

Solo (NEW) Card Reader Instructions

Any problems with card readers please call Sarah Wood on 07817 737086 or Sarah McDermott 07584 208339.

Taking a Payment

- **Turn on the Device**
Press and hold the power button on the side until the screen lights up.
- **Enter the Amount**
Tap the keypad and type in the sale total (e.g., 2.50 for £2.50)
Press the green checkmark  to continue.
- **Ask the Customer to Pay**
Ask them to tap or insert their card or phone.
The machine will beep when the payment is successful.
- **Done!**
A tick  will show when the payment goes through.
If they ask for a receipt, offer to send by SMS or email (optional).

Things to Remember

- Wi-Fi or 4G is needed. If it says "No connection," check the signal or restart.
- If you make a mistake, press the X to cancel and re-enter the amount.
- No PIN usually needed for contactless under £100.
- Don't turn off the device between sales – just let it sleep.

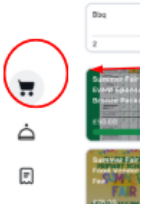
Troubleshooting

Problem	What to do
"No Internet Connection"	Check Wi-Fi or mobile signal, restart
Payment not working	Try again or ask to tap instead of insert
Wrong amount entered	Press  to cancel, then re-enter

SumUp Air Card Reader with iPad Instructions

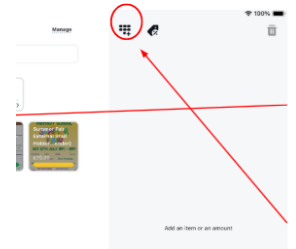
✓ Taking a Payment

Wake the iPad
Press the Home or Power button.
Open the SumUp App (black icon).



Enter the Sale Amount

- In the shopping cart screen
- Tap the keypad icon in the top right of the screen to open the manual entry screen.
- Do not select items from the store – we're not using that for the fair.
- Tap the keypad and enter the amount (e.g., £2.50).
Tap "Card" "Card Reader" or the green ✓ button.



Connect to the Card Reader (if needed)

The SumUp Air will beep and show a blinking blue light when ready.
If not connected, press the button on the Air reader to wake it.
The app will say "Reader Connected" when ready.

Ask the Customer to Pay

Tap card or phone (for contactless)
Or insert card and enter PIN

Payment Confirmation

You'll see a green tick ✓ in the app when the payment goes through.
Ask if they want a receipt via SMS or email (optional).

i Helpful Tips

- Keep the reader close to the iPad (Bluetooth only works nearby).
- If you make a mistake, tap "Cancel" and re-enter the amount.
- Your iPad should be logged in but if disconnects please use the details below
- If you get prompted to update Firmware please select later.

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