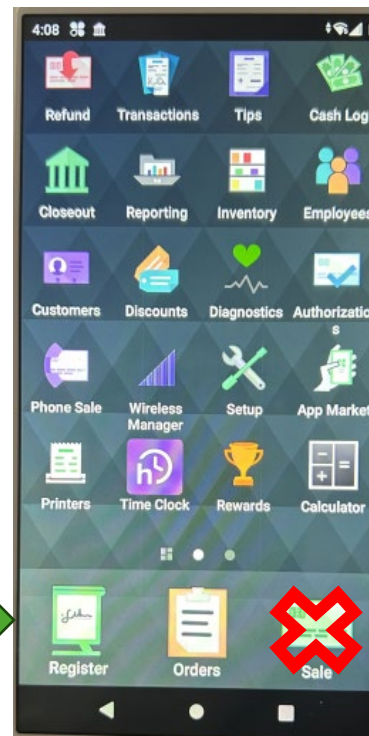
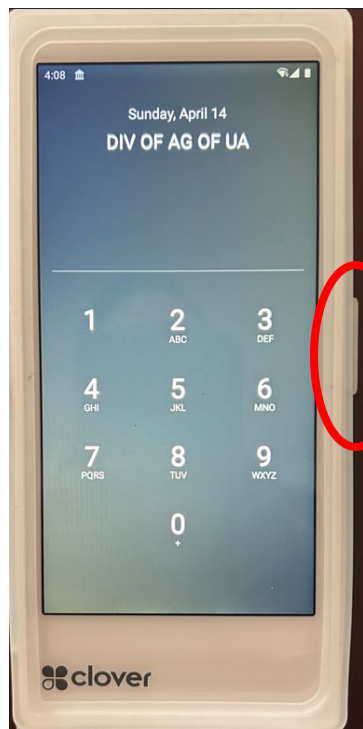


How to operate the Clover Card Reader

- To turn on the device press the button on the right-hand side of the device. A clover will show on the screen until you get to the log on page.

Enter your four-digit code to unlock.

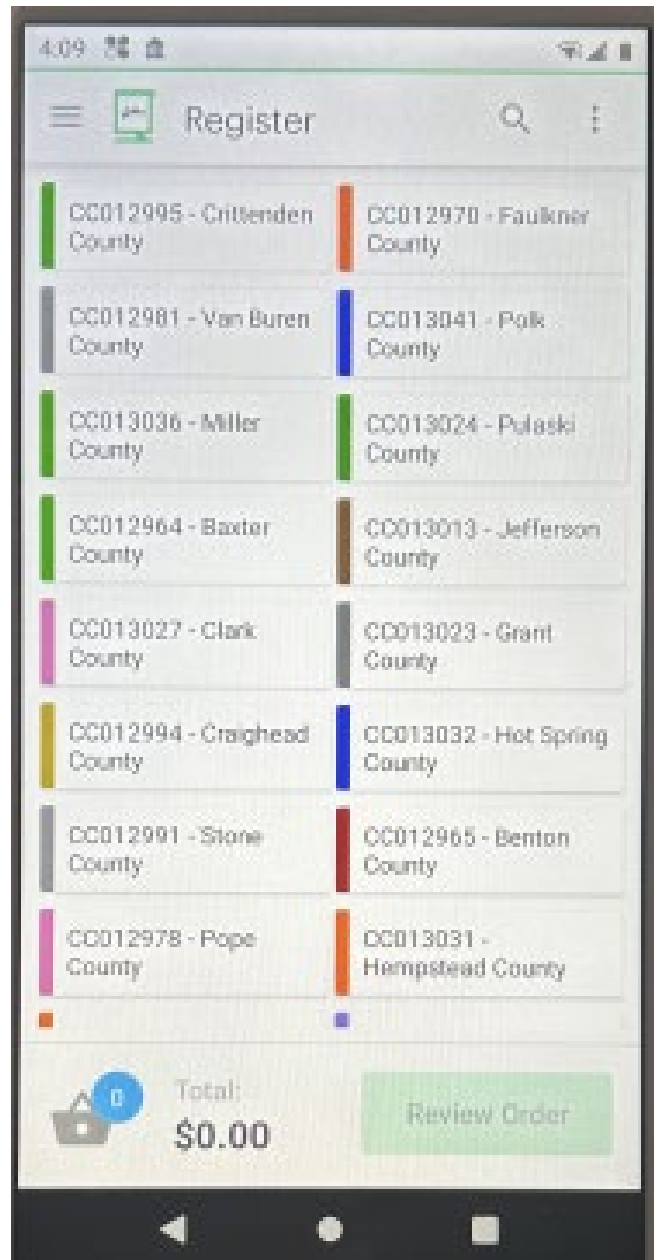


Select **Register** on the bottom left to record a credit card transaction.

