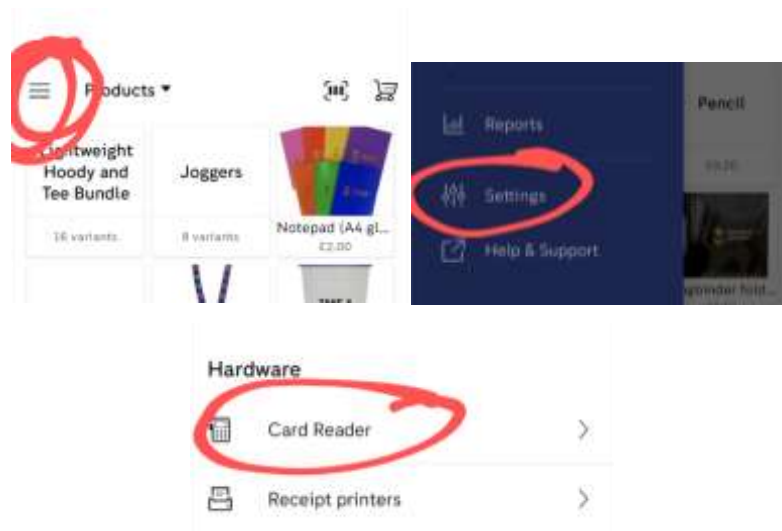




How to use the Zettle card reader

1. Book the card reader by emailing yoursocieties@sunderland.ac.uk
2. Download the Zettle app onto your phone (it will look like the icon at the top of this page)
3. Go to SU Reception to pick up the card reader and log in
4. Open the Zettle app and select Menu > Settings > Card reader



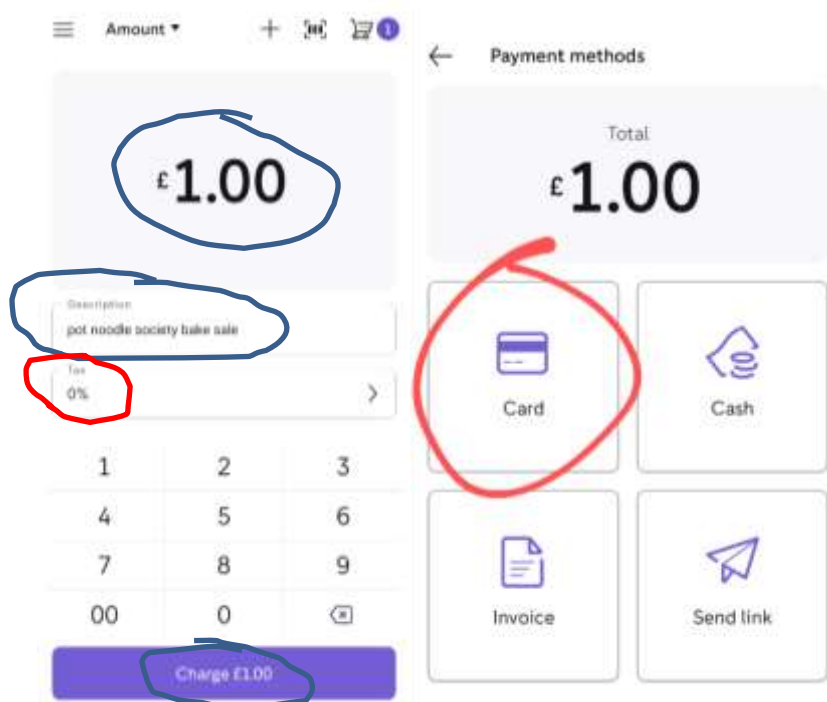
5. Make sure the reader is switched on and select Zettle Reader 2



6. Go back to the menu and select 'Sell' then 'Amount'



7. From here you can customise the amount and description of what you are selling (***make sure 0% VAT is selected and include your Society name in the description***)



You can also send a receipt once a payment has been made (*optional*)

***Don't forget to log out of the app when you've finished so the next Society can log in!**