



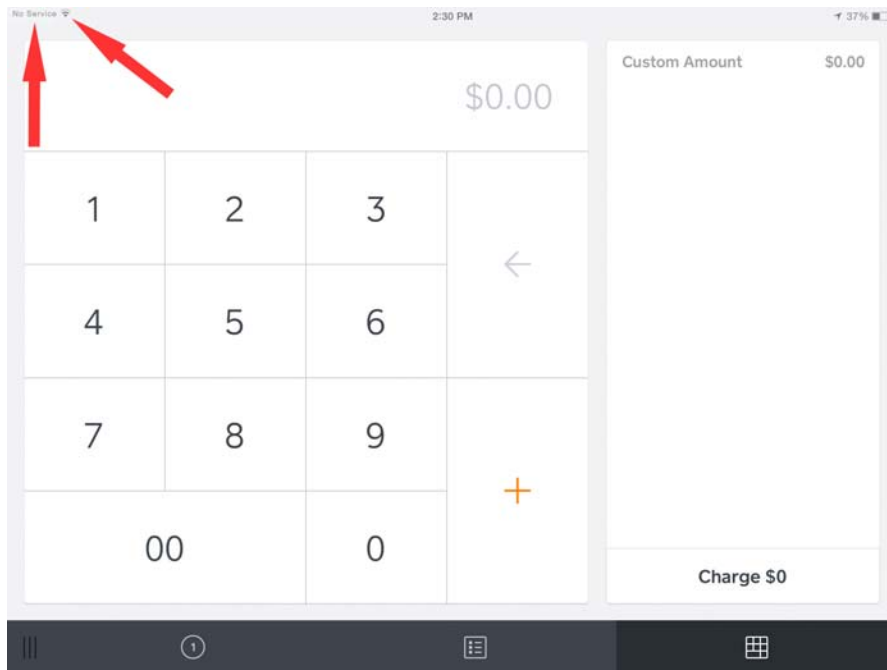
We have replaced the iPad Mini with a new iPad Square Stand. The software is the same, it just renders slightly different on the iPad. The iPad permanently lives in the Square Stand and does not need to be taken out to be charged. However, under the desk there is a permanent power cable to the stand. Please do not unplug the power cable from the power strip next to the desk. We purchased this new system to correct any issues with card swiping. We no longer use the little

white swiper. Although they can still be used as a backup with the old iPad mini. This new system is also expandable and should take us in to the future with added point of purchase and accounting features.



Note: along with the Square Register app on the bottom tray, there is also a link to the LDG website & Sitting Calendar and this manual.

IMPOTANT: WiFi Connection



IMPORTANT: This iPad has cellular service, which is used only in emergencies and is usually turned off. This is why it may say “no service” in the top left corner of the iPad. It does **NOT** mean there is no WiFi. The WiFi service is indicated by the “bars” next to the “no service” indication. The normal operation is to use WiFi. This is all set up for you and there is nothing to do.

DO NOT panic if you see “No Service”!

The iPad is always on. It may go into “sleep” mode (black screen), but it never actually turns off. The iPad is set up to go into “sleep” mode after 2 minutes of no use.



Click the **HOME BUTTON** (on the right side of the iPad). This will bring the iPad back to life.

Now Slide your finger left to right (if requested) to unlock the iPad

One of three screens will come up:

- (1) The pass code screen. Enter the 4 digit pass code (**same as the gallery keybox**)
- (2) The Square software. In most cases there is no reason to ever log out of the Square software.
- (3) iPad app screen. Just click the Square Register app on the bottom task bar to get back to the Square software. You may have to re-log into Square. (See further down in this manual.

Again, do not worry if the screen goes black, just click the Home Button again. It will pick up where you left off. Remember secret code to get into the iPad, you should know it. **Same as the key box.**

To open the Square program, click the Register App Icon on the bottom tray.

