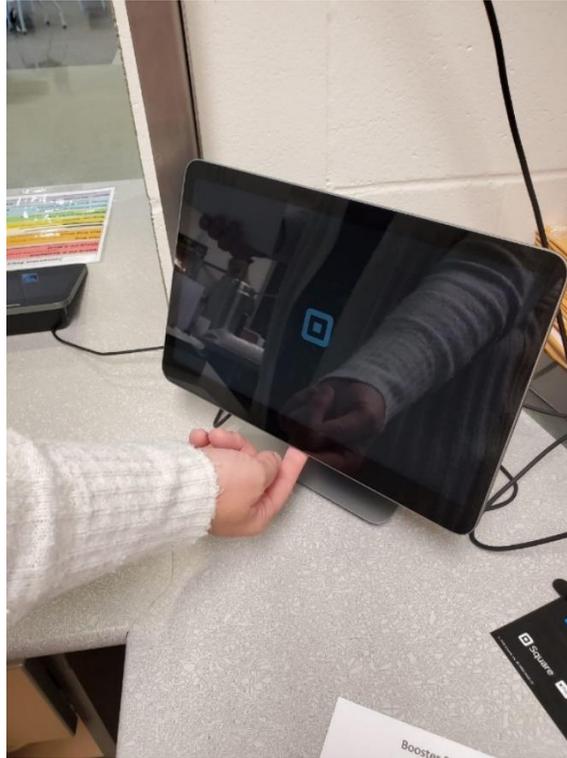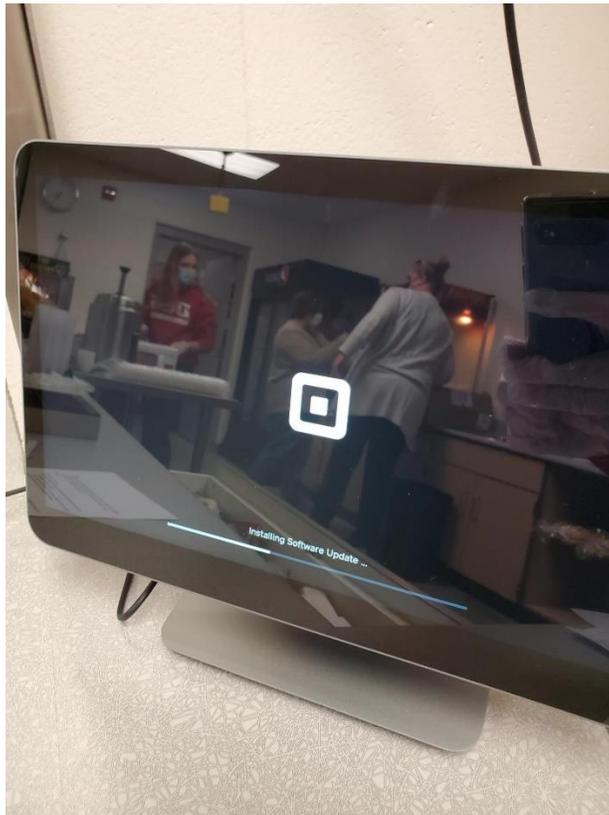SQUARE REGISTER OVERVIEW

The terminal should be plugged in and started first thing when opening the stand. The register and customer terminals will go through an update that takes several minutes.

Power button is under the monitor – press and hold until you see the square logo
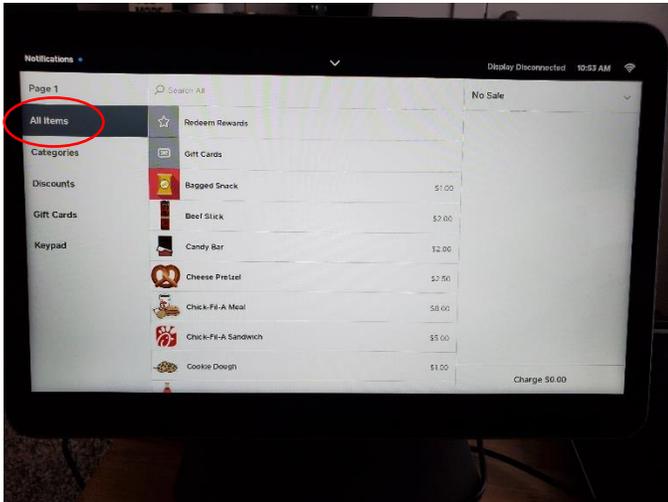

