Square Reader

Getting Started

EVERYTHING YOU NEED TO GET STARTED

Contactless and chip

Indicator lights

Card slot

Power button

Charging port
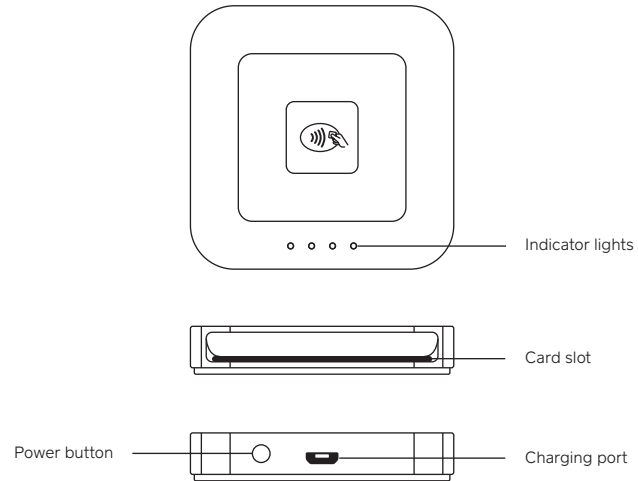
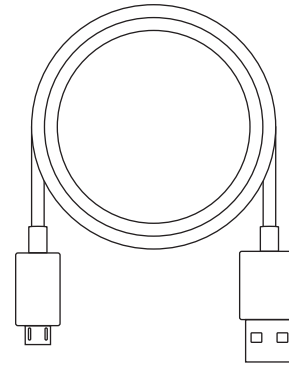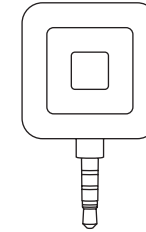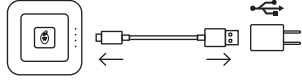**Micro USB cable**

Use this cable to charge your reader. You can also use it to connect your reader to Square Stand.

Magstripe

Plug this magstripe reader into the headset jack of your device to swipe cards without a chip.

1. Charge

It's just like charging your phone. Plug one end of the cable into your reader, and the other end into a computer or USB wall charger. To check if your reader is fully charged, press the power button once. When you see four green lights, you're good to go.
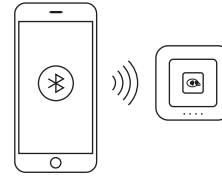
2. Update

Make sure you have the latest software for your smartphone or tablet and the latest version of the Square app. If you're new to Square, download the app from the App Store or Google Play to create an account.

3. Connect

Grab your device. Turn on Bluetooth, usually found in your device's settings. Open the Square app. Tap ☰ (top left) › **Settings › Card Readers › Connect a Reader › Square Reader for contactless and chip**. You'll see the "Pair Your Reader" screen. Leave this on.

4. Pair

Grab your reader. Press and hold the power button for about three seconds. When four orange lights start flashing, release the button. A Bluetooth pairing request will then appear on your device. Tap **Pair** and you're ready to take payments.

Need help?

Watch step-by-step setup videos at **square.com/setup.**

Note:

If you use Square Stand, simply plug in your Square Reader with the included micro USB cable.

## HOW TO TAKE A PAYMENT

Tap

In the Square app, tap **Charge** and wait for a single green light to appear on the reader. Your customer can then hold a contactless device or card near the reader to trigger payment.

Dip

In the Square app, tap **Charge** and wait for a single green light to appear on the reader. Your customer can then insert a chip card. Leave it in place until you see four green lights.
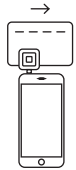
Swipe

Insert Square Reader for magstripe into your device's headset jack. Run traditional magnetic-stripe cards without a chip through the magstripe reader.

Pro tip:

Your reader will go to sleep after a period of inactivity. To wake it up, simply press the power button once.

PUT YOUR BEST READER FORWARD

Position your Square Reader so customers can hold their contactless devices near it and dip their chip cards. The Dock for Square Reader can help you do this. Learn more at **square.com/dock**.
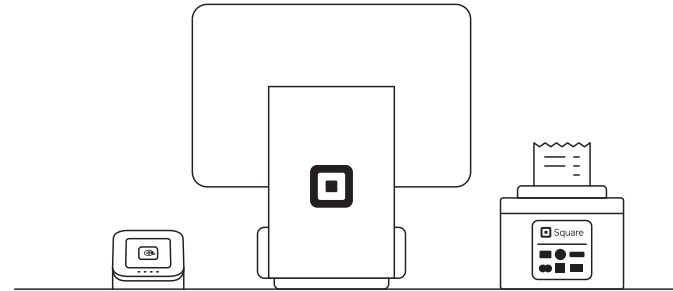
FREE 30-DAY RETURNS

Square guarantees a 30-day, risk-free return policy for all purchases made from **square.com/shop**. After a return is complete, a refund will be credited back to you.

HARDWARE PROTECTION

If something goes wrong with your reader, you're covered for up to one year. Simply go to **square.com/returns** so we can make things right.