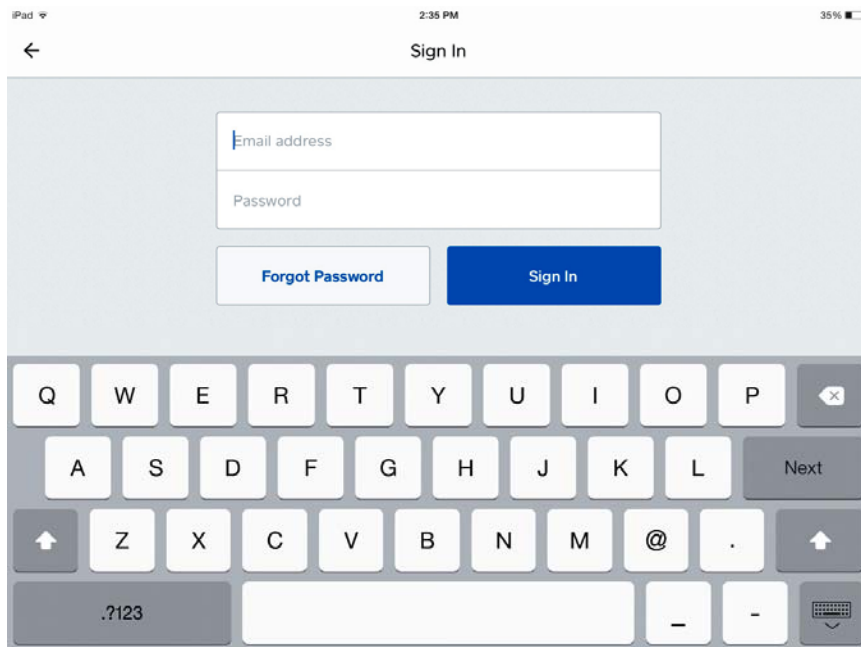
In most cases you will go right into the Square Register and you are ready to go. However, if someone has logged out you will need to sign in.



This is the sign in for Square. (Square changes the picture a lot, but the sign in tab is always there)

Click Sign In (DO NOT Click “Get Started”)

Again, you must remember the iPad also remembers where you (or the person before you) left off. So when you power up the iPad it may be already running the Square App and there is no reason to Sign In.



Enter the LDG Sign In information. To get keypad, tap inside one of the entry blocks.

The **UP ARROW** button toggles between upper and lower case.

The **.?123** button toggles between alpha and numeral characters.