The terminal will go through an update at every start-up
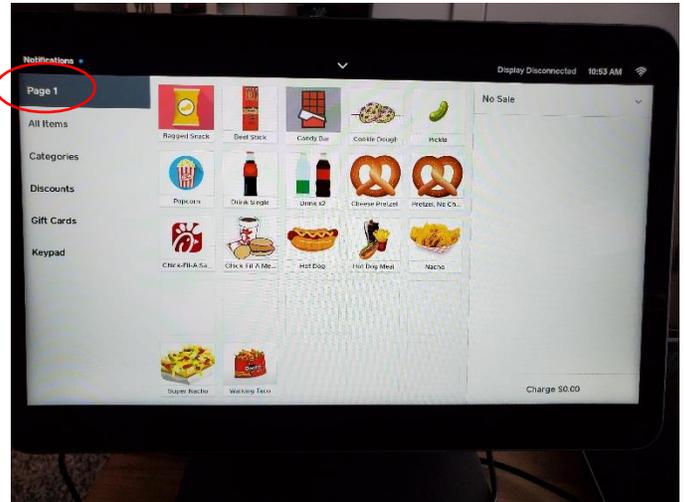
SQUARE REGISTER OVERVIEW
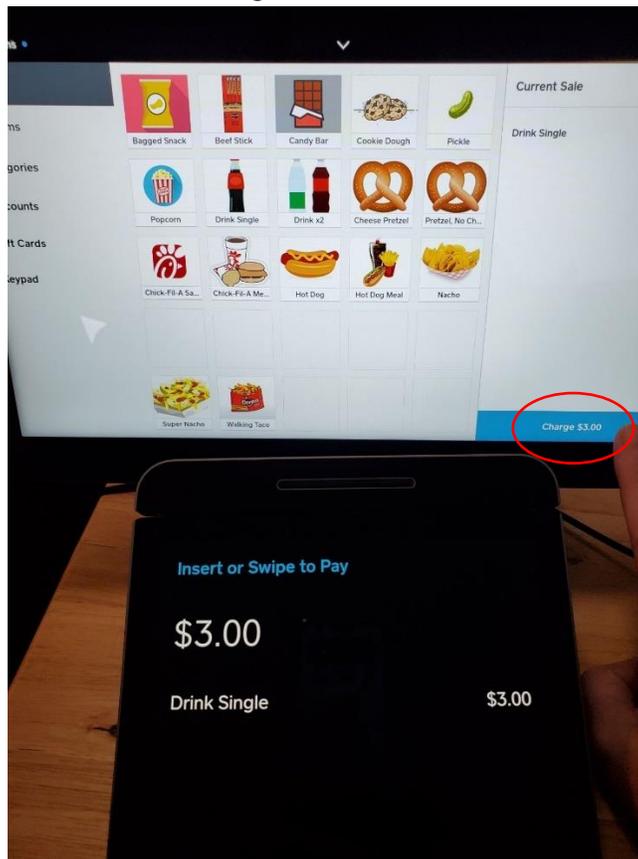
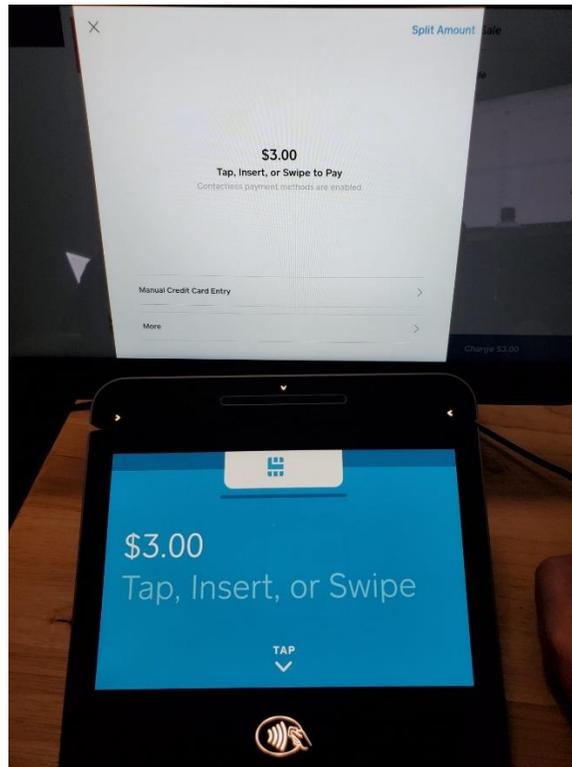All Items view   Icon Page 1 view

