Square Terminal

Getting Started

PROJECT		DELIVERABLE	**GSG - US - 8 pages**
DESIGN		SIZE	Flat: 343mm x 77.8mm Folded: 171.5mm x 77.8mm
PRODUCTION		MATERIAL	Text: 128g C2S
PART #	M-LIT-0184	FINISHING	Diecut, score, fold, staple
REV	-04	VENDOR	RRD China
VERSION	M03	MODIFIED	September 24, 2018 11:22 AM
FILE NAME	M-LIT-0184-04_T2_GSG_8-pages_US_M03		

INKS 1/1 + Anti-scuff Matte AQ

BLACK + MATTE AQ

PRODUCTION NOTES

Adhesive ————
Dieline ————
Perf — — — — —

REV NOTES

REV-02 (06/18): DVT
REv-03 (09/17): MP

CONTRIBUTORS	APPROVALS
COPYWRITING ☐ Approved ☐ Changes	**CREATIVE** ☐ Approved ☐ Changes
EDITING ☐ Approved ☐ Changes	**LEGAL** ☐ Approved ☐ Changes
LOCALIZATION ☐ Approved ☐ Changes	**PMM (MARKETING)** ☐ Approved ☐ Changes
IMAGING ☐ Approved ☐ Changes	**COUNTRY MANAGER** ☐ Approved ☐ Changes
OTHER _____ ☐ Approved ☐ Changes	**PROGRAM MANAGER** ☐ Approved ☐ Changes

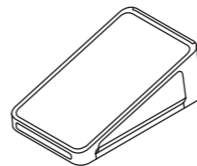**Thanks for choosing to sell with Square Terminal**

Start by pushing the power button located on the lower-left side of Terminal until the Square logo appears on the screen. Follow the steps on screen to connect to the internet, and then sign up for a new Square account or sign in to your existing account.
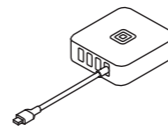
More information about getting started is also available at **square.com/go/terminal-guide**.
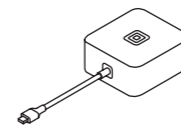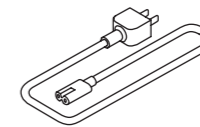
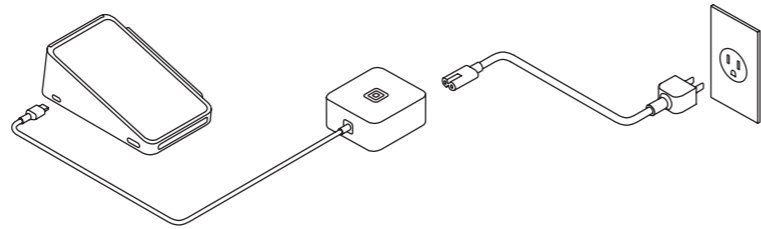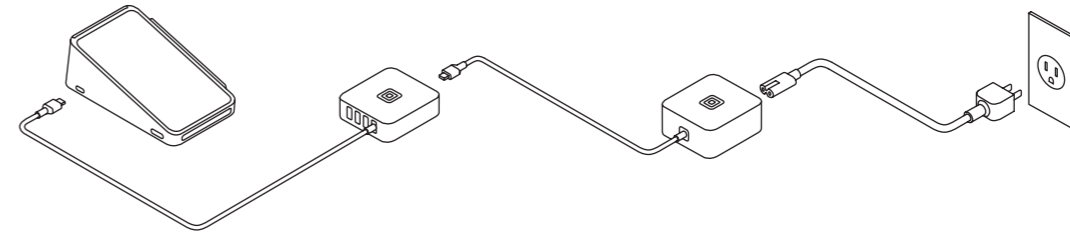| Square Terminal | Accessory hub | Power adapter | Power adapter cable | Receipt paper |

Charging your Terminal

Terminal has a rechargeable battery so it doesn't always need to be plugged into a power outlet. When the battery is running low, simply charge it up.

1 Plug the power adapter into Terminal.

2 Plug one end of the power adapter cable into the power adapter.

3 Plug the other end into a power outlet.

Setting up Ethernet and accessories (optional)

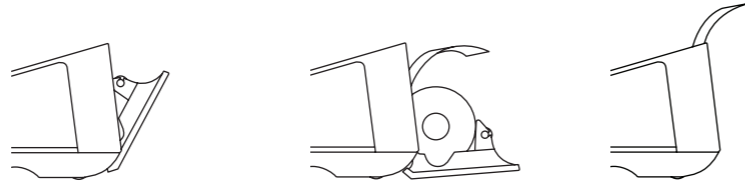**1** Plug the accessory hub into Terminal.

2 Plug accessories into the USB ports. For a wired internet connection, plug in an Ethernet cable.

3 Plug the power adapter into the accessory hub.

4 Plug one end of the power adapter cable into the power adapter and the other end into a power outlet.

To learn more about accessories and connecting to the internet, go to **square.com/go/terminal-guide**.

Loading receipt paper

Make sure you position and orient the roll exactly as shown in step 2. When tearing off a receipt, tear down toward the screen.
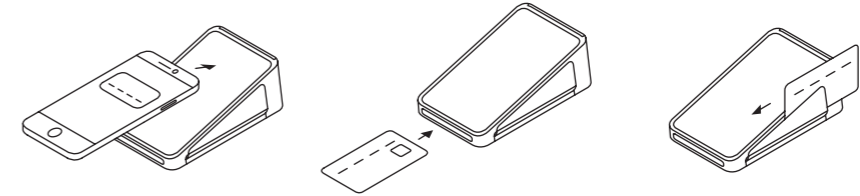
1. Open the printer door located just above the screen.

2. Unroll about an inch of paper from a new roll. Put the roll in the printer as shown above.

3. Align the paper with the feed slots, and then close the printer door. Tear off the excess paper.

To view compatible receipt paper and to reorder, go to **square.com/go/terminal-paper**.

Taking payments

Terminal lets you accept all major cards and contactless payments. To take a payment, ring up the sale and tap **Charge**.

Tap
Hold the device or card near the screen to trigger payment.

Dip
Insert the chip card into the slot with the chip facing up.

Swipe
Swipe the card with the magnetic stripe facing Terminal.

To learn more about taking payments, go to **square.com/go/terminal-guide**.

HELP AND SUPPORT

Read our FAQ, learn more about compatible accessories, and get troubleshooting support at **square.com/go/terminal-guide**.

HARDWARE WARRANTY

You're covered from defects for up to one year 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 Terminal by going to **Settings › General › About Terminal › 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.

Square Terminal - SPD1-01
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