Square

Set Up the Square Reader for Contactless and Chip



To connect your reader:

- 1. Go to your device settings and make sure **Bluetooth** is turned on.
- 2. Open the Square app and tap the three horizontal lines in the upper right corner to navigate to the menu or the down arrow at the top of the Square Register.
- 3. Tap Settings > Card Readers > "Connect a Reader."
- 4. Put your reader into pairing mode by pressing the reader's button for 3-10 seconds.
- 5. 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'll need to try again.

When connected, the reader will be listed as Reader Ready in-app.

Any necessary firmware updates will be automatically installed once the reader has been connected.

Now that you're set up, learn more about accepting chip card and contactless payments.

Note: The wireless connection can 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. For more information on reconnecting a reader, check out our <u>troubleshooting article</u>.

What do the lights mean?

Connecting your reader

Lights	Pairing Status
Four orange lights flashing	Reader is in pairing mode
Four green lights	Reader has successfully paired
Four red lights	Reader failed to pair

Accepting a payment

Lights	Payment Status
One green light	Reader is ready to take a payment
Moving green lights	Reader is processing a payment
Four green lights	Payment was accepted
Four red lights	Payment was declined

Checking your battery

Lights	Charge
Four green lights	Battery is 100% charged