



## Square Pairing Instructions



### ### PRO TIP ###

If you have an older model Square reader that plugs into your headphone jack, you can still use it. Just continue through the pairing steps as described below and instead of having to pair it wirelessly, your reader should already be shown, connected, and ready to use.

### Check the Battery of Your Square Reader

For an accurate battery reading, unplug your reader from any power source. Firmly press the button on the reader. Green lights indicate that you're charged and ready to go. If you see a single red light, charge up immediately. Once your reader is on, you don't need to worry about turning it off. It'll automatically go into sleep mode after 2 hours of inactivity. To wake it up from sleep mode, firmly press the button on the side of the reader once.

### Charge Your Square Reader

Connect one end of the accompanying USB cable to your reader and the other end to a USB port like a cell phone charger, computer, or car charger. It will take around 2 hours for a reader with a low battery to charge completely.

### ### PRO TIP ###

You can also use the Dock for the Square Reader to keep your reader charged and in place while you take payments.



## Connect Your Square Reader

The connection process is slightly different than what you may be used to within the Square app directly. Below are the steps to connect your Square reader and Square account to the Celebrate! POS.

- 1) Start the *Celebrate!* POS app
- 2) From the login screen, press the "Settings" icon at the upper left corner of the screen
- 3) Select *MODE #2 – Digital Receipt Book + Square*
- 4) Exit settings, log into your account, and create a new "test sale".
- 5) Select **CREDIT** as payment method then click the red button to authorize your Square account.
- 6) Login to Square using your Square ID/PW. Depending on your Square account's security settings, you may be required to enter a security verification code. After entering the code, you will be automatically taken to the pay screen.
- 7) Since this is your first time, you need to pair your card reader:

Click the "X" at the upper left of the payment box then click the red "Connect Card Reader" button. Follow the pairing instructions displayed on the screen.

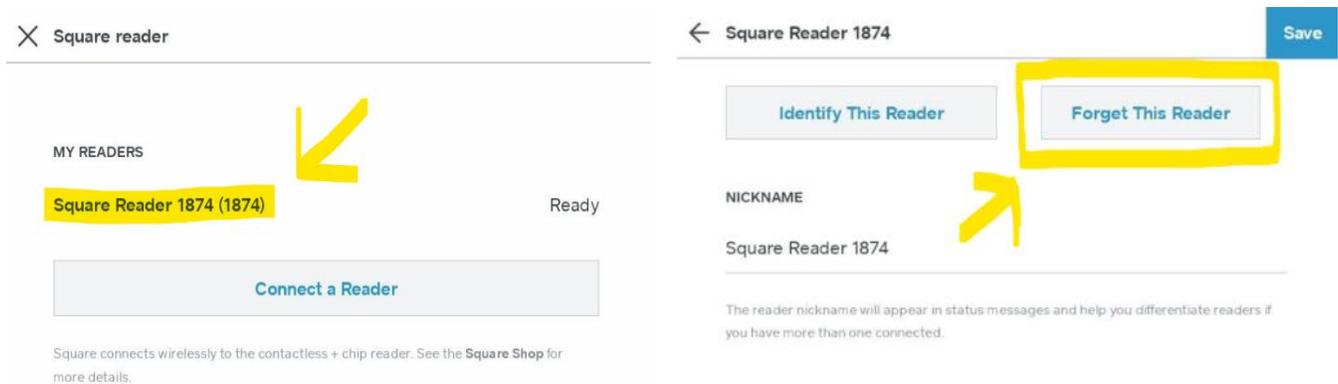
- Put your reader into pairing mode by pressing the reader's button for 3-5 seconds.
  - **Remove your finger as soon as you see orange flashing lights.** If you see red flashing lights, you've held the button too long and you need to try again.
  - If you need to reset your card reader to try again from scratch, hold the button on the card reader until you see red flashing lights (10-15 seconds).
- 8) Once your reader connects, Square may check for updated firmware. An orange bar will appear at the top saying it's checking for updates. Sometimes this can take 5-10 minutes so be patient. Once it's done, it will be paired and ready to us.



9) If you see an error or it's not working, go back to the pair screen and see if your card reader is showing on the list. If so, tap on it to reconnect the POS tablet to the reader. If this fails, then remove the reader from the list and go through the pairing process again.

## TIPS

- The wireless connection may be lost if the reader and device are more than 10ft apart.
- **If your reader was previously paired to a different device:** Keep in mind, if you are reconnecting a reader that was previously paired to a different device, you may need to forget your reader from the device it was previously paired with.



## PAIRING ISSUES

### Error while attempting to pair

- If you see an error, make sure the reader is charged up (plug in if needed) and that the reader is right next to the tablet.
- Tap on the Square reader under the *MY READERS* list, tap the "Forget This Reader" and then tap it again when the button turns red to remove it.
- Click "Connect card reader" button and try pairing again.



### Card reader not appearing when pairing

- Make sure the reader is not already paired and connected to another device like your phone. Card readers can only connect to 1 device at a time.

### Card reader not showing 4 yellow flashing lights

- As instructed during the pairing process, you must hold the button on the Square reader for 3-5 seconds until all 4 lights on the reader flash yellow. If when you release the button, you see 1 red light or 2-4 green lights, then this means the reader is already connected to another device. Please check any other device that may have been previously used with the Square reader and ensure it is disconnected.
- You can disconnect the reader from the other device by going to your Bluetooth page and either turning Bluetooth off, disconnecting from the card reader, or unpairing it.