

Using Square

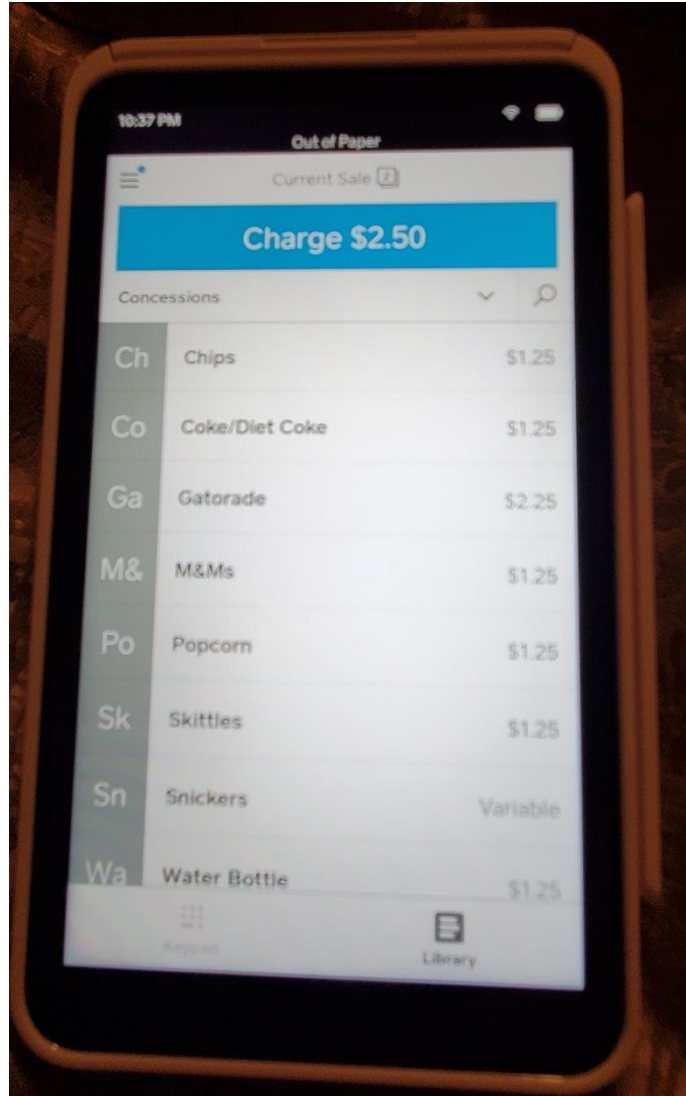


Wake up the Device

Unplug the device and wake it up by pressing the power button

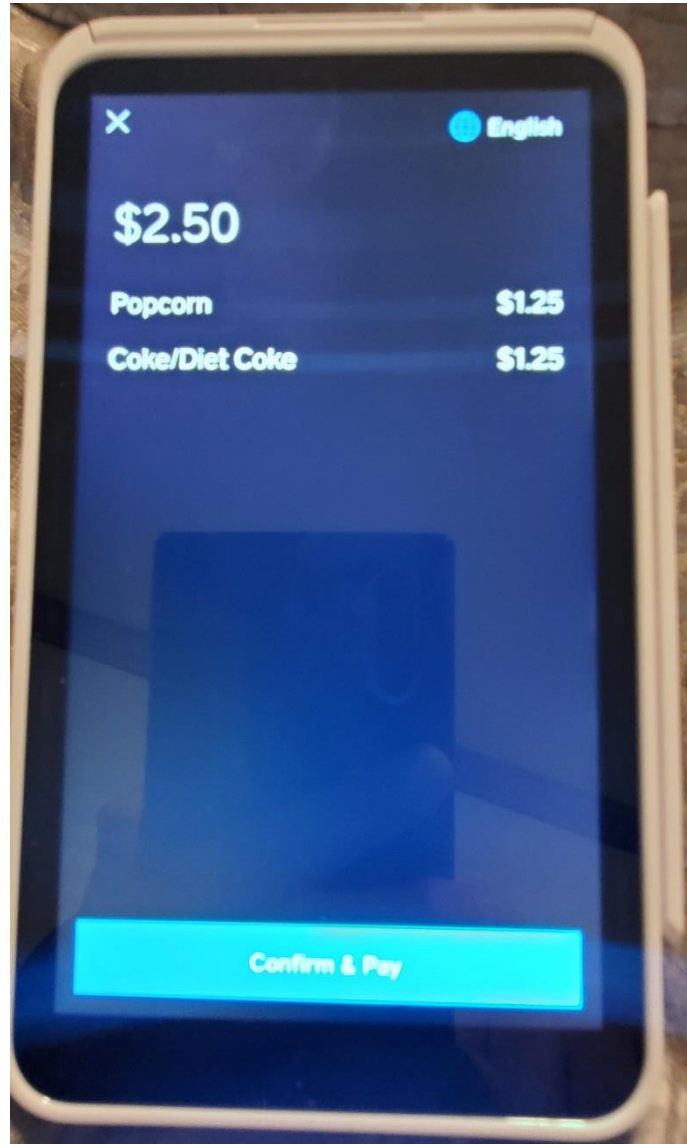


