



Card Payments

- 1, Scan the product into the till with the scanner provided
- 2, Check the correct product has shown up on the till screen
- 3, Continue scanning items in if there are several things
- 4, Complete the sale on the till by clicking pay
- 5, Select the payment type as card, this should connect to the attached card machine and instruct it what to do
- 6, Follow one of 3 steps below, checking the transaction has gone through
- 7, Give the customer the printed receipt



A
Allow the customer to scan their card on the reader



B
Insert the card and give the machine to the customer to enter their pin

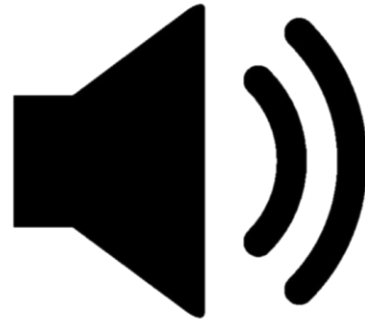


C
Allow the customer to scan their electrical device on the reader



Card payment Top Tips

Check the amount on the card machine is the same as the amount on the till.



Listen for the confirmation beep from the machine that the card or electrical devices has been scanned

Don't look at the customers pin number when they enter it, look away.

