



BAR DUTY GUIDANCE NOTES

Please read carefully and it will make your duty go smoothly.

EDYC

- KEYS**

Keys for the bar are to be available via the DHO who will provide access. Anyone short of keys should contact an Exec member or a previous DHO by phone or in person. The bar keys are marked Nr 1 & Nr 2. Nr 1 is for the door, Nr 2 is for the shutter.
- CARD PAYMENT ONLY**

Remember we operate card payment only. No cash or float to worry about.
- IN THE BAR**

In the bar you will see:

 - a card reader (a small white unit with the name 'SumUp')
 - a black tablet/ iPad
 - a register
- TURN ON THE CARD READER**
 - Turn on the card reader using a button at the side.
 - If not fully charged there is a charging cable.
- TURN ON THE TABLET**
 - Turn on the tablet using a button at the side.
 - If not fully charged, cable there also.
- CARD READER AND TABLET BLUE TOOTH CONNECTION**

The card reader and tablet are connected by Bluetooth and are not connected to the till.
- OPEN TABLET**

Give the tablet a few mins to open. It will open.
- OPEN 'SUM UP' APP**

There is only one app on the tablet called 'Sum up'. Open it and it should open at Checkout.
- TURN ON THE TILLTURN ON TILL USING BUTTON AT THE SIDE.**

Turn on the till using button at the side.
- USING TILL AND TABLET FOR PAYMENT**
 - Turn the key one click to the right (r for register).
 - Use the till to ring in the order. To total press Card.
 - Simply read the amount from the till and type it onto the tablet.
 - Invite the customer to present his/her card.
 - Press card on the till to clear.
 - Then on to the next customer.

- CLEARING A MISTAKE**
If you make a mistake, highlight the item on the journal on the left of the screen and touch. *ITEM CORRECT*. Then continue as normal.
- TRUBLE SHOOTING**
Check top left of the screen on the till. It should say *CLERK 1*. If there is no clerk identified, touch button *CLERK REGISTER*, enter *number 1* and *OK*.
- END OF SESSION**
At the end of your session:
- There is no cash to count.
 - Leave the card reader and tablet on charge.
 - Turn till off.
- Tidy the bar, lock up and return the keys to the cabinet on the wall.
- ANY DIFFICULTIES**
Any difficulties, the DHO should assist. Major difficulties ring John Dixon at 07898 778 319.
- BLUETOOTH CONNECTION TROUBLE SHOOTING**
If the bluetooth connection between the card reader and the tablet breaks down, you will know this when you enter an amount on the check out and the question comes up 'What method do you want to pay with?'.

The procedure to reconnect is as follows:
- Turn off the card reader.
 - On the tablet close the SumUp app. Open the main menu. Go to settings. Go to Bluetooth connections and turn it off.
 - Press and hold the off/on button on the card reader. Hold. It will eventually say BT trying to connect, then BT connected. Release the button.
 - Enable blue tooth on the tablet.
- Open SumUp app on the tablet at checkout and continue.
- Now connected

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