Main Screen



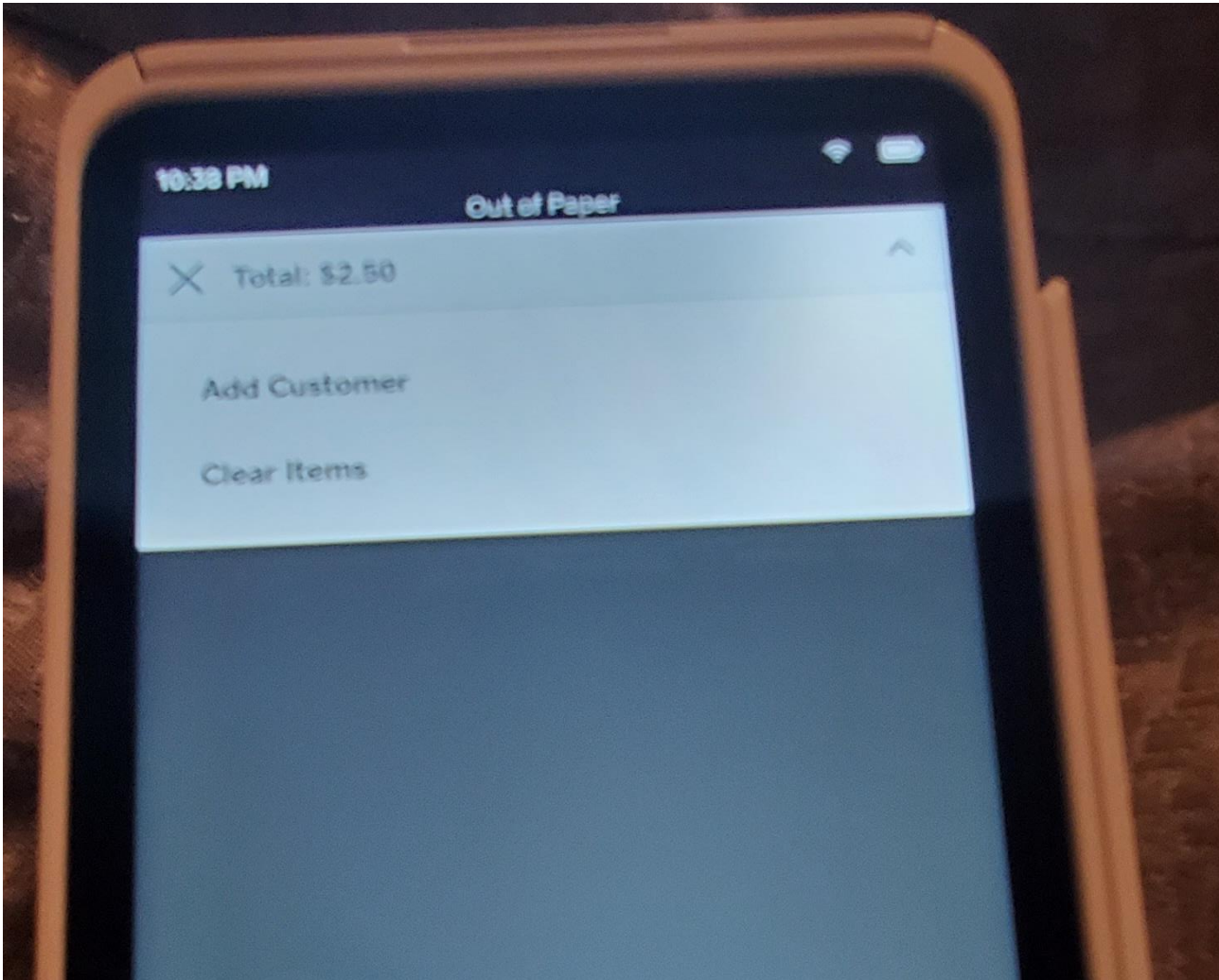
You should see this and you are ready to go, select each item and complete the order.

