

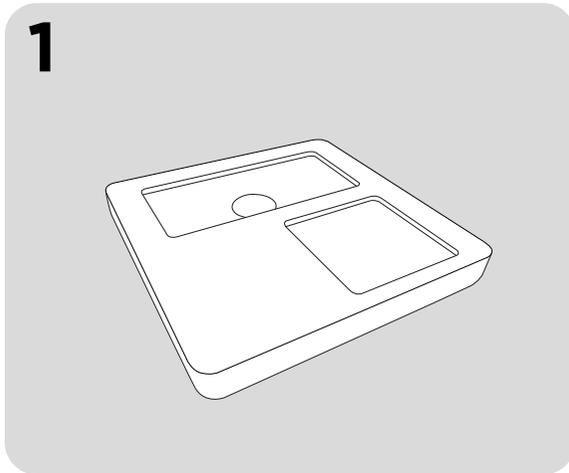
PASSBOX

Installation Guide

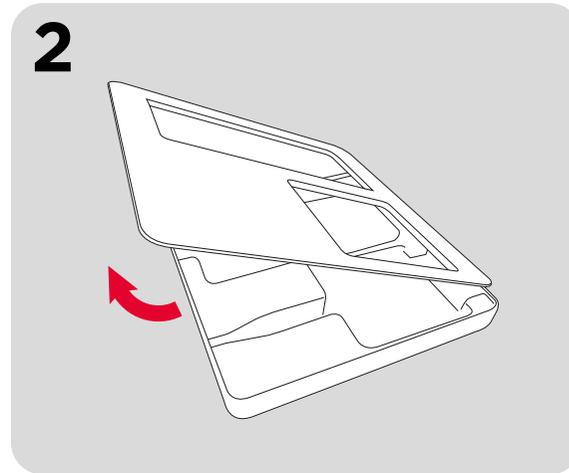


Additional guides and videos can be found on the resources section of our website.

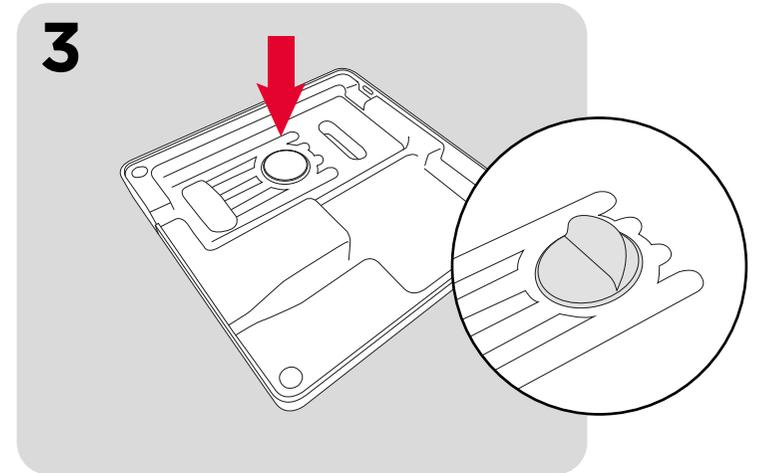
payaz



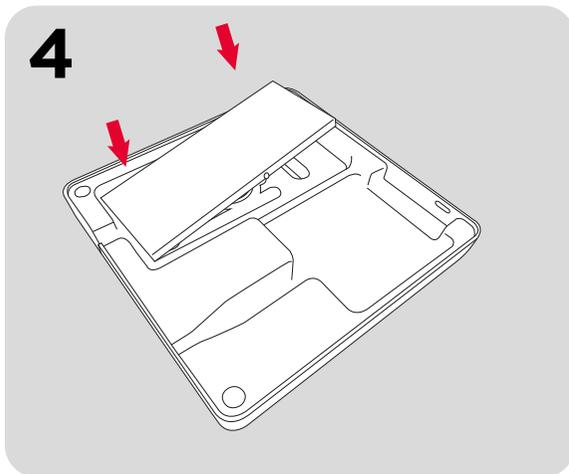
Remove all packaging from your PassBox.



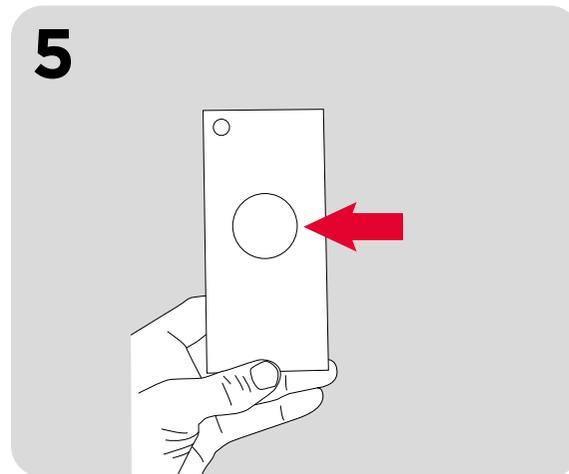
Open the lid by raising the bottom edge to disconnect magnets. Then pull back to un-clip top edge.



