

Topping up your Cashless Catering Account

To buy food at lunch or breaktime you will need to have money on your account. Your Parent or Guardian may add credit on-line using "Parent Pay". You may also add money by going to one of our

- 4 "Top-Up Machines":**
1. Just off the "blue carpet"
 2. next to the dining hall
 3. in Peverall Hall
 4. Millennium building opposite the medical room.

How to use the machine

Place your thumb on the reader, you will see your name and how much money you have left (current balance) appear in the window at the top. Insert any notes and coins, check the top window again the money you have added should now show.

Remember to press the RESET button to clear your name before you leave.



The Top-Up Machine next to the dining hall

Your Name
+ current balance
appears here

Insert
Coins here

Insert
Notes here

Card Reader
Some students can't use their thumb print—they are given a card

Reset Button
Press this to clear your name when you have finished

Thumb Print Reader

HOW TO USE THE BIOMETRIC REVALUATION UNIT

TRUST CASHLESS

The diagram shows a top-up machine with a screen at the top displaying 'Your Name + current balance'. Below the screen is a keypad and a card reader. To the left of the keypad is a coin slot, and below that is a note slot. To the right of the keypad is a small circular button labeled 'RESET'. Below the keypad is a thumb print reader. A student is shown using the machine in a separate photo. Icons for a card, a red 'RESET' button, and a fingerprint are also included.