

ASA PayClip/Mobile EFTPOS HIRE



**ALBANY STUDENTS'
ASSOCIATION INC.**
Advocacy | Representation | Student Services.
www.asa.ac.nz

Date out:

Date for return:

Contact person/group name:

Email:

Phone number:

Item Checklist

	At sign-out	At sign-in
BNZ PayClip Device		
Micro USB Charging Cable		

Terms and conditions:

- The club must have a BNZ PayClip account setup with ASA in order to use this device
- The club must not accept credit card or PayWave transactions. If credit transactions are processed, the club will be liable for any credit card fees charged to the ASA and may be charged an additional administration fee.
- The club is responsible for supplying a smartphone capable of working with the PayClip device and for any mobile data used for transactions.
- You will be charged for damaging the device or losing the cable.
- Please advise the ASA if there are any issues with the device.
- ASA have priority use of the device and reserve the right to cancel your booking.
- ASA reserves the right to decline applications to use the PayClip.

SIGN OUT DATE/TIME:

I agree to the above terms and conditions and accept full responsibility for the PayClip

Club Sign.....

ASA signature.....

ASA PayClip/Mobile EFTPOS HIRE

SIGN IN DATE/TIME:

I have obeyed the above terms and conditions in my usage and return of the PayClip

Sign.....

ASA signature.....

Pairing Instructions

To pair the PayClip to a mobile phone, it must have Bluetooth enabled and the BNZ PayClip application installed (available from Apple Store/Google Play – Windows Phones are not supported by BNZ).

1. Turn on the PayClip device and wait for the Bluetooth light to slowly blink once device has started up
2. Press and hold the Bluetooth button until the blue light blinks rapidly
3. Open Bluetooth settings on the phone and PayClip 499 should appear on the list of available devices. Initiate pairing.
4. If the code is correct, press the tick button on the PayClip and authorize on the phone.
5. Pairing is complete, the phone will connect to the PayClip whenever a transaction is initiated

Using the Payclip

1. Make sure the PayClip is charged before use. Plug into a USB drive to charge.
2. Login to the BNZ PayClip app on your smartphone. Enter your **username** and **PIN**.
3. Connect the PayClip to your smartphone via its *Bluetooth* connection.
4. Enter the transaction amount
5. Enter the customer's name and the subject of the transaction in the note field.
 - (a) If you want the transactions to be recorded in detail on your account, put an explanation as well as the name, e.g. Susan Rose - Tshirt
 - (b) For an activity like a sausage sizzle, just enter the subject eg. "sizzle"
6. press **Next** for iPhone or press the **Green Tick** on android.
7. You'll be asked to confirm the amount – press **OK**. (or not!)
8. Direct your customer to insert or swipe their card. The front of the card should always be face up.
9. The customer will need to select account type. 1=CHQ, 2=SAV
10. The customer will then enter their PIN on the PayClip and you complete the transaction by pressing the **Green Tick**.
11. If your customer requests a receipt you can enter their email address or mobile number and press **Send**.