Email address

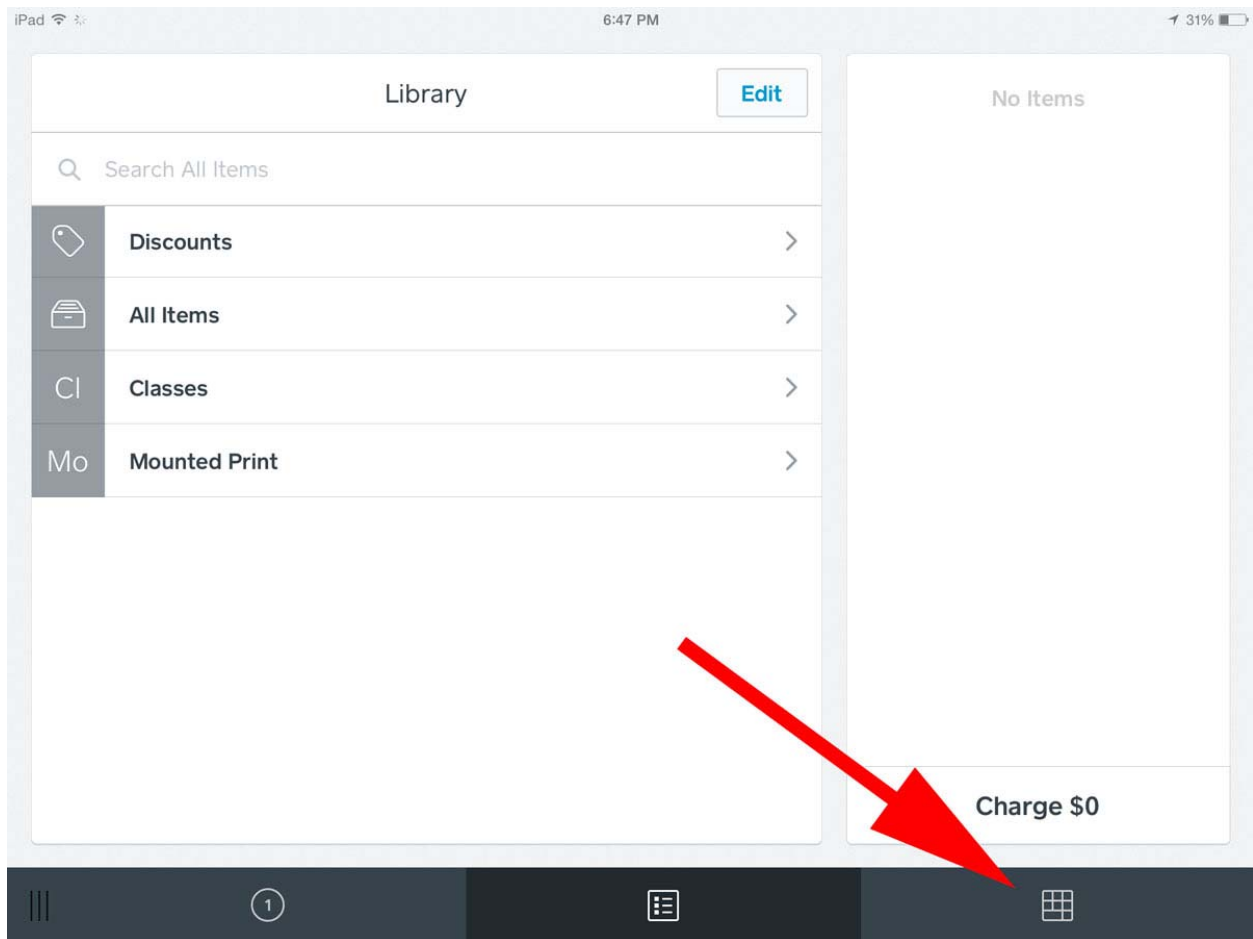
ldgcommunication@gmail.com

Password (the L D G are caps)