Touch icons to add to a new sale, this will show on the right side of the register.
This is a view of what will show on the register and what the customer will see on the terminal.
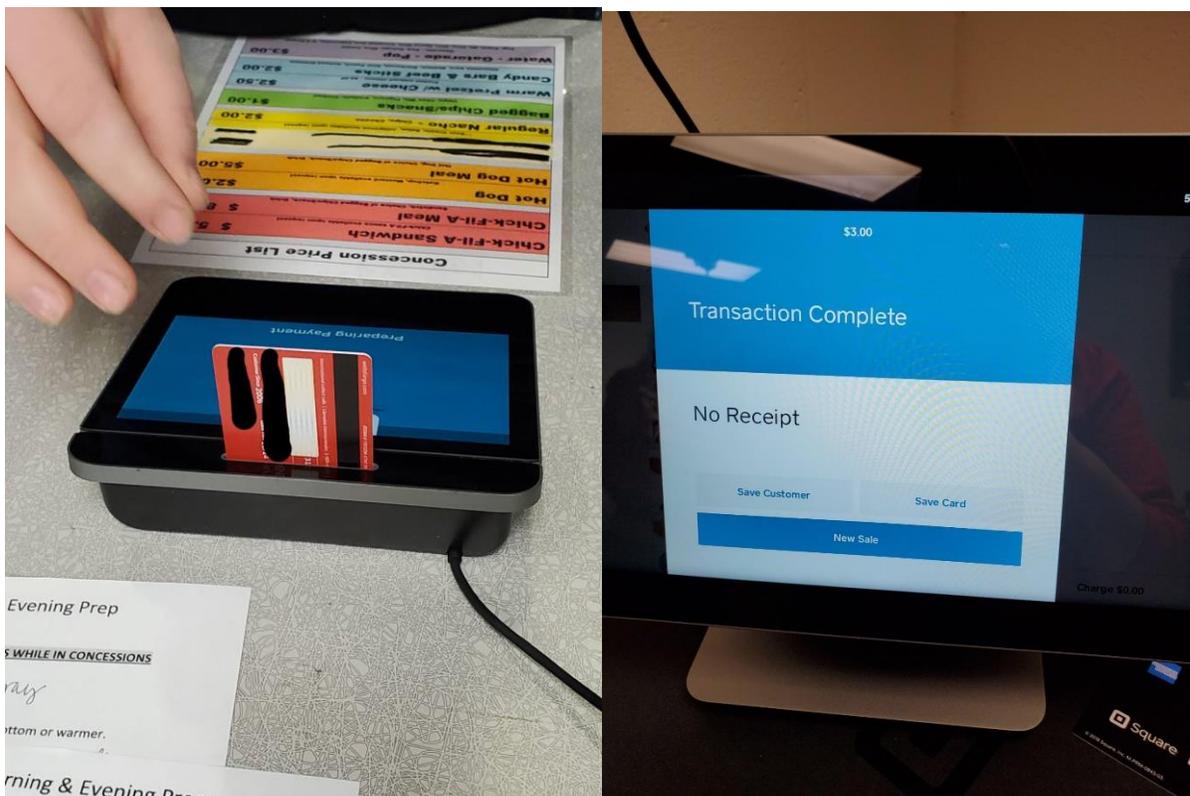

