

CLOVER INSTRUCTIONS

- Push the **button on the right side** of the device to activate it.
- Enter **3763**.
- At the bottom right corner of the screen, touch Sale.
- Enter the total sale amount (*e.g. \$6.00*).
- Select **CASH** or **CHARGE**. *The tax will automatically be calculated for you!*


If CASH:

- Enter the amount of cash received so that the change can be calculated. You will have a choice of most likely amounts that will be given to you (\$6.52, \$7.00, \$10.00) or you can use a custom amount by touching “custom” and entering that amount (*e.g. \$100.00*).
- Click **Continue** (in green).
- Payment Complete (Change due is shown here).
- Ask the customer **“Would you like to round up to support the Friends of the Library?”** If the customer does round up their purchase price/donate their change, just put the extra money in the cash box.
- Click **Print Receipt** if customer would like receipt.

If CHARGE:

- Ask the customer **“Would you like to add a donation to the Friends of the Library?”** Customers can then make a donation on the tip screen by selecting a pre-calculated percentage, a custom amount, or they can skip this option.
- Insert or swipe the card at the bottom of the device.
- Click **Print Receipt** if customer would like receipt.

Extra Tips

- To go back to the Main Screen, touch the circle in the middle of the bottom row of the screen.
- To go back to the Sales Screen, touch the square in the right corner of the bottom of the screen.
- If you mess up entering the sale amount numbers, you can touch the  to delete the numbers. You can also select “CLEAR ALL” when it is in the top right corner of the screen to start over.
- If a credit card won't run by inserting or swiping, a manual card entry can be done by touching the three vertical dots to the right of the **Charge** option.

DETAILED CLOVER INSTRUCTIONS

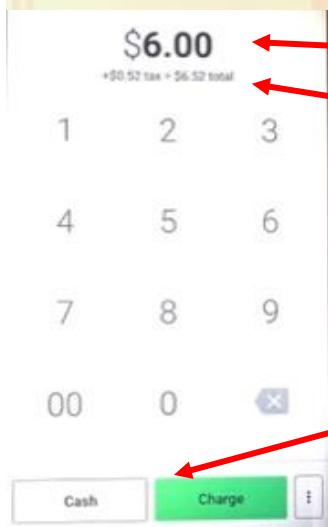


Push the button on the **right side** of the device to activate it.

Enter **3763**.



At the bottom right corner of the screen, touch **Sale**.



Enter the total sale amount *e.g.* \$6.00. The tax is calculated for you!

Let the customer know what the total (including tax) is:
e.g. \$6.52

Select **CASH** or **CHARGE**.

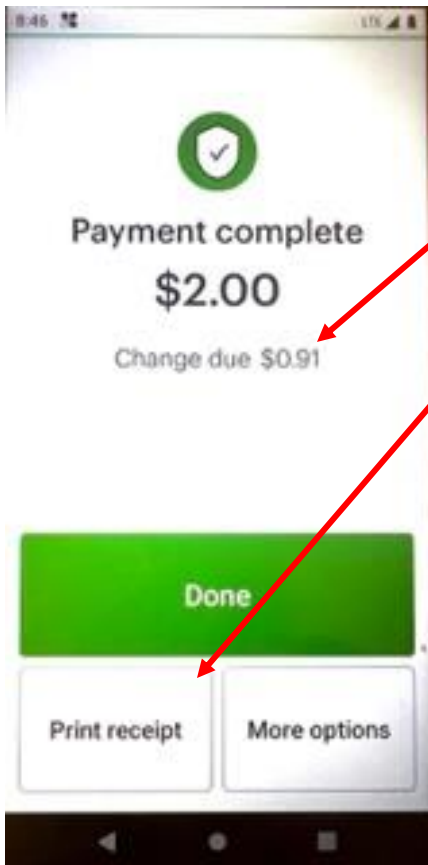


(Cash Option screen)

Enter the amount of cash received from the customer and the change will automatically be calculated for you.

You will have a choice of the most likely amounts that will be given to you (\$6.52, \$7.00, \$10.00....) or you can use a custom amount by touching "custom" and entering that amount (e.g. \$100.00).

