PASS**BOX**
QUICKSTART GUIDE

payaz

THANK YOU FOR DONATING TO OUR CHURCH

Please select an amount below to donate.

€2
DONATE

€4
DONATE

€6
DONATE

€8
DONATE

DONATE A DIFFERENT AMOUNT

payaz

Detailed installation instructions visit: payaz.com/guides-resources

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PASSBOX

Now that you have your PassBox you are just 3 key steps away from accepting donations:

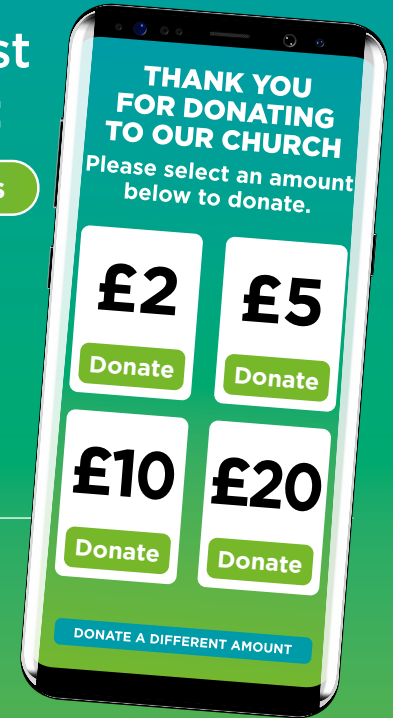**Detailed installation instructions visit: www.payaz.com/guides-resources**

1 If you haven't already, you will need to sign up with for a SumUp /Payaz account. It should only take 5 minutes and you can sign up at: **www.sumup.co.uk/payaz**

It's important that you sign up using this link so that we can connect accounts correctly.

2 Next you will need to set up your phone. Connect to your wifi as you would with a normal device and open the Payaz App which is pre-installed, login with your SumUp details and set up the monthly payment for the software (£7.50p/m).

Full pricing info on our app can be found at: www.givealittle.co

THANK YOU FOR DONATING TO OUR CHURCH
Please select an amount below to donate.

£2 Donate **£5** Donate

£10 Donate **£20** Donate
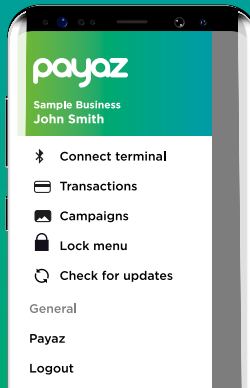
DONATE A DIFFERENT AMOUNT

WiFi or SIM?
If wifi is not available in your location you will need to use mobile data. We supply a free priority M2M data SIM card with all units. These are optional and your device is unlocked so feel free to use your own SIM card from another provider if you wish. **Our SIM cards are supplied by InfiSIM. You can activate by calling: 0333 313 5005**

InfiSIM

![payaz]

3

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Sample Business
John Smith

✴ Connect terminal

▭ Transactions

🖼 Campaigns

🔒 Lock menu

🔄 Check for updates

General

Payaz

Logout

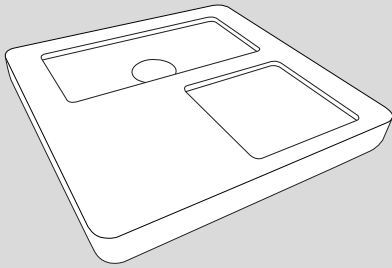From here you can connect the SumUp terminal and set up your first campaign for accepting donations.

Turn on you SumUp terminal, tap 'Connect terminal' in the app and follow the on screen instructions. Then tap campaign and follow the steps.

THANK YOU FOR DONATING TO OUR CHURCH
Please select an amount below to donate.

€2 €4
DONATE DONATE

€6 €8
DONATE DONATE

DONATE A DIFFERENT AMOUNT

Now it's time to put things together and **Start collecting donations!**

Make your donations worth 25% more by enabling Gift Aid.

