



# >> Welcome to Barclaycard Anywhere

Your quick start guide





barclaycard



LET'S GET  
STARTED

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## Features of your Barclaycard Anywhere card reader

- 1 Power button**  
Used to switch the card reader on and off and enter sleep mode
- 2 USB connector**  
USB socket used for charging
- 3 Swipe slot**  
Reads magnetic stripe cards (stripe downwards and facing from the cardholder)
- 4 Charging LED**  
Red LED indicates unit is charging



**5 Contactless LEDs**

Green LEDs indicate that a contactless card transaction is being processed

**6 OLED display**

Displays instructions for cardholder

**7 Cancel key**

Cancels actions including PIN entry

**8 Clear key**

Deletes last PIN digit entered

**9 Enter key**


Confirms actions including PIN entry

**10 Card Slot**

Reads chip cards (insert card with chip facing upwards)




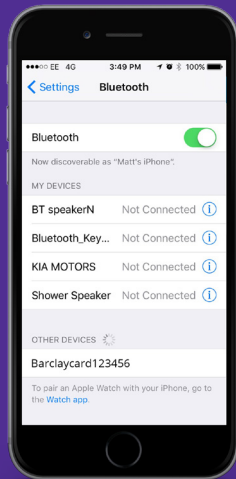
# A step-by-step guide to getting started

- 1 **Download the Barclaycard Anywhere app** from the App Store<sup>SM</sup> or Google Play<sup>TM</sup>. (Search for 'Barclaycard Anywhere'.)
- 2 **Log in** on the app – your username is your email address and you'll have set your password after your welcome email. (If you haven't received it, call us on 0800 0920 808<sup>1</sup>.)
- 3 Before you use Barclaycard Anywhere, **charge your card reader's battery** – the first charge should be for at least three hours. You can do this with the USB cable that came in the box. Connect it from the port on the top of your card reader to any computer or USB plug adaptor. (If you're connecting it to a laptop, make sure the laptop's connected to a power source, otherwise your card reader won't charge.)
- 4 **Switch on your card reader.** Press the blue On/Off (power) button  at the top of the card reader. You only need to press it once, and don't hold it down.
- 5 **Pair your card reader** with your phone or tablet via Bluetooth – follow the instructions on the next page.



# Pairing your phone with Bluetooth

- ☑ Switch on your card reader.
- ☑ Make sure the Bluetooth symbol  is showing in the top left corner of the screen.
- ☑ Hold down the green  key until the Bluetooth symbol starts to blink.
- ☑ Make sure Bluetooth is activated on your phone or tablet.
- ☑ In the 'Devices' list (in the Bluetooth section of the Settings app on your phone or tablet), 'Barclaycardxxxxxx' should appear. Tap on this.
- ☑ The same six digits xxxxxx will also appear on your card reader screen. Check they match and tap the Pair button on your phone or tablet.
- ☑ Press the green  key on your card reader to confirm the pairing.
- ☑ On your phone or tablet, check that it says 'Connected' next to the 'Barclaycard' on your 'Devices' list.



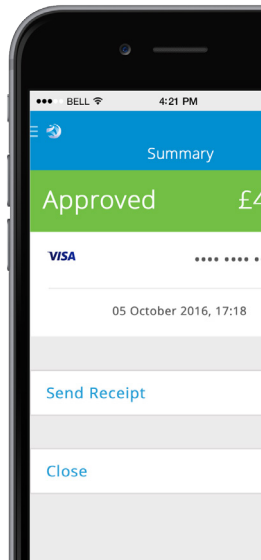
## You're now ready to start trading

We've sent you a welcome email with your account details.

If you haven't received it, please call us on **0800 0920 808**<sup>1</sup>.

## How to take a transaction

- 📱 **Enter the transaction amount.** (Optional: enter a description to appear on the cardholder's receipt.)
- 📱 **Select 'Checkout'** on the app screen. (If the app doesn't wake up the card reader automatically, press the power button on the card reader.)
- 📱 Follow the on-screen directions.
- 📱 **Contactless** – if the customer's paying by contactless, they need to hold their card or contactless device over the screen of the card reader. Four LED lights will show the transaction is being processed.
- 📱 **Chip & PIN** – if the customer's paying by Chip & PIN, they need to put their card chip-first into the slot on the lower end of the card reader and enter their PIN to confirm the amount.
- 📱 **Offer your customer an electronic receipt** to be sent to their email address. A paper receipt template is available in the Barclaycard Anywhere online support pages – [barclaycard.co.uk/business/anywhere](http://barclaycard.co.uk/business/anywhere)





<sup>1</sup>Calls to 0800 numbers are free from UK landlines and personal mobiles, otherwise call charges may apply. Please check with your service provider. Calls may be monitored or recorded in order to maintain high levels of security and quality of service.

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BCD115817INS1 10/16