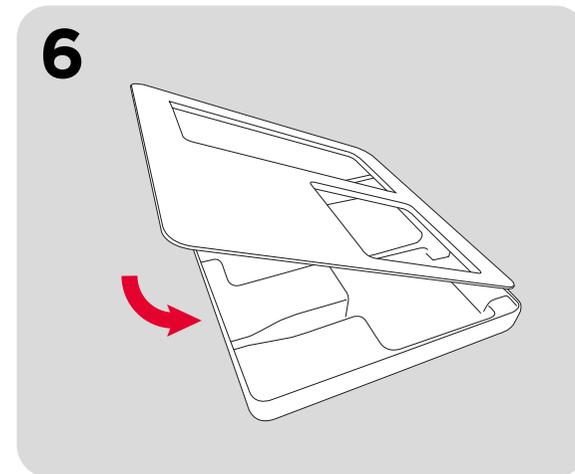
Peel back 3M adhesive sticker



Place phone in to the available space and on top of adhesive making sure to position it with even space all round.

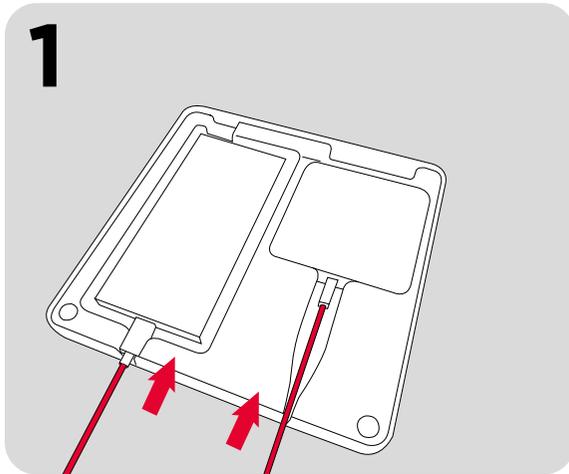


When the phone is lifted back out it should now have a metal tab attached allowing for easy positioning in future.

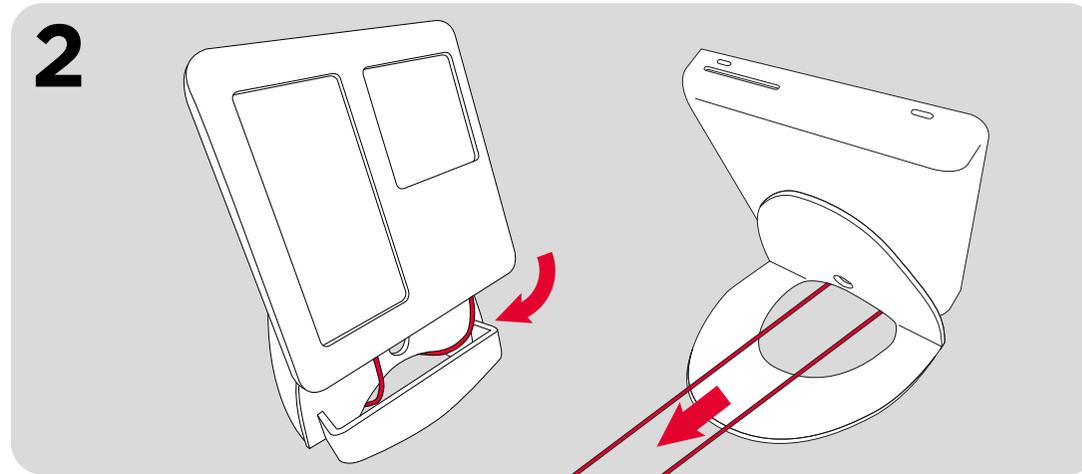


Now place SumUp into space provided. No adhesive or magnets are required.

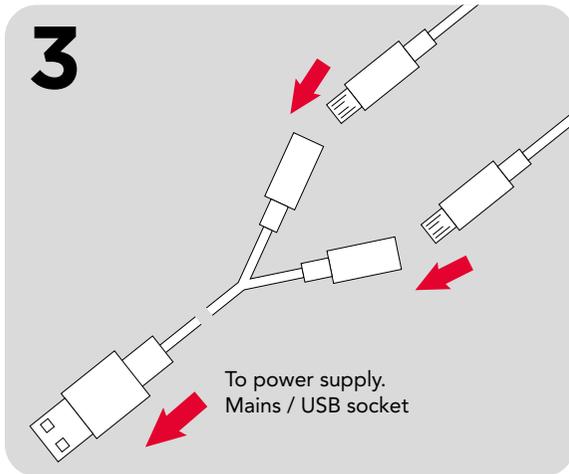
Replace lid with opposite procedure to removing, by sighting top edge first (look out for two small tabs / slots) and allow bottom to click into place.



