

GIVINGSTATION QUICKSTART GUIDE



payaz®



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:

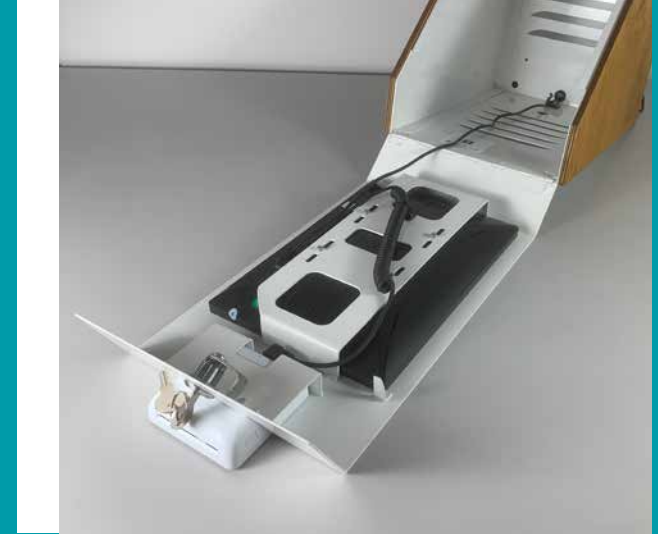
www.sumup.co.uk/payaz

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

* If you have purchased your equipment through a group or pre organised incentive
you may need to sign up through a different affiliate link.

POWERING UP FOR THE FIRST TIME

GIVINGSTATION



First open your GivingStation by unlocking at the top and pulling forward lid. Be careful not to scratch the lid. When opening fully we recommend putting down towel or soft material to protect finish.



Then feed the power cable through the hole on the rear* and connect with junction box on lid. You can now clamp the cable internally using clip and connect plug to power supply.

*Bottom if you are mounting GivingStation on wall.



To turn on, locate the power button (indicted by the red arrow) and push for a few seconds.

Please note that the power button it the smaller of the two on the to edge and can be tricky to locate on the first occasion.

WiFi or SIM?

Your GivingStation can work on either WiFi or mobile data (SIM).

If wifi is not available in your location you will need to use mobile data which can be ordered as part of your package or seperatly at a later date.

If ordered at seperately you will need to run through a setup procedure which is detailed in our sim guide which is available in the guides and resources section of our website.

Data packages order with you GivingStation are supplied pre configured and ready to go.

Alternatively your device is unlocked so feel free to use your own SIM card from another provider if you wish.

Important note

When setting up your GivingStation for the first time it is best practice to do so where WiFi is available. Your device may need to download some updates which could require significant data.



To install SIM card, remove panel on to right of device and insert card in slot '1'.

Setting up your app

When you have established an internet connection you can open your donation app and connect the SumUp terminal.

You device will have either the Payaz or Give a little app pre-installed. Tap the icon and login with your SumUp details.

You will need to set up the monthly payment for the software (starting at £7.50p/m).*

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

*Unless you have already set up with Give a little prior receiving equipment.



Connecting your terminal

To connect the SumUp terminal open the menu on your app by swiping from the left edge of the screen to right.

Tap 'connect terminal' and the app will search for a terminal. You will then see a screen showing the reader and terminal number. Hit 'connect'.



The serial number of you SumUp reader can be found on the sticker inside your GivingStation.

Accepting donations is easy as 123...

2

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

1

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

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



GivingStation also has a slot for cards to be inserted (for donation over £25)

3

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

Make your gift worth 25% more by filling in your details on a Gift Aid form or on the Gift Aid screen (if enabled).

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 sales, enclosure, physical parts
or sim cards 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**

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