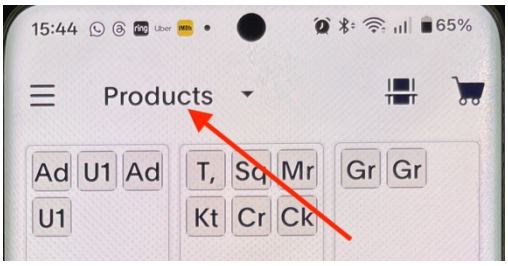
# Taking Payments for Standard Items

Most payments that you will take will be preloaded standard items and the default “Products” screen is set up for this. This is the screen that should appear by default when you go into the PayPal POS app (see right):

For normal purchases you simply select the appropriate group (Talks, Refreshments etc) to take you to the next screen.

[Note : Selecting where it says Products allows you to search or take an ad-hoc payment. )

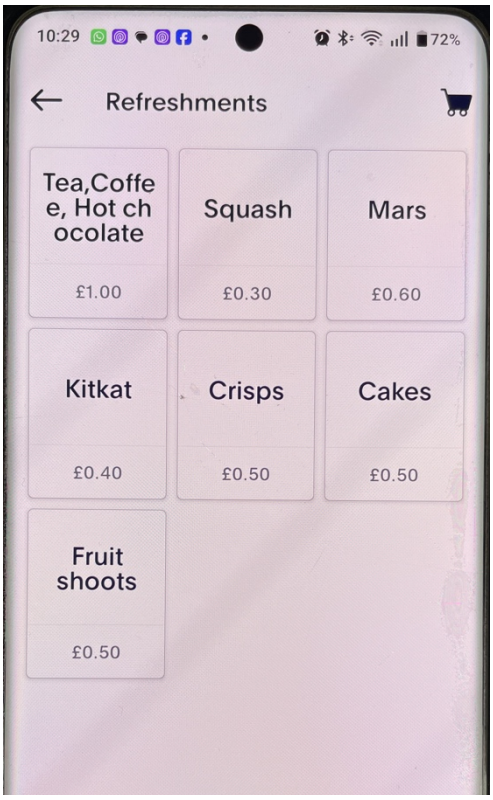


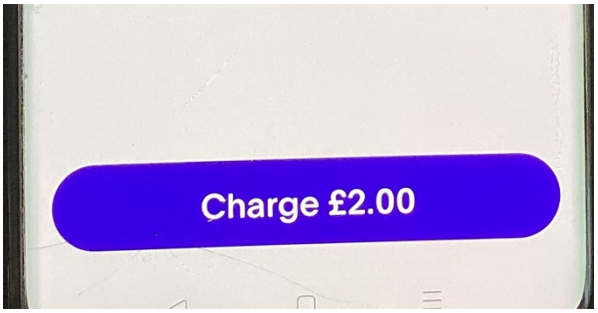

If, for instance you selected ‘Refreshments’ the following page will show:

Clicking on an item will automatically add that item to the ‘Basket’. Add any additional items until all have been added to the basket.

NOTE: A MINIMUM CHARGE OF £1 APPLIES TO ZETTLE PURCHASES.

Once an item is added a ‘Charge Button appears at the bottom. Press this to go to the next screen to select the payment method.



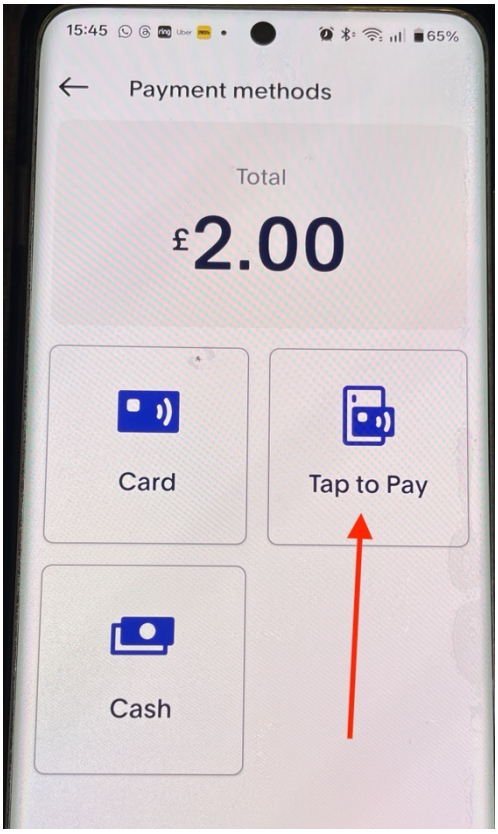



The payments screen has three options:

- Card
- Tap to Pay
- Cash

We don't use our Zettle for cash sales and the Card option is for when you have a Card Payment device (which we don't).

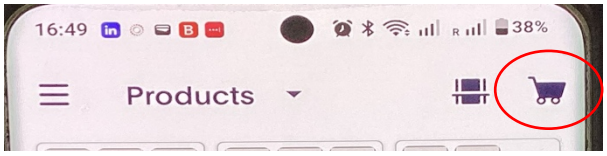
So, SELECT "Tap to Pay"

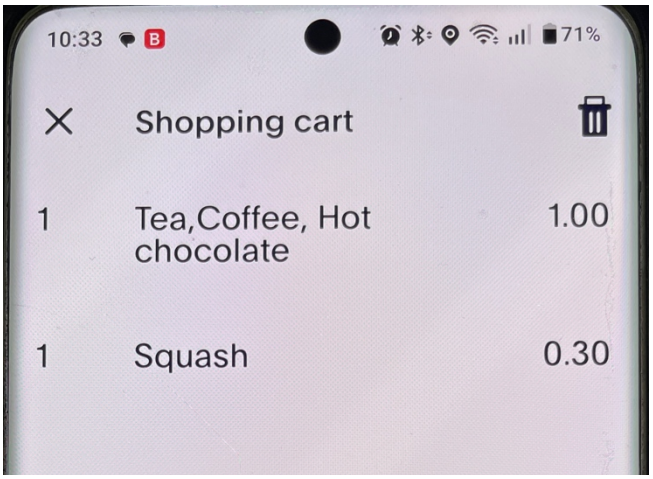



Finally you will be shown the screen on the right.

Put the card or phone that is being paid with behind your phone that is taking the payment and this will charge.

If you make a mistake so that there is the wrong items in the basket, click on the basket icon to go to the basket.




Here you can select items to change amounts or delete items, or alternatively use the bin icon to clear the basket and start again.