Confirm Order



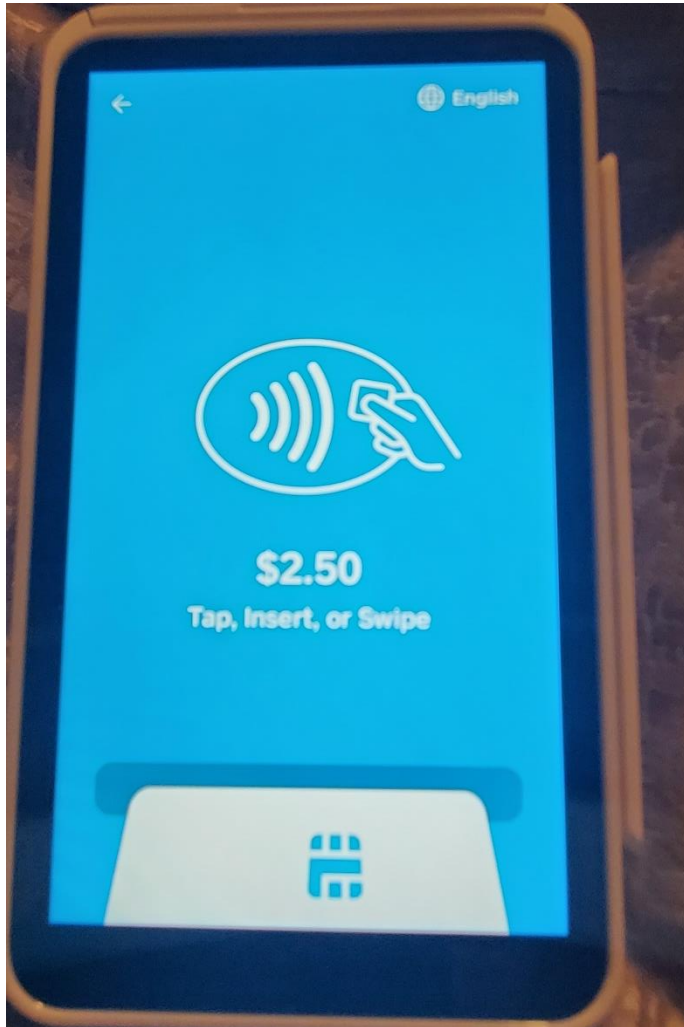
Select Charge and confirm their order. If it looks good continue to “confirm & pay” at bottom

Need to make a change?



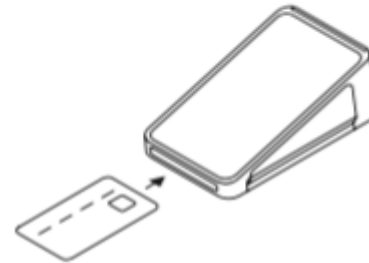
Click the “x” in the top left of confirmation screen. Then click on the subtotaled items and you’ll get this screen. Click “clear items” and start over

Collect Payment



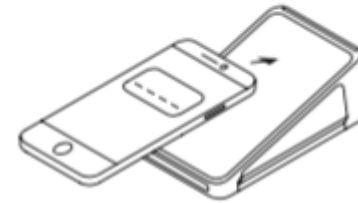
Taking payments

Terminal lets you accept all major cards and contactless payments. To take a payment, ring up the sale and tap **Charge**.



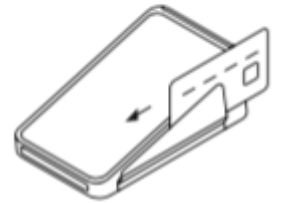
Dip

Insert the chip card into the slot with the chip facing up.



Tap

Hold the device or card near the screen to trigger payment.



Swipe

Swipe the card with the magnetic stripe facing Terminal.

To learn more about taking payments, go to square.com/terminal-guide.

Finish Transaction

After payment we can text them the receipt from the Square terminal or just click no receipt and move on to the next purchase.