DO NOT use the “Sale” button, it does not work for our operation.

- (a) Select your county, (b) then select the Designated Worktag for the sale.

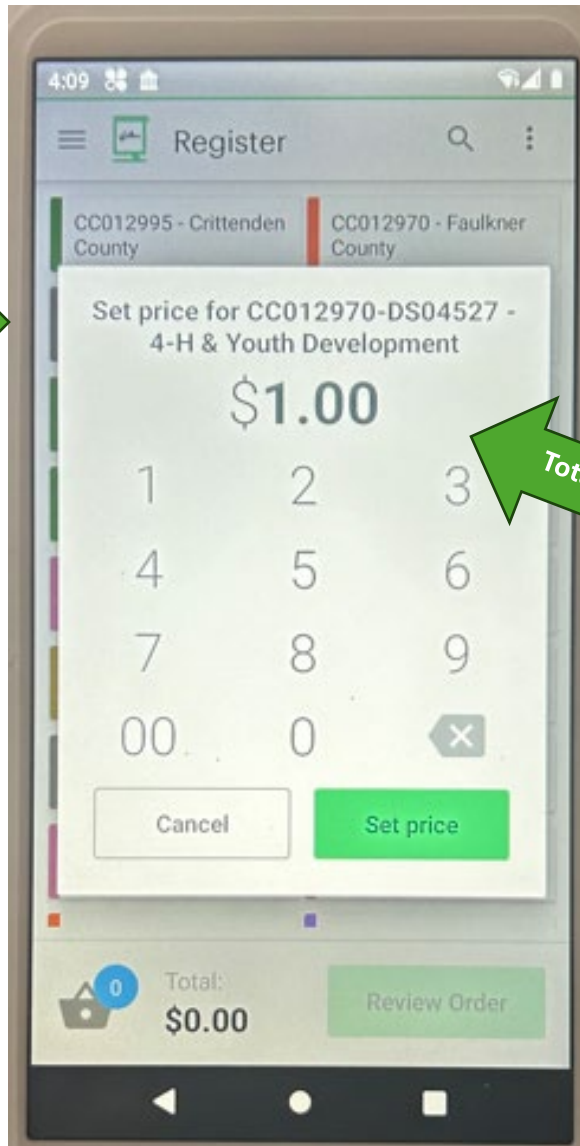
(a)



(b)



- Then a screen comes up with a keyboard to enter in the amount. Review your register. Once satisfied... Select **Set Price**



CC and DS - Is this what you want?

