How to use Pay At Table

What's Pay at Table?

It's a fast, smart way for bars and restaurants to take payments. As part of our integrated payments service, Pay at Table creates a secure, wireless connection between your card machine and EPoS (Electronic Point of Sale) that lets you turn tables up to 4x faster.

How to process a payment

1. Connect to the EPoS.
Press **MENU** followed by **F4**.
"CONNECTING TO POS" should appear on screen.
If "FAILED TO CONNECT" shows, make sure the card machine is connected to its base and to the network.

2. Enter Waiter ID.
Enter your Waiter ID, or enter **0** to skip to the next screen. Where requested, this prompt can be removed altogether.

3. Enter the Table ID.
This will be the same number the table is assigned on the EPoS. Alternatively, press **0** to bring up a list of open tables.

4. Select a table.
Scroll to the desired table number and press **ENTER**.

5. Print the bill.
Select **YES** to print a list of billed items, or **NO** to skip.

6. Enter Number of payees.
Enter the number of people paying by cash or card. If there's only one person paying, **press 1** to take payment straight away.

payment sense.

7. If more than one person is paying, you'll need to choose one of the following:
SPLIT PER PERSON divides the bill equally between the table.
SPLIT PER COUPLE splits the bill in half.
CUSTOM SPLIT lets you enter the amount for each person to pay.

8. If you choose **CUSTOM SPLIT**, you'll see the remaining balance as you enter the amount being paid.

9. Next, enter the number of people the payment will cover.

10. Enter the amount the first person wants to pay. If you choose **SPLIT PER PERSON** the amount to pay will be calculated automatically.

11. Select a payment method. Choose **OTHER** to take cash, or choose **CARD** to take a card payment. If you're splitting the bill, you'll be taken to the next payee after this payment is done. Repeat steps 8-11 until the whole bill is paid.

12. Print the receipt and close table.
A **split report** will be printed when the bill is paid and the table will now appear available on the table plan.

Questions?
Our Connect Customer Support team are available on **0845 434 7808**.
Monday-Friday 8am-6pm and weekends 9am-5pm.

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