To complete the sale, touch the "Charge" at the bottom right side of the screen

SQUARE REGISTER OVERVIEW

This is a view of what will show on the register and what the customer will see on the terminal once "Charge" has been selected.
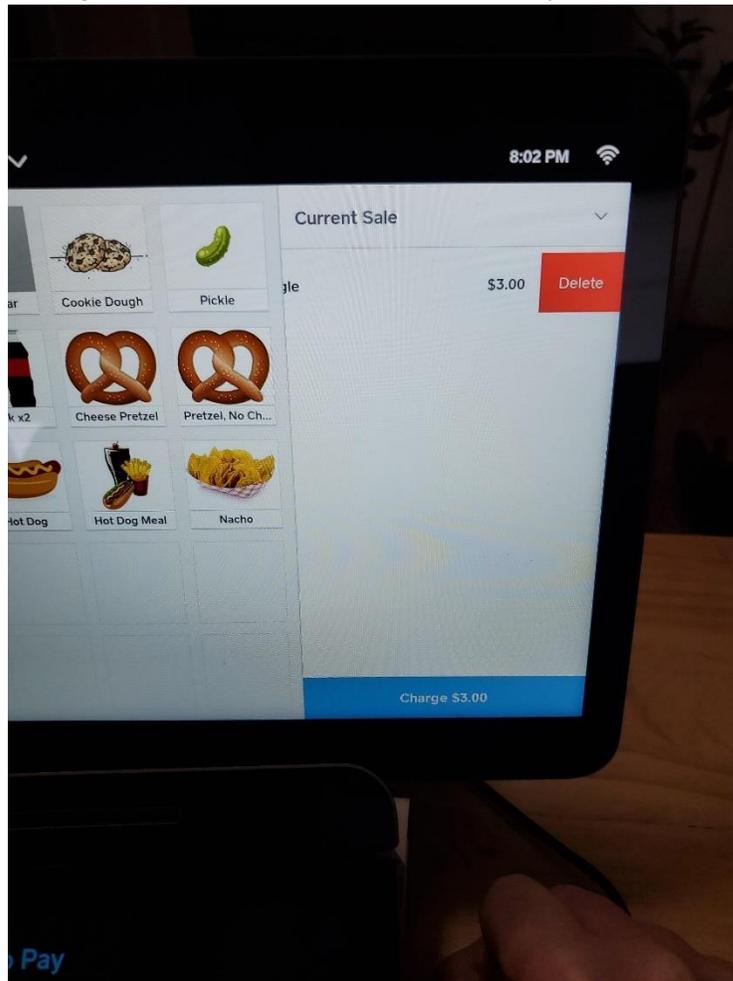

Customer will insert a chip card, swipe a non-chip card or touch phone or fob. Register will confirm the transaction is complete. The customer has the choice for no receipt, emailed receipt or text receipt. We cannot print a receipt. Select "New Sale" to get back to menu icons.

If you have added something to the sale and need to remove it, swipe left on the item and select "Delete"

Throughout the event, check to ensure that the Register is connected to Wi-Fi. This will ensure that all transactions will process and credit to our Booster account. If Wi-Fi is not connected, please contact Alison Seidl (515-229-0231). The transactions completed will be stored for 48 hours but will the register will need to be connected within that time to Wi-Fi for our transactions to be processed and our account credited with the sales.

When closing the stand, you will need to press and hold the power button, then select "Power Off."
Then unplug the terminal from the power outlet.

Any questions or concerns contact Alison Seidl at 515-229-0231.