Square Register

Getting Started

WELCOME TO SQUARE

Let's get your Square Register up and running. Start by taking a quick look at what's in the box.

Square Register

Power button

Micro USB ports

Mounting plate cleat slot

Customer display release latch
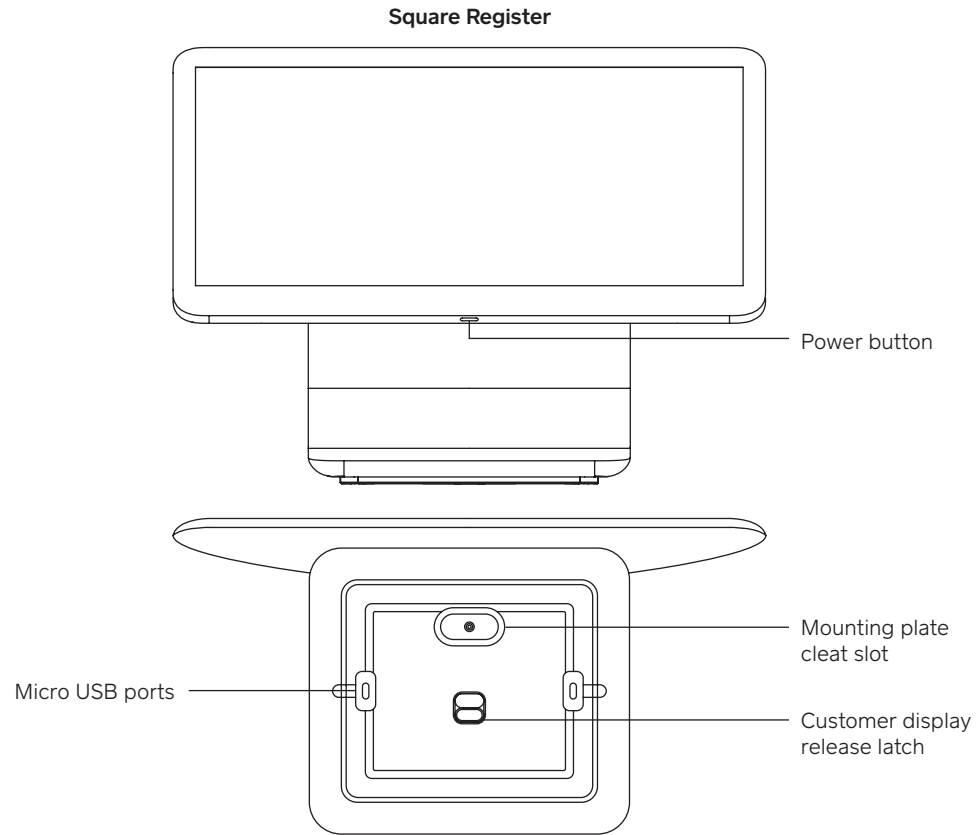
1. Power adapter cable
2. Power adapter
3. Accessory hub
4. Customer display cable
5. Mounting plate with cleat
6. Mounting tools