VISA Pay 🔵🔴 📶
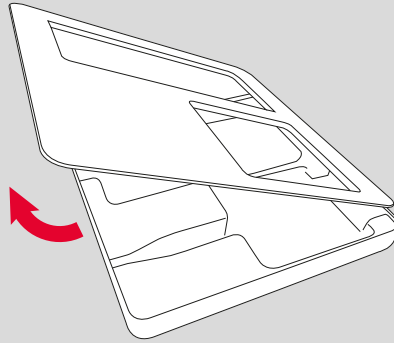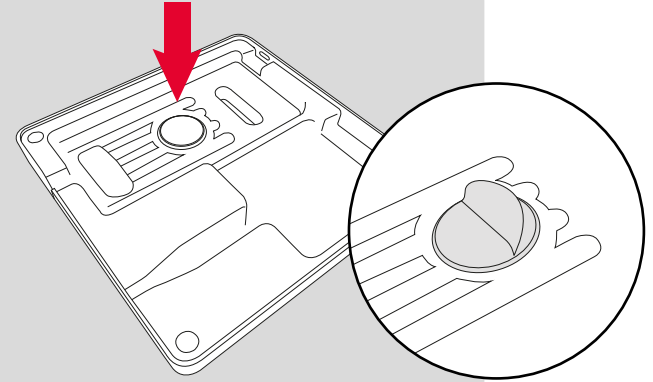
Pay G Pay

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1

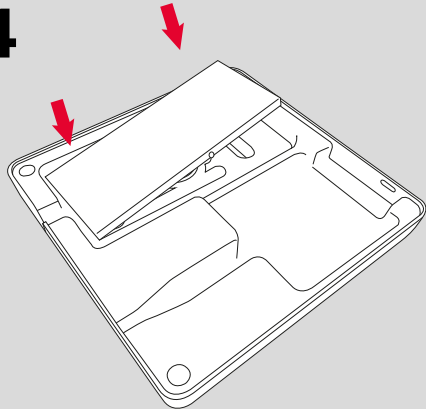Remove all packaging from your PassBox.

2

Open the lid by raising the bottom edge to disconnect magnets. Then pull back to un-clip top edge.
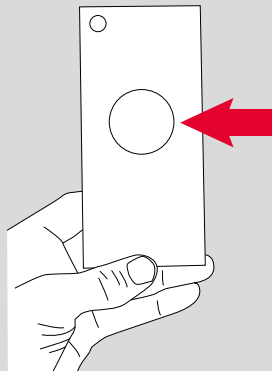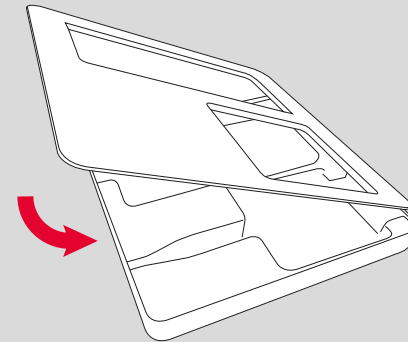
3

Peel back 3M adhesive sticker

4

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

5

When the phone is lifted back out it should now have a metal tab attached allowing for easy positioning in future.
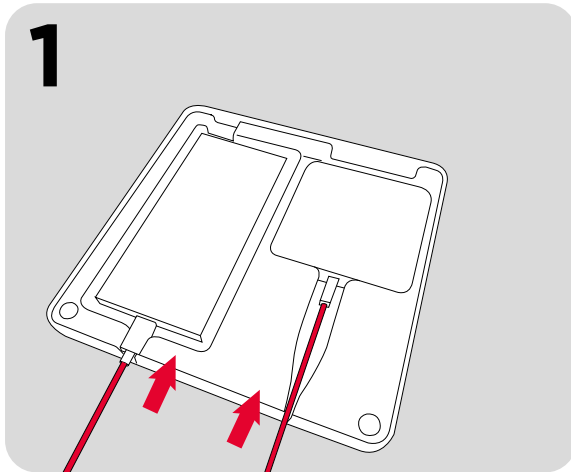
6

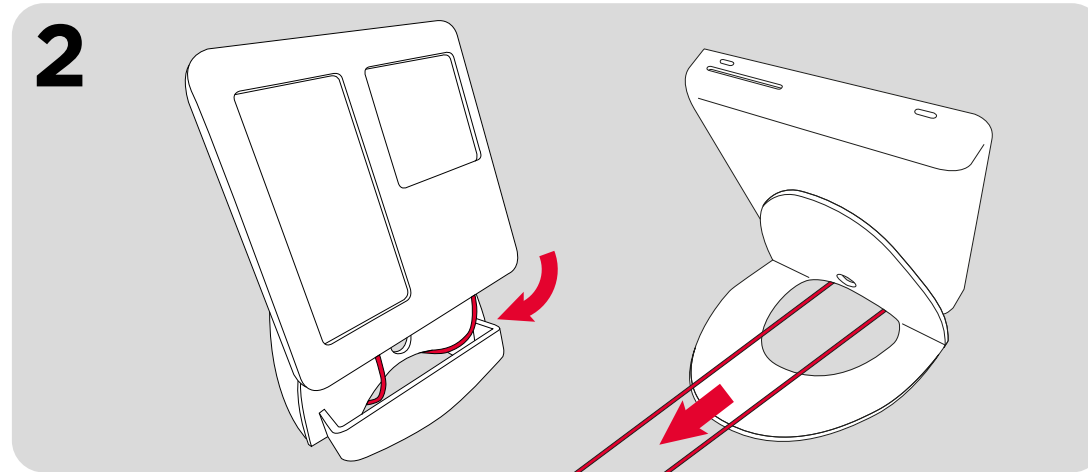Now place SumUp into space provided. No adhesive or magnets are required.