Total Sale

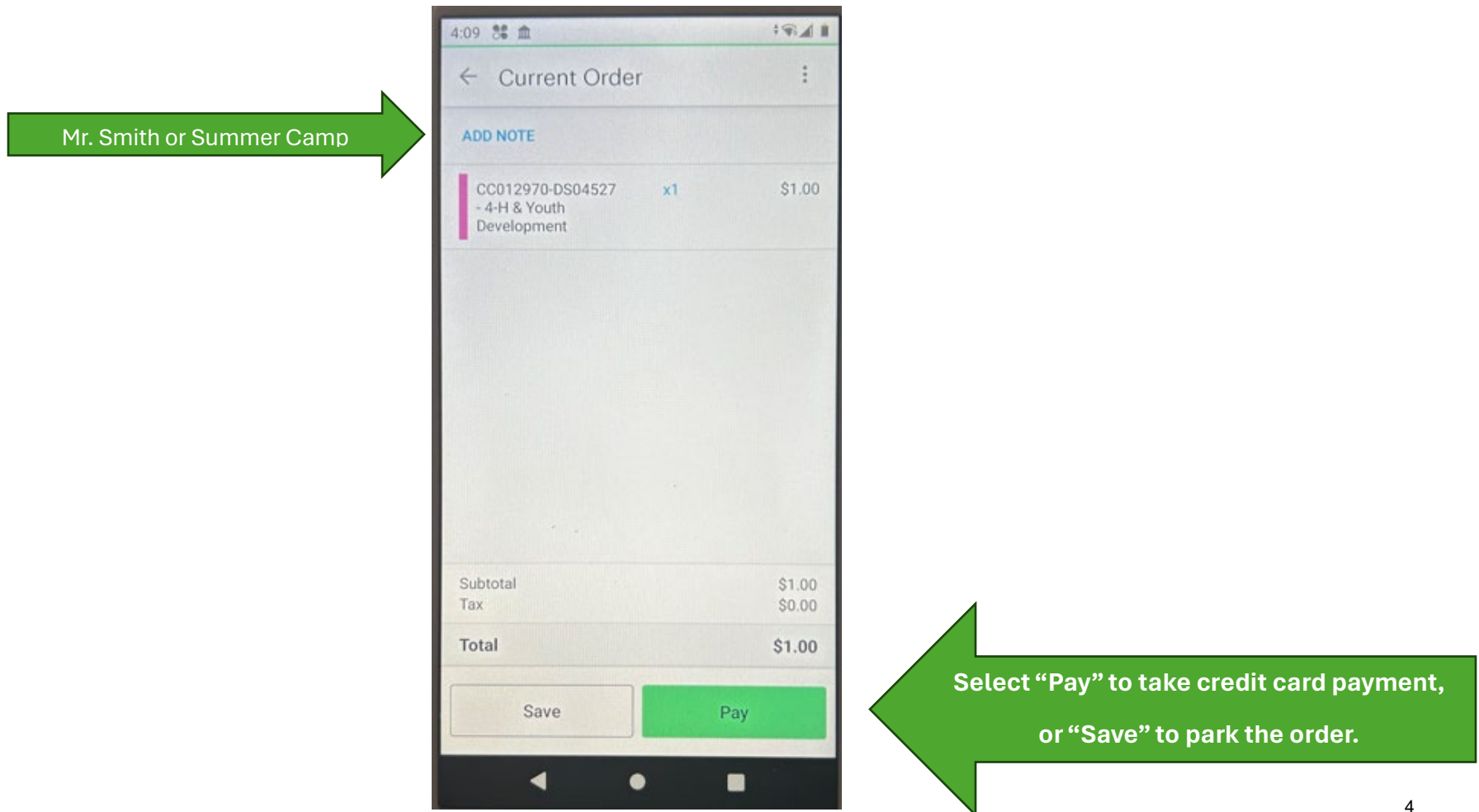
Be sure you see:

