

Pumpkin Patch Square App Instructions

This year we are using a Samsung Galaxy tablet donated to the Church; the Square app has been installed on it. Here are some instructions for using the tablet and the app.

1. The tablet power (on/off) button is the top button on the right side of the tablet. Hold it down a few seconds until it comes on and then swipe the screen to unlock it.
2. Use the “eraser” end of the stylus to type on the tablet. It works better than tapping the screen with your finger. The middle button on the tablet brings back the home screen if it has gone to sleep.
3. Be sure you have a Wi-Fi connection by looking for the internet Wi-Fi symbol. If you do not have a connection, go to settings, then connections and then connect to a network, CPFUMC-2B5 for the outside with CPFUMC-2A and CPFUMC-2 as alternate choices, and CPFUMC or CPFUMC-1 for when you are in the office.
4. Attach the square card reader, located in the tablet case, to the microphone jack on top of the tablet in the direction shown on the reader.
5. The Square app symbol should be on the home page. Tap on it and then sign in using the login email address and password.
6. Use the “remind me next time” button when they ask for a mobile phone number and tap continue.
7. The next screen is checkout. You use this for transactions. Type in the amount of the transaction. If correct then tap charge.
8. You will then be asked to swipe to pay. Swipe the customers card with the stripe down facing to the back of the card reader and the card upside down. Swipe left to right.
9. On the next screen have the customer sign in the middle of the page (not by the x in the corner of the screen).
10. Check email, text or no receipt based upon the customers preferences. Some customers will have their email linked to their credit card.
11. After completing a transaction, you go back by using the “new sale” button.
12. For counters tap the 3 bar “more” icon. You can then go to reports, 1d, 1w, etc. Scroll down and you can see gross amounts for the day, week, etc., and fees and net total.
13. To sign out of Square, tap the “more” button and then tap “Sign out Cedar Park First UMC”.
14. Turn off the tablet by holding down the power button.