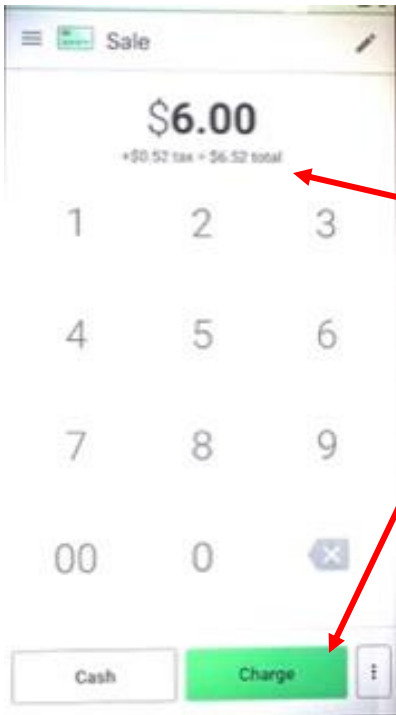
Once you select an amount, a **Continue** option will appear. Select it.



Payment is complete!

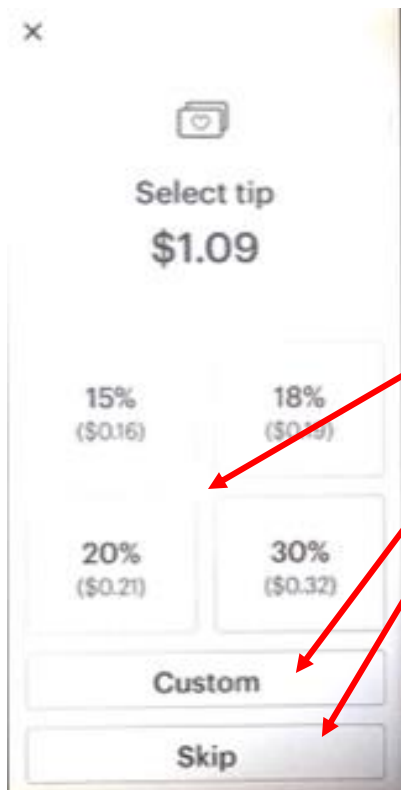
Change due is shown here. Ask the customer "**Would you like to round up to support the Friends of the Library?**" If the customer does round up their purchase price/donate their change, just put the extra money in the cash box.

Click **Print Receipt** if customer would like receipt. (**More Options** allows receipt to be sent via email or text.

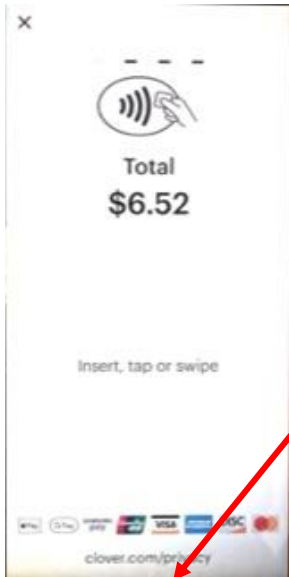


If paying by CHARGE, select CHARGE.

The tax is calculated for you!




Ask the customer **“Would you like to add a donation to the Friends of the Library?”** Customers can then make a donation on the tip screen by selecting a pre-calculated percentage, a custom amount, or they can skip this option.



Insert or swipe the card at the bottom of the device.

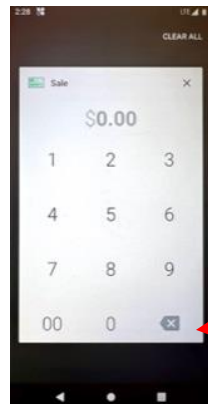
Once that is done, you will have the option to click **Print Receipt** if customer would like receipt. (**More options** allows receipt to be sent via email or text.)

Extra Tips

- To go back to the Main Screen, touch the circle in the middle of the bottom row of the screen.
- To go back to the Sales Screen, touch the square in the right corner of the bottom of the screen.
- If you mess up entering the sale amount numbers, you can touch  to delete the numbers. You can also select "clear all" when it is in the top right corner of the screen to start over.
- If a credit card won't run by inserting or swiping, a manual card entry can be done by touching the three vertical dots to the right of the **Charge** option.



Touch the Circle to go to this Main Screen.



Touch the square to go to this Sales Screen.

CLEAR ALL

DELETE/BACK SPACE