1. Cost Center,
2. Designated and
3. Verify the amount to charge

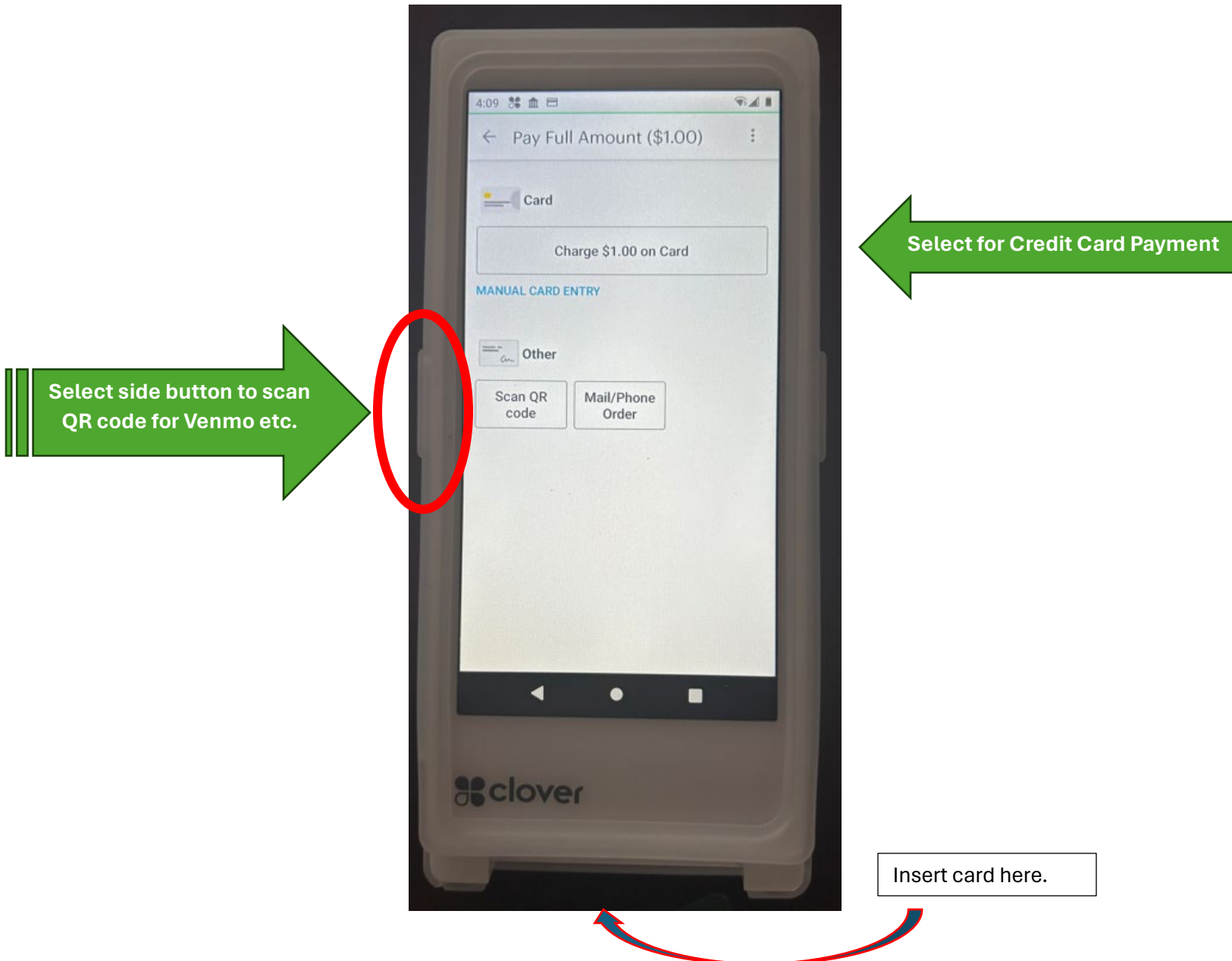
Set Price

- At this point you can:

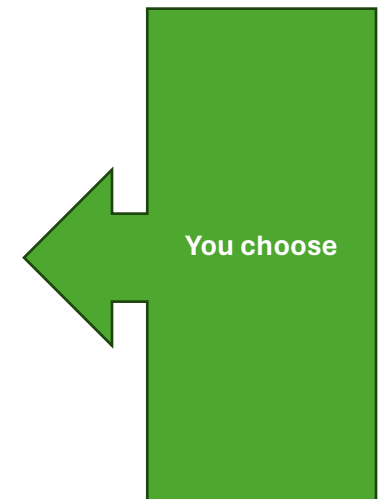
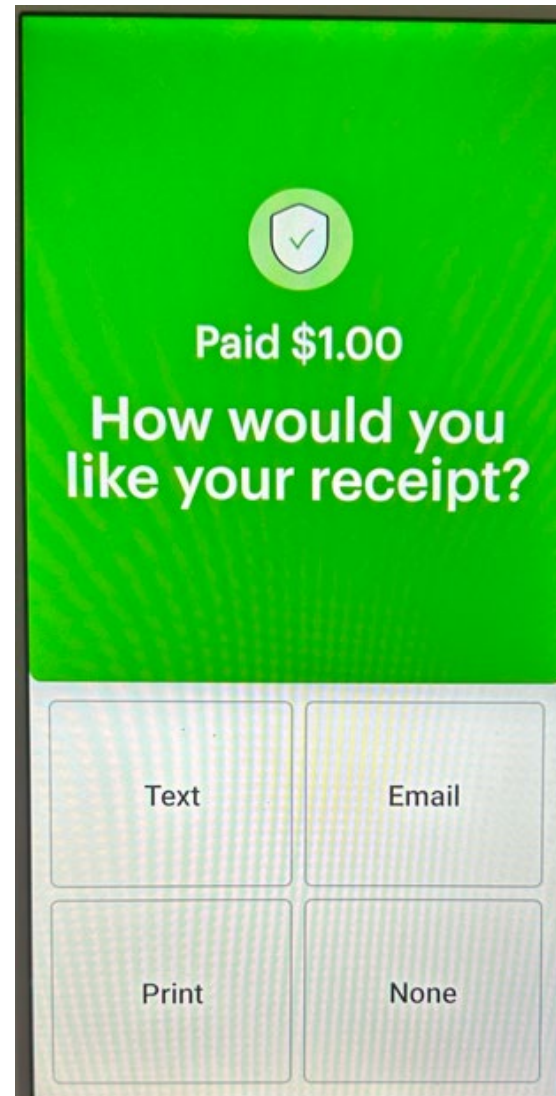
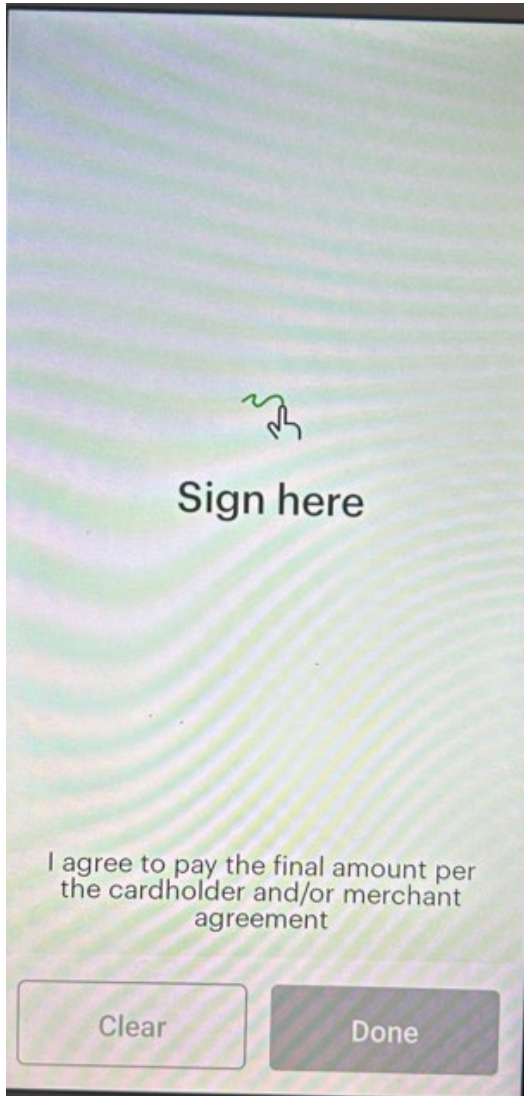
1. Add a note on the sale, this won't be in reports but is on the receipt.
2. Select **PAY**
3. You can hit **SAVE** at this point if you would like to save it in case the customer needs to run back and get their card or get something else. (This "parked" order can be found in "Orders" on the home page, bottom center. If you can't see your order, check Filters and select for your name)