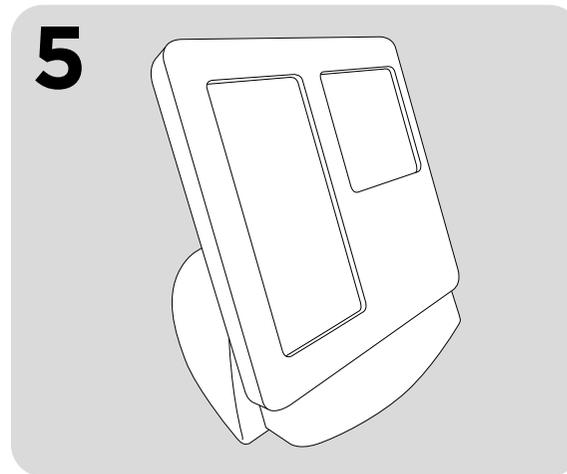
Remove PassBox lid and insert charging cables into phone and SumUp. Cables should sit into channels. Replace lid.



Seat PassBox on the base unit allowing cables to pass through gap behind front panel and through rear opening.



Connect cables to supplied 'Y' extension lead. Lead should then be connected power supply (not included).



PassBox is now ready for stationary operation.

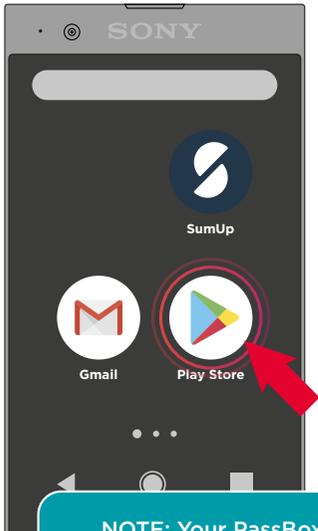
IMPORTANT NOTES

It is recommended that devices are connected to a power supply when using base unit.

When connected to power supply the app (on donation screen) will stay active indefinitely and SumUp will set to 'always armed' mode which will aid faster donations.

Please make sure that devices are not left on for extended periods of time (such as overnight) and are always attended / monitored.

1



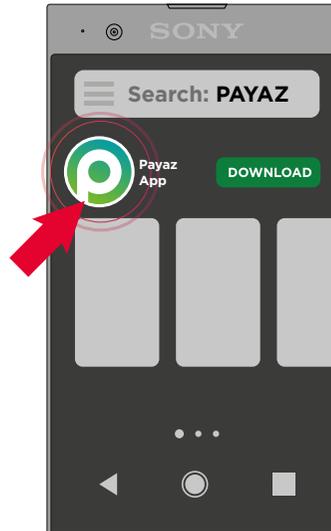
When you receive your new mobile phone you will first need to set up a Google Play Store account and a Gmail / email account.

You can then download and install the 'Payaz' app from the Play Store.

If you have never set up a new Android phone you can view a beginners guide here:
https://youtu.be/9P_Tlzw6nIY

NOTE: Your PassBox can work via WiFi or Mobile Data (3G/4G).
We recommend WiFi for indoor use and mobile data when outside.

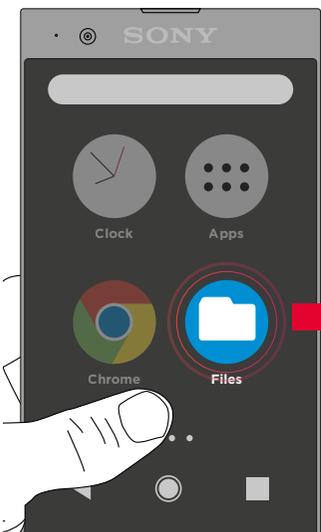
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To find the app, simply search Payaz in the Play Store

If you are viewing this guide on your device simply tap this button to go directly to the app download

3

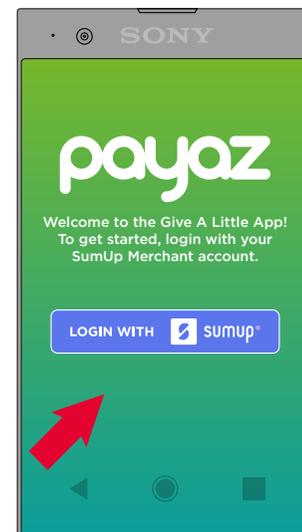
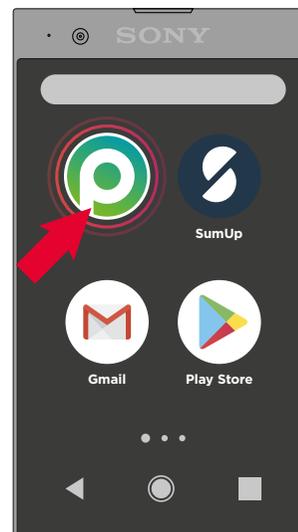


If the Payaz app does not install automatically it can be found in 'Files'

After tapping the file you will be prompted to install.