all one word **LoadingDockGallery6349**

Click Sign In

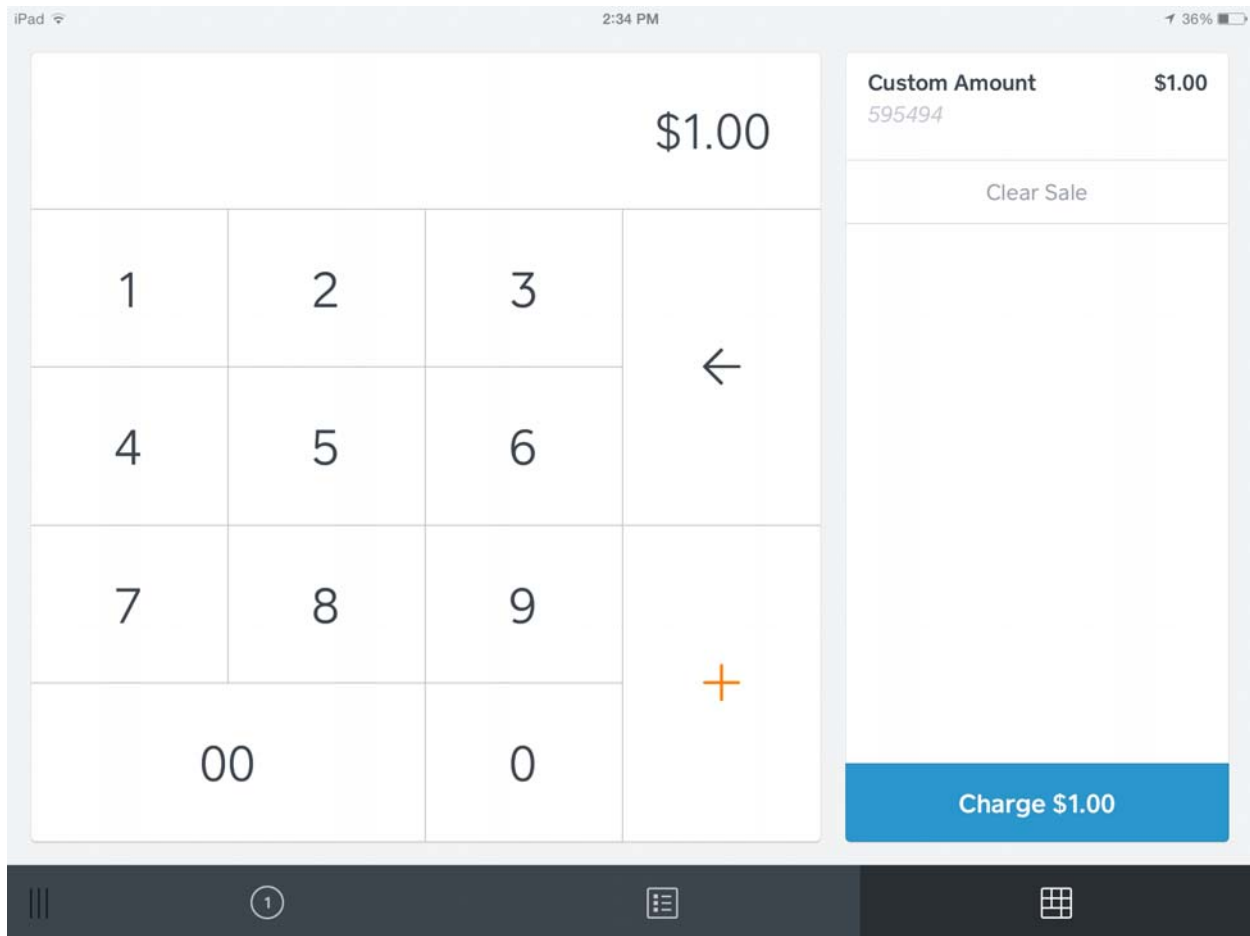
This may be what you see next. **Just click the tab in the lower right corner, the one that looks like a keypad.**



The other tabs will take you to other areas and services in the Square Register system that we are not using at this time. In the past we have had members play around with settings that have caused huge book keeping problems, please only use the Keypad Entry tab.

Ok, this is what we have been working up to, to actually charge something. Even though the iPad and Square are all new, all the past rules apply. **All sales need to be filled out in the Sales Order Book.**