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.
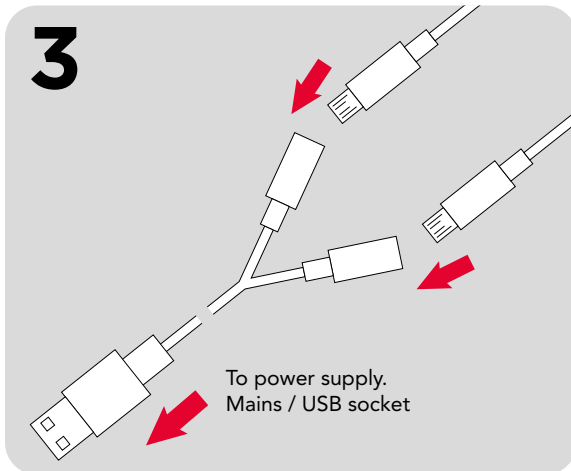
1

Remove PassBox lid and insert charging cables into phone and SumUp. Cables should sit into channels. Replace lid.
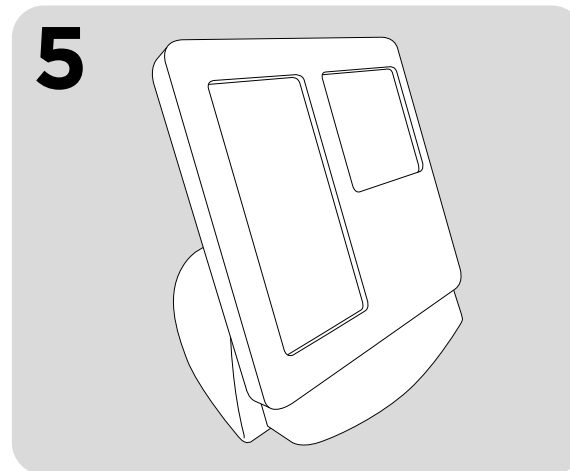
2

Seat PassBox on the base unit allowing cables to pass through top or the holes (depending on base model) and through rear opening.
The PassBox can now be located on the base using rear holes & base unit mounting screws.

3

To power supply.
Mains / USB socket

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

5

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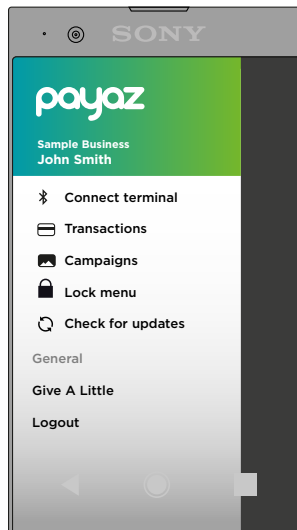
Please make sure that devices are not left on for extended periods of time (such as overnight) and are always attended / monitored.

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1

You can login using your SumUp account details.

