



BNZ PayClip

Quick start guide

Easy steps to get you up and running

Getting to know your PayClip



How to charge your PayClip

You'll need to insert the USB cable into the USB adapter and then into the wall socket. We recommend that you charge your PayClip as often as you would your phone.



- Insert the USB-C end into the USB-C charging port
- Look for this icon  in the notification bar to make sure your PayClip is charging.

Getting started

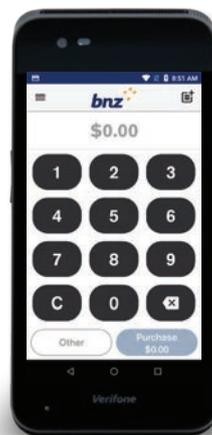
1.



Turn your terminal on

Press and hold the Power button for a few seconds until the screen lights up.

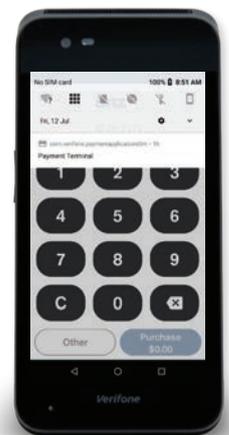
2.



Your terminal will power up

Your PayClip will open on the Payment screen. If you have enabled the SIM on your PayClip, you're good to go. You can start processing transactions. If not, you will need to connect your terminal to Wi-Fi.

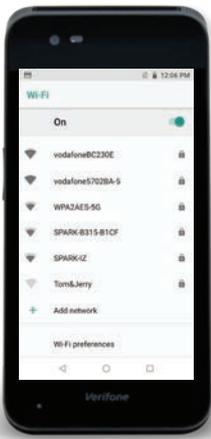
3.



Connect to Wi-Fi

Swipe down from the Notification bar at the top of the screen, then tap and hold the  Wi-Fi icon.

4.

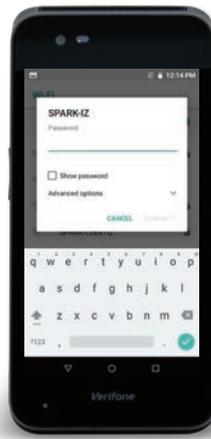


Find your network

Select your network from the available networks list.*

*Cellular hotspots will also appear in the list of available networks to connect to.

5.



Connect to the network

Follow the prompts on screen and tap 'Connect'. Press the  button at the bottom of the screen to navigate back to the Payment screen.

To ensure the protection of you and your cardholders, your PayClip will check that the network has the required security settings before it connects.

Set up your refund passcode

You will need a passcode to process a refund and we recommend you do this as part of your set up, so you're ready ahead of time.

To set up your passcode, call us on 0800 729 254 and say "Yes" when prompted with a functional or technical query.

All refunds processed through your PayClip can only be refunded back to the same card that was used for the original transaction.

To learn the full process on how to complete a refund visit the PayClip help and support section: www.bnz.co.nz/business-banking/payments/payclip

Note: Only listed account signatories can set up a passcode.

How to process a transaction

1.



Enter the amount and tap 'Purchase'. You can tap on the  icon in the top right hand corner to add a note to the transaction for you to see in your transaction history.

2.



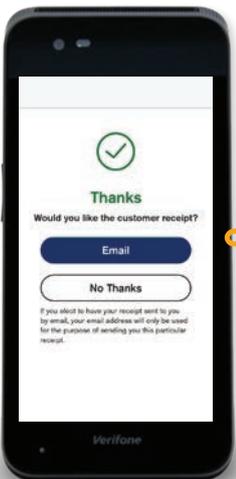
Your customer then taps, inserts, or swipes their card or mobile wallet and enters their PIN if prompted.

3.



The terminal will display 'Approved' to confirm the payment has been made.

4.



Select 'Email' to send a receipt or 'No Thanks' to complete the transaction.

How to wake and unlock your PayClip

To save power, your PayClip goes into sleep mode when you're not using it.

1. To wake your PayClip Press the power button



If you have any questions, we're here to help. Contact us on 0800 729 254 and say "Yes" when prompted with a functional or technical query. Visit www.bnz.co.nz/payclip for more information.

Please hold onto this box so it's easy to send your PayClip device back to us if you ever need to. Standard PayClip Terms and Conditions apply. Subject to credit criteria and merchant services terms and conditions.