Customer Display

Front

Back

Micro USB port

❶ ❷ ❸ ❹ ❺ ❻
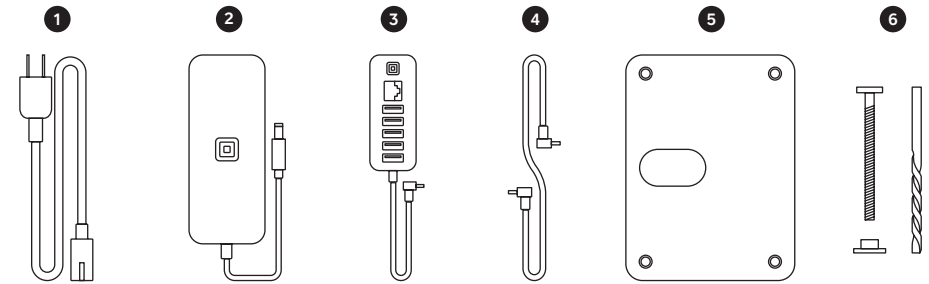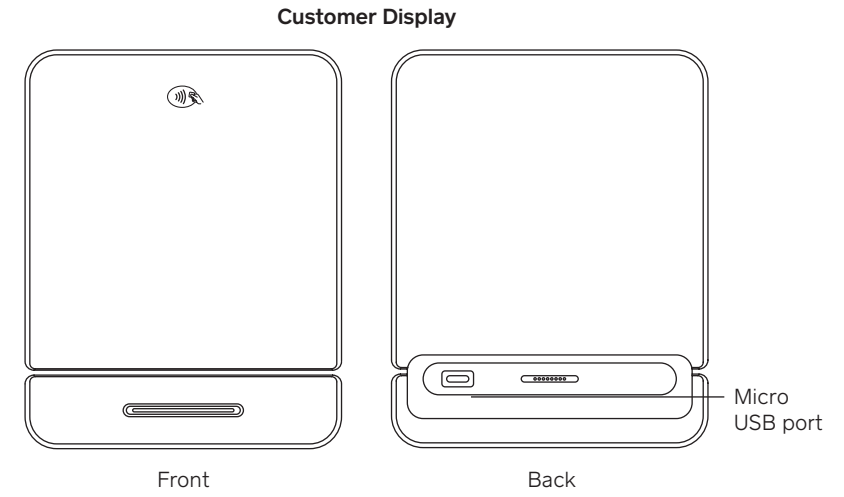
1. Separate the customer display

Remove the instructional wrap, carefully lift the customer display out of Register, and remove the protective foam pad. Place the customer display aside for now—make sure you lay it down flat.
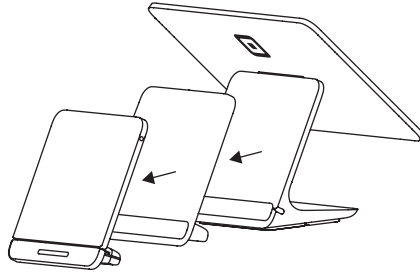
2. Connect the accessory hub to Register

Simply plug the cable into one of the micro USB ports located on the bottom of Register.
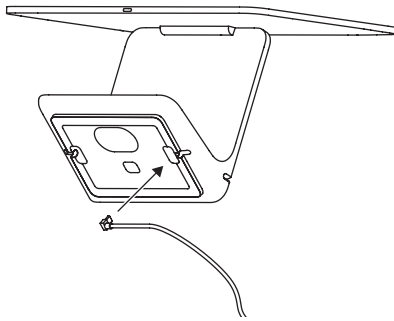
3. Connect the power adapter to the accessory hub

4. Plug it in

With the power adapter cable, plug one end into the power adapter and the other end into a power outlet.

5. Choose a setup

Docked

Simply place the customer display back into its slot on Register. Press firmly on the edges of the customer display to ensure it's locked in place. If you need to undock the customer display, hold in the release latch located on the bottom of Register and lift the customer display out.
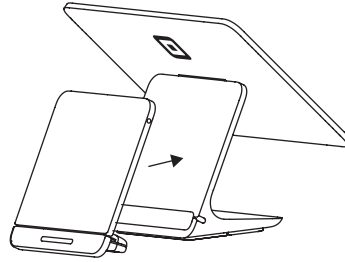
Undocked

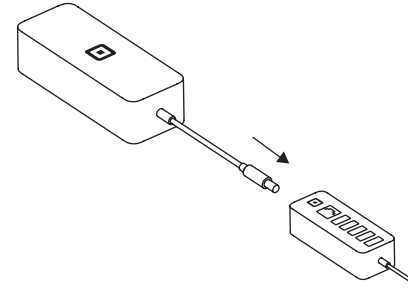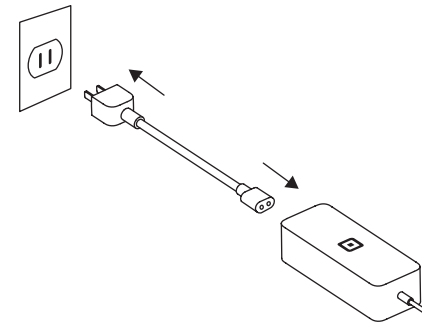Grab the included customer display cable. Plug one end into the customer display and the other end into the bottom of Register.
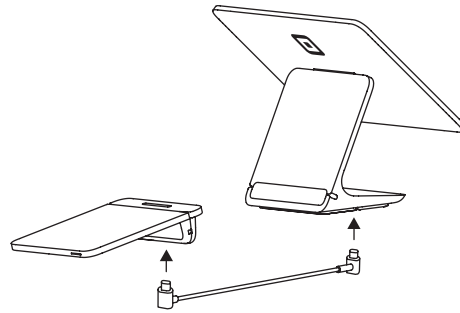
6. Power up