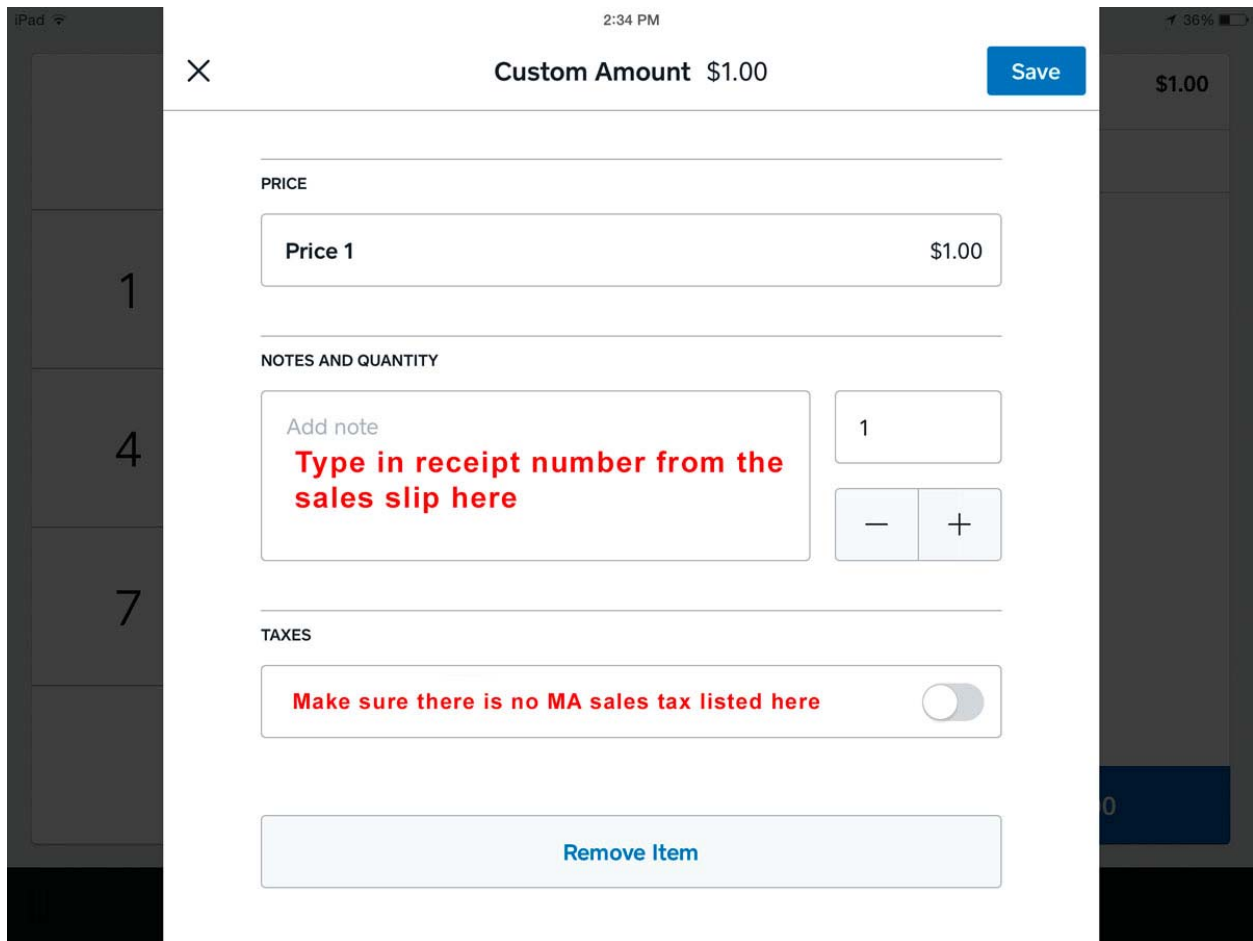
If the customer wants to charge the sale, we accept **Visa, Master Card, American Express and Discover** on the Square.



Enter the TOTAL sale amount from the sales slip (including MA sales tax) using the key pad.

If you make a mistake, just hit Clear Sale and start over.

Now click the Custom Amount tab (top right) and a pop up window will appear.



Type in the number of the Sales Receipt. If the keyboard is not showing, tap inside of the pop up window and it will appear.

Click Save when done

Tax is turned OFF in the Register software settings and should remain so. Tax is computed and totaled on the Sales Order Book.

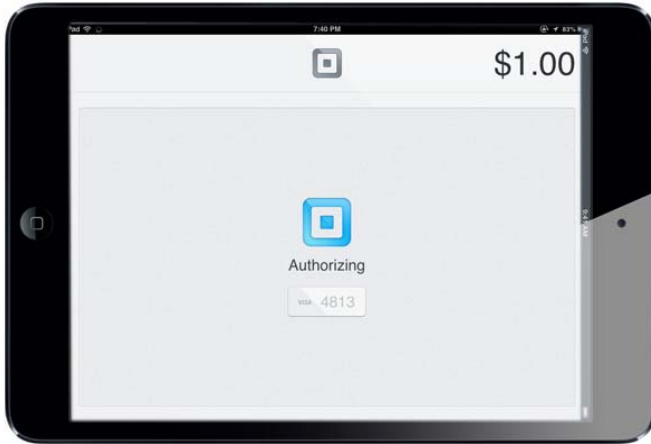
If you make a mistake, just hit Clear Sale and start over.

