



# HOW TO USE: SQUARE READERS

Square readers make payments easy by accepting tap, swipe, and insert transactions. Follow these tips to set up your reader and ensure a smooth event!



## (1) MAKE SURE YOUR READER IS READY

Pick up your equipment ASAP to allow time for charging. It uses USB-C, takes approximately 2 hours to fully charge, and displays 4 green dots when charged.

## (2) ENSURE YOU ACCOUNT FOR FEES

Square charges 2.5% per credit transaction and 0.75% + \$0.07 per debit transaction. Factor these fees into your event pricing. For details, visit [Square's fee guide](#).



## (3) SET UP THE APP AHEAD OF TIME

Square Readers use the Square app - you must create an account and link necessary financial information.

## (4) CREATE ITEMS TO SPEED UP PAYMENT

You can find this option under the Checkout Menu.

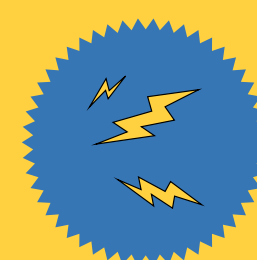


## (5) SET UP TAP TO PAY

You can find this option under the Setup Menu.

## (6) SET UP ADDITIONAL FEATURES

Go to More > Settings > Add Ons, or use the Search function.



## LIMITATIONS TO BE AWARE OF

Square Readers only take tap and insert, while Magstripe readers only take swipe.

## WHERE SHOULD I GO IF I NEED MORE HELP?

If you encounter any functional issues with the Square Readers, please let us know at [cac.events@ams.queensu.ca](mailto:cac.events@ams.queensu.ca)