Press the power button on the base of the Register display until the Square logo appears on the screen.
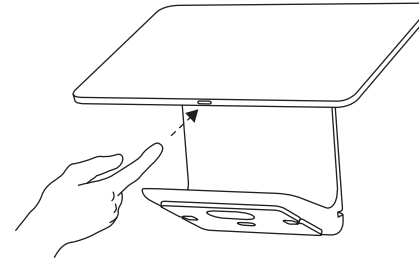
7. Sign in

You can now sign in with your Square account. If you're new to Square, create your free account at **square.com/signup**.

All set up? Learn how to create items, add your business logo to the customer display, and more at **square.com/register-setup.**

HOW TO TAKE PAYMENTS

Docked
Position Register so your customers can easily see the customer display and pay with their cards and devices. To take a payment, ring up the sale and tap **Charge**.

Undocked
Make sure the customer display is correctly oriented so it's sitting horizontally on your countertop. Position the customer display so your customers can easily see it and pay with their cards and devices. To take a payment, ring up the sale and tap **Charge**.
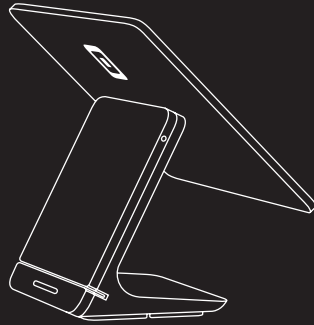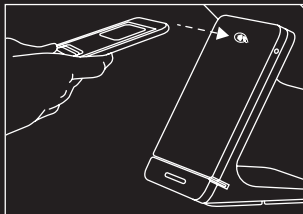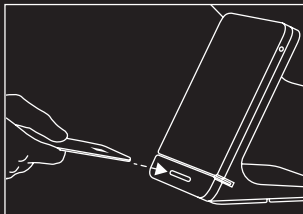

Tap	Dip	Swipe
Ask your customer to hold a contactless device or card near the customer display to trigger payment.	Ask your customer to insert a chip card into the chip card slot on the customer display and leave it in place until the sale is complete.	Ask your customer to swipe a magnetic-stripe card through the magstripe reader on the customer display.

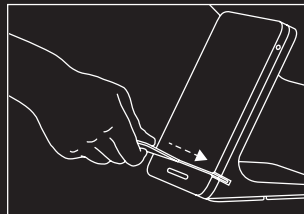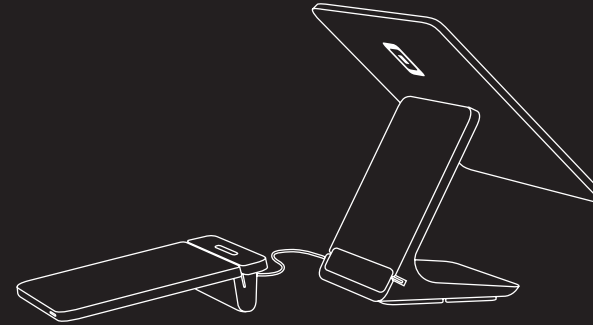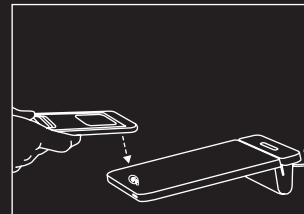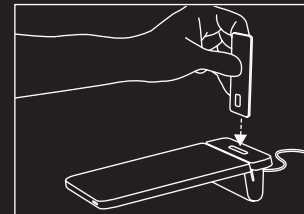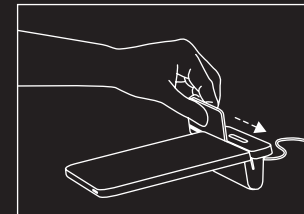| Tap	Dip	Swipe
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MOUNT SQUARE REGISTER TO YOUR COUNTER WITH ADHESIVE