At this time we only use the Square for credit card charges. The only thing to do here is **swipe the card**

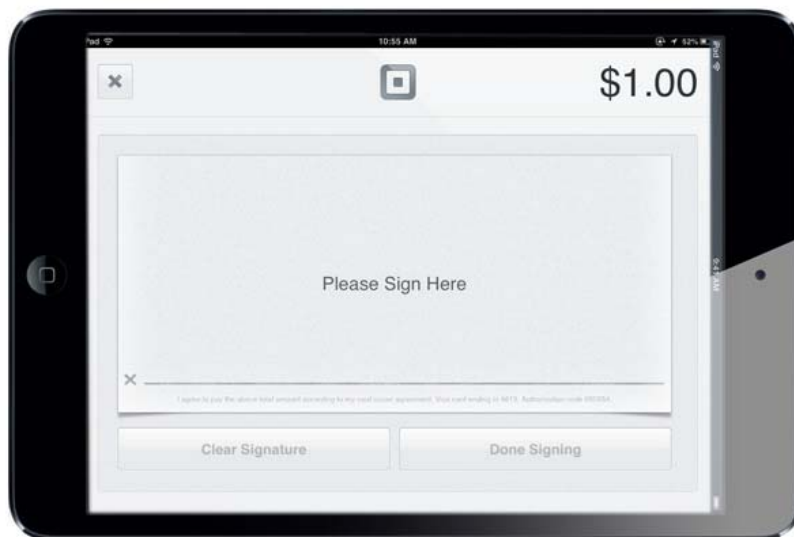


Make sure the magnetic strip is down, the reader will work whether the card is facing you or not.

You should get this after swiping!



When card authorizes you will see this.

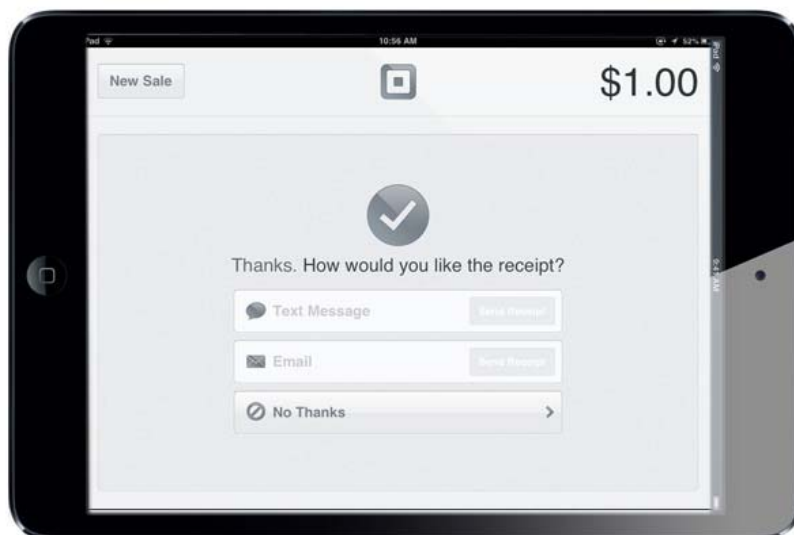


Rotate the Stand so the customer can sign with their finger or stylus.



Once signed, the continue button will light up.

Click the “Done” Button



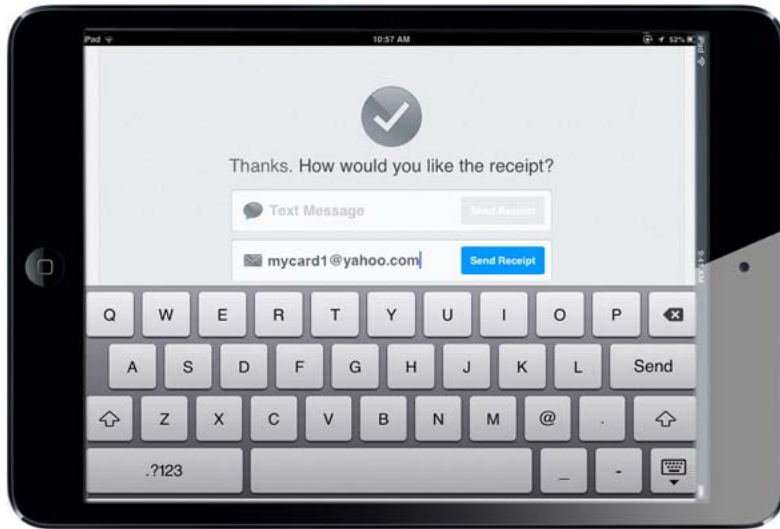
Ask the customer how they want their eReceipt delivered

