

Automated payments

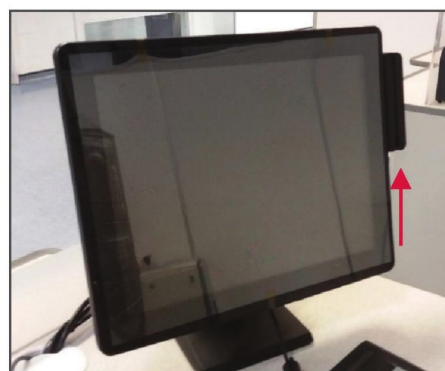
Barcoded bill payment

- When the customer presents you with their barcoded slip, from the Horizon 'Home Screen' scan the barcode
- Details relating to the bill will appear on your screen
- Confirm / enter the amount the customer wishes to pay (if applicable, amend the fee)
- Press 'Settle' and accept the payment from the customer
- Staple the receipt to the payment slip and hand to the customer



Magnetic stripe card bill payment

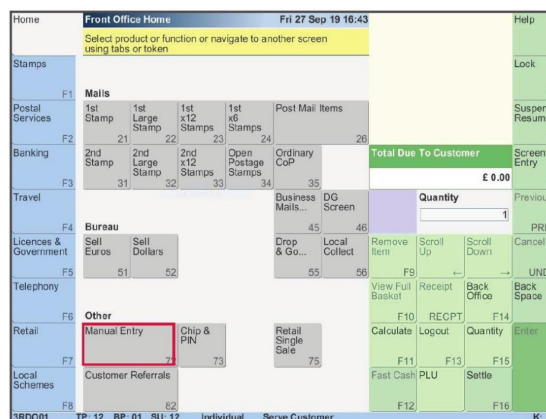
- When a customer presents you with a magnetic stripe card, swipe the card through the Horizon magnetic card reader attached to the monitor (indicated by the red arrow on the picture)
- Details relating to the bill will appear on your screen
- Enter the amount the customer wishes to pay
- Press 'Settle' and accept the payment from the customer
- Hand the receipt and payment card to the customer



Manual entry for bill payments and Payout vouchers

If a customer's barcode won't scan or the magnetic stripe card does not work when swiped, or when presented with a Payout voucher as a text message

- From the 'Home Screen' select 'Manual Entry'
- Select 'Barcode' or 'Magnetic Stripe Card'
- Enter the 'Barcode' or 'Magnetic Stripe Card' number
- Details relating to the bill or Payout will appear on your screen
- For bill payments, please enter the amount the customer wishes to pay
- Press 'Settle' and accept payment from the customer
- Hand the receipt and any other items (e.g. bank card, deposit slip) to the customer



Remember

Any fees associated with the customer's bill should be paid in cash