

# Square Credit Card Reader Operating Instructions

Created by Patrick Senge, Treasurer, ICF Br. #438, 09/01/24

## Starting Up

1. Hold the power button until the Square logo appears on the screen.
2. After the home screen loads, press the ***"Items"*** menu.

## Performing a Sale

1. Press the item's name to add it to the current order. To sell multiple of the same item, press the item that number of times.
2. When order is complete, press the ***"Review Order"*** button.
3. Confirm order with customer, then press the ***"Confirm and Pay"*** button.
4. Slide/Tap/Insert credit card. If the customer is in the system, an email receipt will automatically be sent to them. *In this case, skip to Step 6.*
5. If the receipt menu appears, ask the customer if they would like a printed receipt. If they do, press the ***"Print Receipt"*** button.
6. Press the ***"New Sale"*** button in the upper left corner of the screen.  
*Return to Step 1 of Performing a Sale to process the next order.*

## Shutting Down

1. Hold the power button until the power options appear on the screen.
2. Press the ***"Shut Down"*** button.