SumUp Air: Setup guide

After receiving your SumUp Air Card Reader, there are just a few short steps before you're ready to start accepting card payments. Here's what you need to do.

Getting started

1. Open the "Checkout" on the SumUp App.
2. Enter £1.00 into the keypad and tap "Charge". The card reader should now switch on.
3. Confirm the detection of your card reader in the SumUp App by clicking "Connect" once the 3 digit number shown within the app matches that of the 3-digit serial number on the back of your reader.
4. Your card reader will now sync your account information. This will take about 2 minutes.

Already used one of our card readers but new to SumUp Air? Please see below:

Connecting my SumUp Air manually

1. On the SumUp App, tap on the profile icon in the top corner of the screen.

2. Open up "Payment methods" and tap "SumUp Air" to continue with the setup.
3. Confirm the detection of your card reader in the SumUp App by clicking "Connect" once the 3 digit number shown within the app matches that of the 3-digit serial number on the back of your reader.
4. Your card reader will now sync your account information, taking about 2 minutes.

Start accepting payments

You've completed the setup, and now it's time to begin taking payments.

1. Tap or insert the customer's card.
2. Your customer will now be asked to authorise the transaction by providing their PIN or signature.
3. If the payment was successful, you'll be notified by the SumUp App.

You will now be able to <u>send</u>, <u>share</u> or <u>print</u> a receipt. We'll <u>pay out your transactions</u> within the next 2-3 business days.

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