SONY

Email address
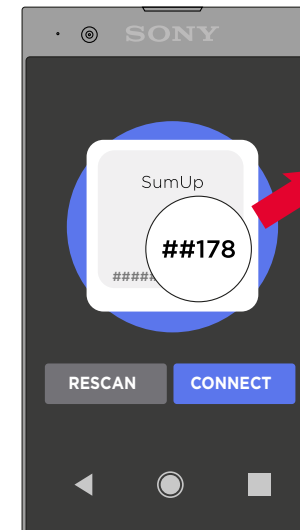sample@sample.com

Password
••••••••••••••

LOG IN

2

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

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

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

SONY

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Sample Business
John Smith

✴ Connect terminal
▭ Transactions
🖾 Campaigns
🔒 Lock menu
↻ Check for updates

General

Give A Little

Logout

3

SONY

SumUp

#####
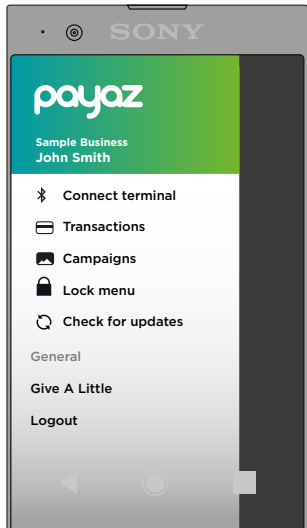
##178

RESCAN   **CONNECT**

SumUp

######178
AIR1000

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

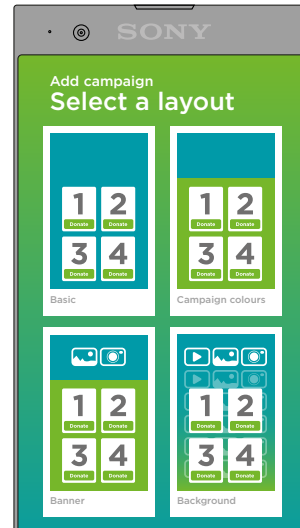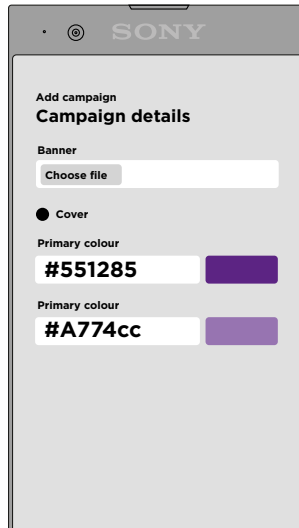Tap 'rescan' to look for another device

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1

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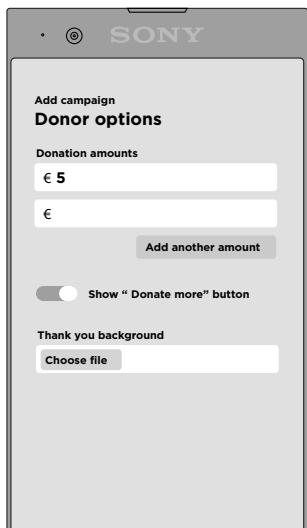
+ADD

2

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

We would recommend banner or backround for best effect*
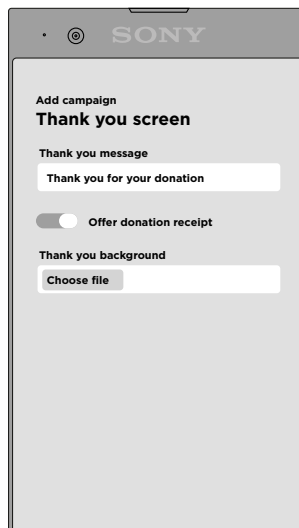
You can also select a colour scheme.

* 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.
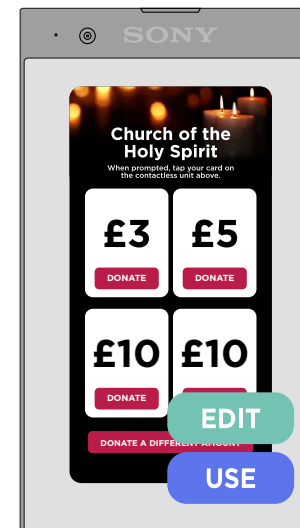
4

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!

PASSBOX

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Accepting donations is easy as 123...

1 Choose the amount you would like to give by pressing your choice on the screen.

2 Wait for the card-reader to light up and tell you to present your card.

3 Touch your card on the card-reader – or follow instructions for chip-and-pin.

PassBox also has a slot (on top) for cards to be inserted for larger donations

Church of the Holy Spirit
When prompted, tap your card on the contactless unit above.

£3 DONATE £5 DONATE
£10 DONATE £15 DONATE
DONATE A DIFFERENT AMOUNT

Support

We are constantly adding new information and guides to our website so please visit our resources section where you will find lots of answers to general set up queries www.payaz.com/guides-resources

For questions directly relating to **enclosure, physical parts or sales** please visit: www.payaz.com or email: support@payaz.com

For questions directly relating to **software, software billing and online donations** please visit: www.givealittle.co or email: hello@givealittle.co

For questions directly relating to your **card reader or transactions** please visit: www.sumup.co.uk

For questions directly relating to **SIM cards or mobile data** please call Infisim on: 0333 313 5005

Once you start accepting donations you can view your transaction information and statements at:
www.sumup.co.uk and www.givealittle.co