4



The Payaz app should now appear and is ready to use.

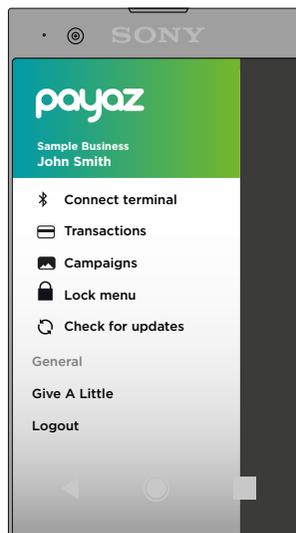
You can login using your SumUp account details.

1



You can login using your SumUp account details.

2

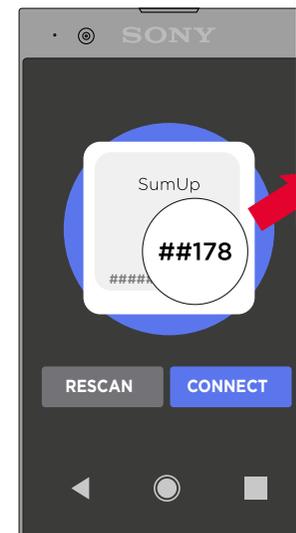


To connect your SumUp device, first turn the device on.

Then select 'Connect terminal' from the main menu*.

*The main menu can be accessed by swiping finger from left of screen or pulling down from top edge and tapping ≡ icon.

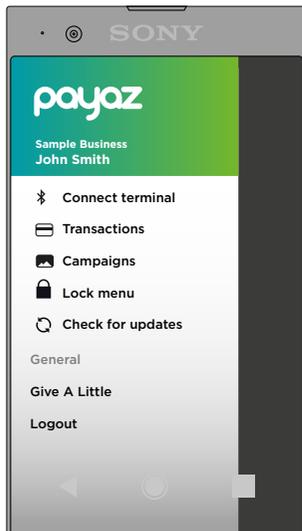
3



The app will then search for the terminal and display a number which corresponds with your device. Tap 'connect'.

Tap 'rescan' to look for another device

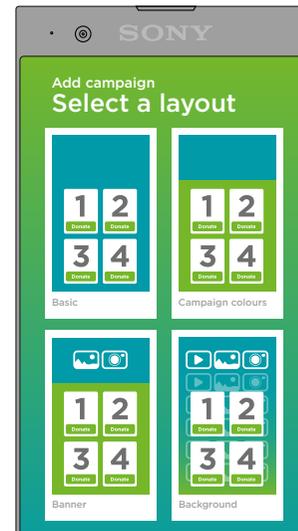
1



To set up a branded donation screen select 'Campaign' from the main menu and tap 'Add'.

+ADD

2



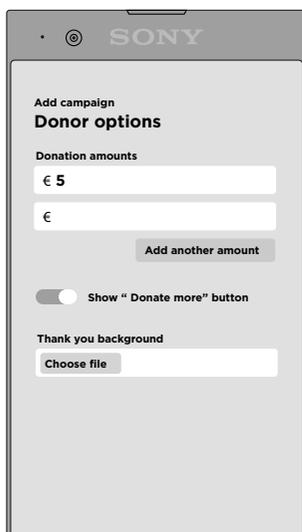
Next you will be prompted to select a template. This is where you can personalise the screen to suit your organisation with colors and graphics.

We would recommend banner or background for best effect*

You can also select a colour scheme.

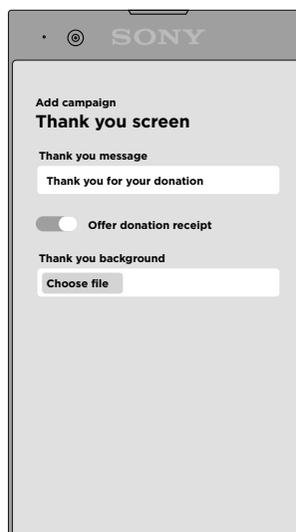
* You will need to have some your logos / images ready to use.

3



The next page will allow you to select the number of donation options and amounts for each.

4



Some options can then be added for a thank you page including a message, background image and option for donation receipt.

Finally you can name the campaign.

5



Once you have finished setting up the campaign you must 'activate it' to use. This can be done by selecting it in the main menu / campaigns and tapping 'use'

✓ USE

You are now ready to accept donations!

payaz.com