

## SQUARE TABLET USER GUIDE

**NOTE: ALL ITEMS MUST BE PAID FOR, NO TABS**

The Tablet uses a Square App which is more user friendly than the small Terminal.

If the Tablet has a blank screen, it will be in one of two states:

1. Asleep normal
2. Powered off sometimes, if turned off by previous user

Try to awake from 1. first. Push the button top right once, gently.

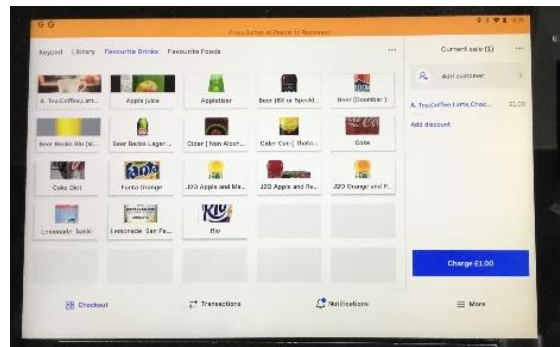
Within seconds the screen should light up.

Ignore any Google messages, swipe screen upwards from the lower area and you should be in the Square checkout area, either Favourite Drinks, Favourite Food or Library. The actual area will be highlighted in blue.

You can toggle between areas by touching the one of choice.



Waking from sleep mode



Square checkout area

If there is no response to one touch on the button, try to restart from Powered off state.

Hold the start button down for a count of 4. Release button and wait.

Within 5 seconds you will see the BUSH start screen, wait until the date and time have set then swipe up from the lower section of screen. You will see the Square symbol appear.

Tap this once, DO NOT HOLD DOWN.

The software will load and you will be in the checkout area.



When date and time set, swipe up on screen



Tap SQUARE symbol once

## TAKING PAYMENTS

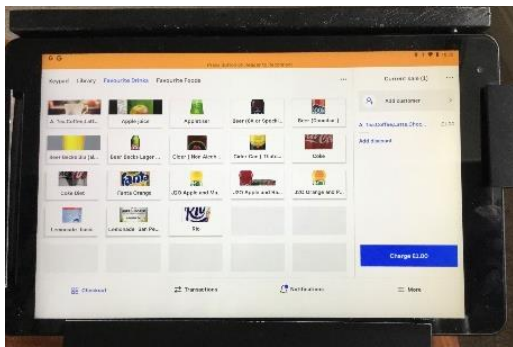
In one of the CHECKOUT areas, Library, Favourite Drinks, Favourite Food, select items.

For multiple quantities push the selected item the required number of times, e.g. for 3 teas push the tea icon 3 times.

You can toggle between categories, Food, Drinks, Library. This makes taking payment easier. Eg, select Favourite Foods and click on the food icons to add them to the total. Switch to Favourite Drinks and add them to the total.

When all items have been added, inform your customer of the total, push 'Charge' and ask them to hold their card over the (white) card reader on the counter. Wait until payment is approved.

If swiped card is not authorised, ask customer to insert card in front of card reader and turn the tablet toward them so that they may enter their pin code. Wait for authorisation approval.



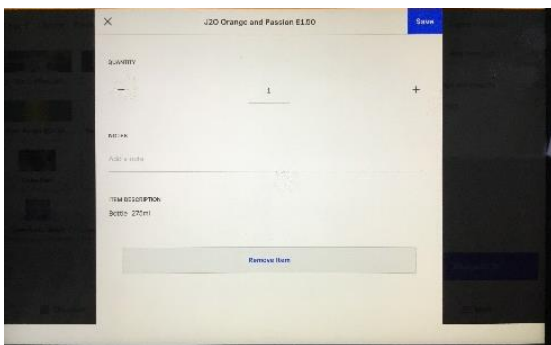
Select Food or Drink items, then Charge



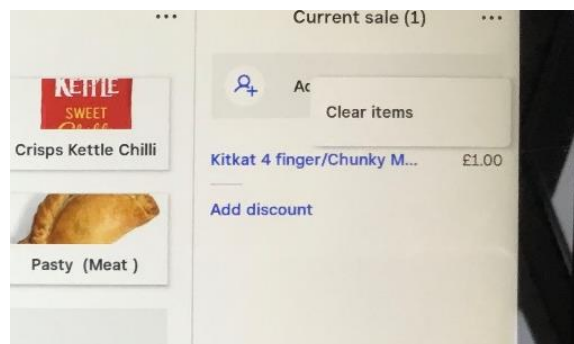
Ask customer to swipe or insert card

If you have made an error in adding items to the total, there are two ways to correct it.

1. Tap on the item to change. It can then be increased, decreased or removed. Tap 'Save'
2. Select the 3 dots at the top right of the screen, tap 'Clear Items' and all will be deleted.



Tap item to alter quantity or remove. Save



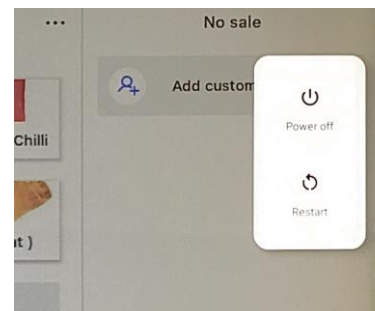
Select ... (3 dots) to clear all items

## Screen ON time

The Tablet is set to sleep after 1 hour of inactivity.  
To wake it up, push the ON button, once, gently

## To shut down after service

1. Either just leave it and it will go into sleep mode
2. You can Power off to save energy usage.  
Make sure you are in Checkout  
Press and hold ON BUTTON for a count of 2.  
A tab will appear top right, touch 'Power off' and the Tablet will shut down.



Hold ON BUTTON for 2 secs, touch Power off

*Make sure Tablet and Card Reader are connected to USB outlets on plug socket.*