1. Pick a spot

Using a damp cloth, clean the area where you want to secure Register. Wait for the surface to dry completely.
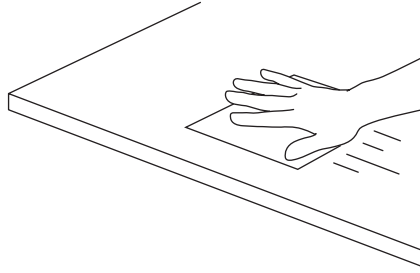
2. Prepare the adhesive strips

Grab the mounting plate. Remove the backing from the adhesive strips located on the underside of the plate.
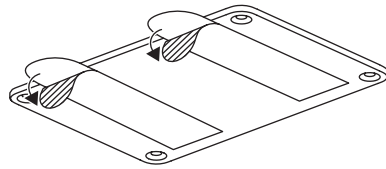
3. Position properly

Make sure the raised cleat of the mounting plate is on your side of the counter, not the customer's side. Adhere the plate to your counter in the desired position and press down firmly for 30 seconds. Wait 30 minutes for the adhesive to set. If you need to remove the plate, slowly pull the tabs on the adhesive strips until they release.
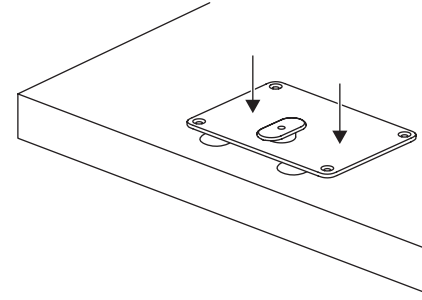
4. Twist and lock

Place Register onto the mounting plate with the larger screen facing right. Make sure the cleat is positioned in its slot. Turn Register 90 degrees clockwise so it locks in place.
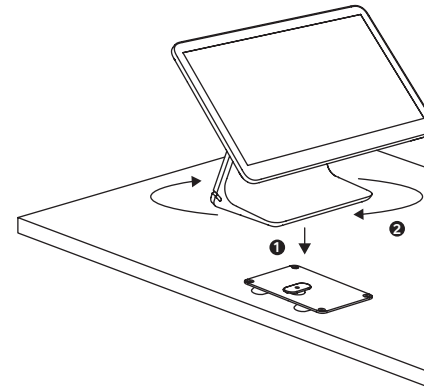
MOUNT SQUARE REGISTER TO YOUR COUNTER WITH SCREWS

1. Pick a spot

Grab the mounting plate. Pick a spot on your counter for Register, position the plate, and use a pencil to mark the four screw holes on your counter. Make sure the raised cleat is on your side of the counter, not the customer's side. Note: Maximum counter thickness is 2 inches (50 mm).

2. Drill your counter carefully

You need a drill and the included tools: drill bit, screws, and thumb nuts. Use the drill and drill bit to make the four holes you've marked for the plate.

