




Quilt Fiesta!

# Square Reader Information

Updated 5/7/24

## Setup

- Download the Square Point of Sale app  onto your cell phone.
- Sign in:
  - square@tucsonquiltersguild.com
  - Obtain the current password from the Treasurer or Co-Director's
  - For Two-step verification:
    - Choose the SMS Code option.
    - Choose one of these phone numbers:
      - 7837 – Jean Firestine
      - 0389 – Pamela Golliet
      - 8642 – Kathy Barton
      - 4407 – Lucy Thurston
      - 6993 – Kathie Gilbert
      - 6409 – Mimi Pollow
    - After the code is confirmed select **“Remember this device for 90 days”** so you don't have to go through Two-step verification again.
- Card Reader:
  - iPhones can read a card chip by tapping, so no further equipment is needed.
  - Android phones need an external card reader. These can be signed-out from the Treasurer or Co-Director. We have 2 connection types:
    - Earphone Jack (more reliable than the Bluetooth readers).
    - Bluetooth. (These need to be returned each evening to the Treasurer's office to be charged.)
      - Connect the Bluetooth reader:
        - Make sure the Reader is fully charged (green lights appear when you press the button on the bottom of the Square near the charging port.)
        - On your cell phone: Turn Bluetooth on through your phone's *Settings*.
        - In the Square App:
          - Press the orange banner at the top > Select *“Contactless and Chip Reader”* > Select *“Connect A Reader”*.
          - Press and hold the button on the bottom of the reader (near the charging port) until the orange lights appear.
          - *“Accept”* the blue tooth connection.
      - If the Reader turns itself off (after 2 hours to save the battery), press the button on the bottom near the charging port to turn it back on.
      - Check the status of the reader through the app, under *“More”* > *“Settings”* > *“Hardware”*.
      - A reader can only be paired to one device at a time, so when you're done for the day, be sure to unpair it via the orange banner at the top, or hold the power button on the reader for 20 seconds until it flashes red.

## Creating a Sale

- At the top of the app, select *“Library”*. Scroll down to the section of gray boxes, and choose the appropriate item. Alternative, you can select *“Favorites”* if you item has been added to this grouping.
- Enter the dollar amount (for variable items) > select *“Add”*.

- Select "Review Sale".
- Select "Charge".
- Insert the customer's card into the Reader's slot.
- After the sale, give the customer back their card, offer the signing screen to them, and offer a receipt: options will be presented after signing.
- If tapping the card or swiping doesn't work, follow the prompts to enter it manually.