

# Instructions for Using Square Reader: Magstripe, Chip Cards and Contactless

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## First step for all:

Request an invitation to become a CTE Square staff member and provide your email address; email will be sent to you; respond to the email; create your own account on the SquareUp website (<https://squareup.com/login>); download the Square app to your phone. Make sure phone is fully charged on the day of the sales.

## Accepting Magstripe Credit Cards



1. Open the app on your phone by tapping the [Square Card Reader](#) icon.
2. Sign in with the email address and password you used when signing up for a staff account.
3. Plug the card reader into your 3.5mm headset jack.
4. Enter the amount and [item description](#) for your payment.
5. Swipe quickly and smoothly, making sure the black magnetic strip is facing the thick end of the reader.
6. Once you see the signature screen, have the customer sign with their finger.
7. Tap "Continue" and input your customer's phone number or email address to deliver a receipt.
8. You'll see the final confirmation screen after a payment is complete.

## Accepting Chip Cards

1. Make sure the Reader is fully charged using the USB cable (about 2-3 hours)
2. On your phone: Settings – make sure Blue Tooth is turned on
3. Open Square app>Settings>Card Reader>Connect to Reader>Contactless and Chip Reader
4. Place Chip Reader near your phone
5. Press button on side of Chip Reader; 4 blinking orange lights mean the two devices are pairing
6. In Register, select the Reader with the same serial number (Reader #2 is 1905; is on back of reader)

7. When connected, you'll see 4 solid green lights and banner saying, "Reader ready"
8. Insert credit card with chip facing up in the slot at top of Chip Reader; leave it in throughout the transaction until a checkmark displays showing it went through
9. Ask customer to sign with finger; ask for email address or phone number to send them a receipt

### **Accepting Cards using Contactless Reader**

1. Choose the item or amount from the Register menu
2. Tap "Charge"
3. When Reader is ready, 1 green light comes on
4. Have the customer hold the phone on the Reader
5. When 4 green lights appear and chime sounds, the transaction is complete and a checkmark is displayed
6. Ask customer to sign with finger; ask for email address or phone number to send them a receipt