EFTPOS UNIT

Help Desk: 0800 888 066 x3

Web Assistance: westpac.co.nz/gpguide

Turn on: Textured button above the red button on the left hand side. Also use this to wake the unit up if it goes to sleep after a period of non use.

Enter the purchase amount: eg 2, 5, 0, 0 for $25.00. Press the purchase key at the bottom right of the screen.

Cards with a magnetic stripe: Swipe across the top of the unit with the magnetic stripe DOWN (the reader is in the bottom half of the unit).

Cards with a chip: Insert card, chip first, into the slot at the bottom of the unit.

Paywave and credit cards are ok but incur a surcharge, about 40c for a $25 purchase.

Reports: use the 3 horizontal bars at the top left of the screen and select your report (Transaction History is quite useful, Reports|Settlement Enquiry gives the day's totals).

Turn off: Long press textured button then select Power Off