Text (phone)

Email

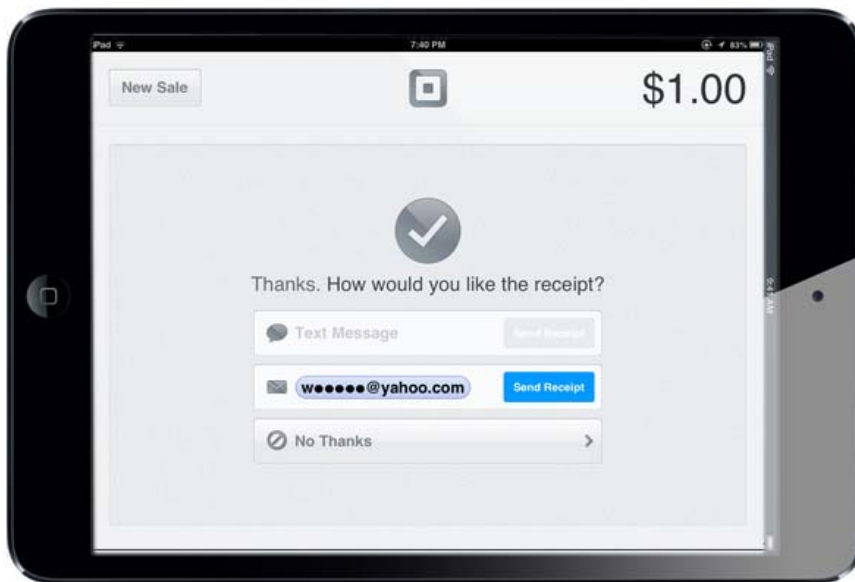
No Thanks

Then click the one they want



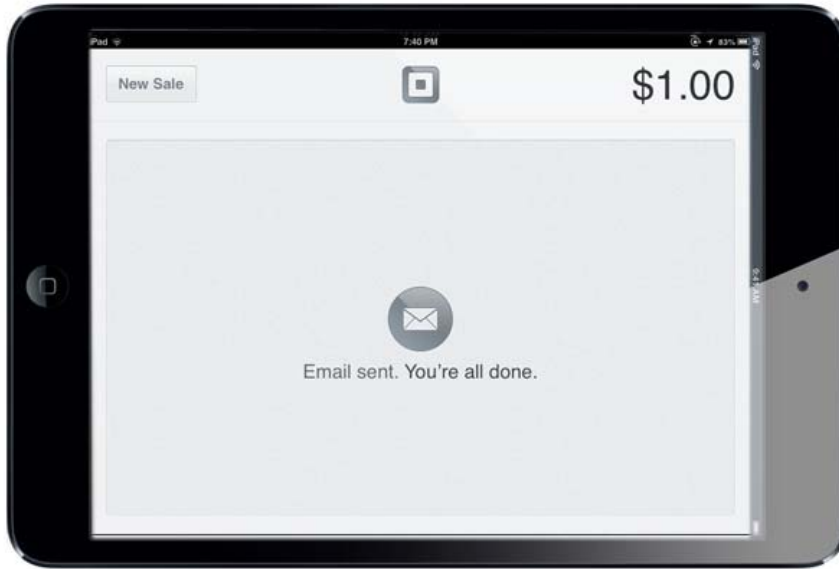
Most choose email, have them type it in.

However...



A lot of people use Square regularly. In that case their email or text information loads automatically.

Either way, click **“send receipt”**



DONE! Click New Sale to return to the key pad screen