.

 **Call: 01606 566 566**

 **web: payzone.co.uk**

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

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