Square Terminal

Getting Started

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**.
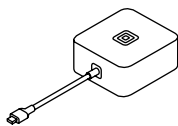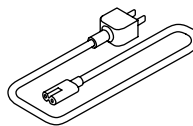
What's in the box
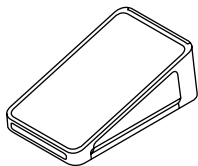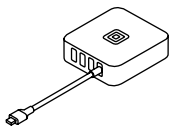
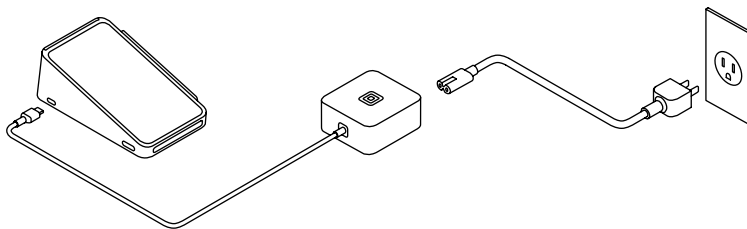Square Terminal   Accessory hub   Power adapter   Power adapter cable   Receipt paper
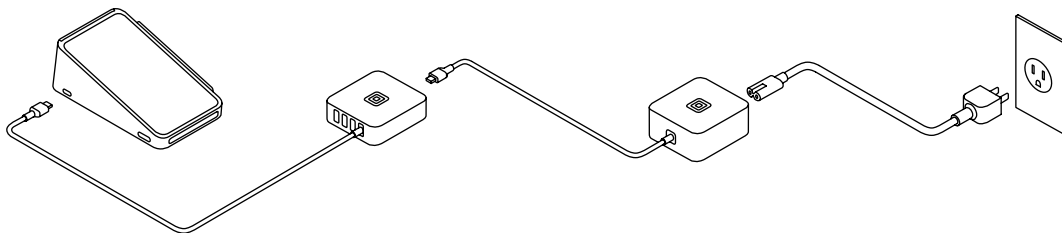
Charging your Terminal

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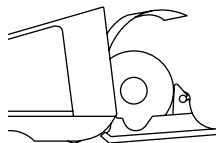
To learn more about accessories and connecting to the internet, go to **square.com/go/terminal-guide**.
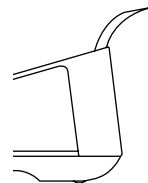
Loading receipt paper

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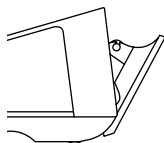
1 Open the printer door
located just above the
screen.

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**.
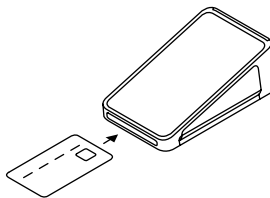
Taking payments

Terminal lets you accept all major cards and contactless payments. To take a payment, ring up the sale and tap **Charge**.
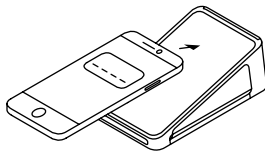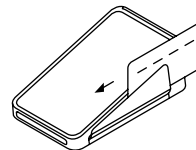
Tap
Hold the device or card near the screen to trigger payment.

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. For body worn operation, this device has been tested and meets the FCC RF exposure guidelines when used with an accessory that contains no metal and that positions the bottom of the device a minimum of 1 in (2.5 cm) from the body.

Square, Inc., 1455 Market St., Ste. 600, San Francisco, CA 94103
square.com/help