3. Position properly

Position the mounting plate onto the holes you've drilled, then insert a screw into each hole. From the underside of your counter, place a thumb nut onto each screw and tighten until the thumb nut is flush against your counter.
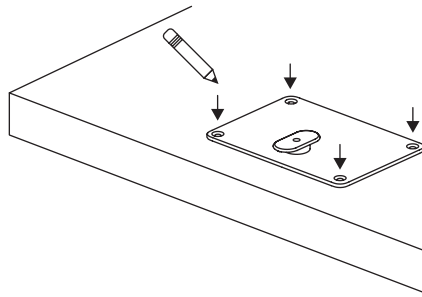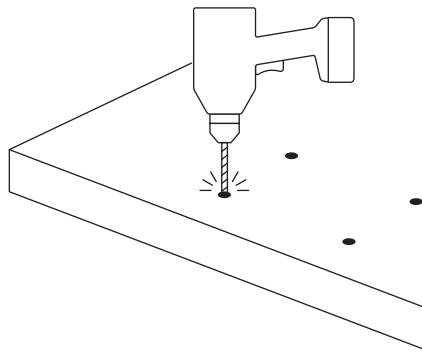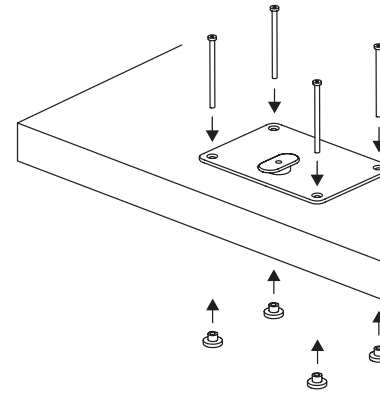
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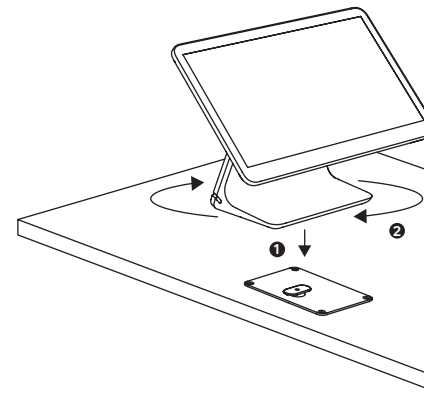
HOW TO USE THE ACCESSORY HUB

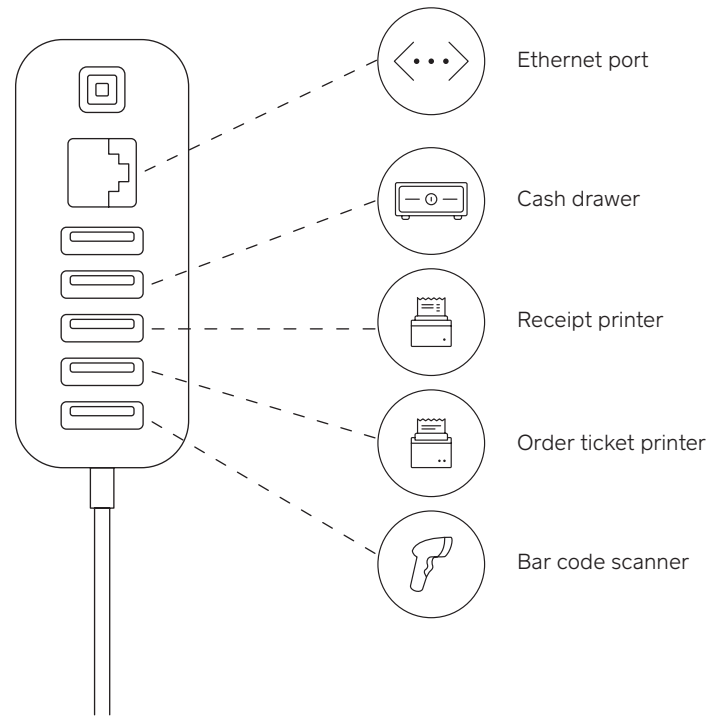The accessory hub gives you USB ports to connect a cash drawer, printer, or bar code scanner, and an Ethernet port if you need a wired internet connection. To learn more about setting up accessories and connecting to the internet, go to **square.com/register-setup**.

Ethernet port

Cash drawer

Receipt printer

Order ticket printer

Bar code scanner

Note: Only use the Ethernet port for connecting Square Register to the internet.

HELP AND SUPPORT

Read our FAQs, learn more about compatible hardware, and get troubleshooting support at **square.com/register-setup**.

HARDWARE WARRANTY

You're covered from defects for up to two years under a limited warranty. See **square.com/warranty**.

FREE 30-DAY RETURNS

Square offers a 30-day, risk-free return policy for all purchases made from **square.com/shop**. Simply go to **square.com/returns** so we can make things right. After a return is complete, a refund will be credited back to you.

REGULATORY INFORMATION

You can view regulatory information for Square Register by going to **Settings › General › About Register › Regulatory**. To view FCC information, go to **Support › Legal › Hardware Disclaimer**.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

ACCESSORY HUB INFORMATION

Hub output provides power to peripherals. Register output provides power to Square Register.