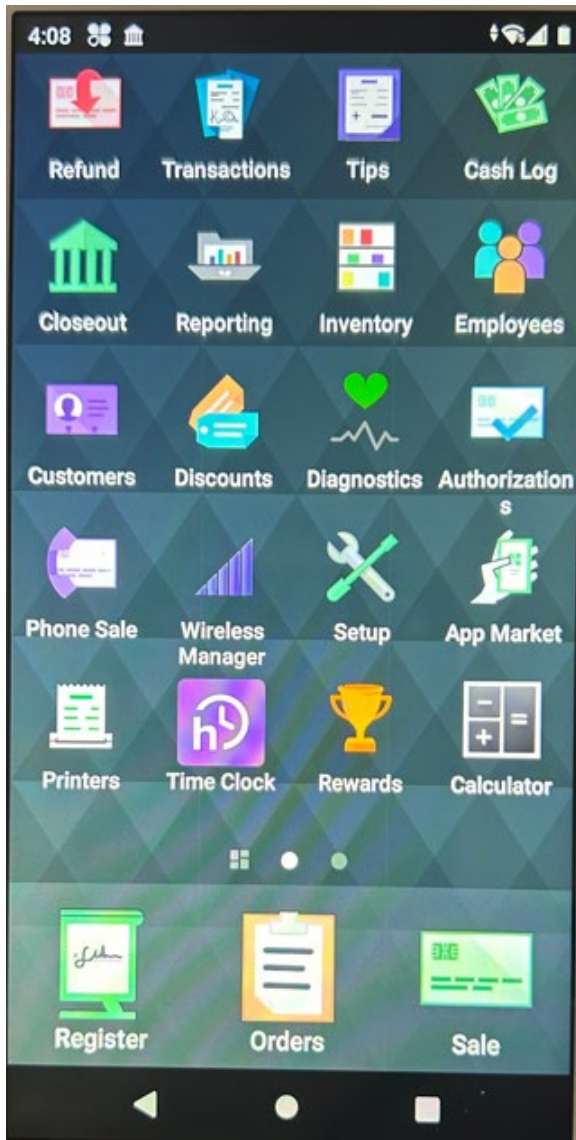
- Select “Charge \$XX.XX on Card” and take payment by inserting credit card, Tap or Apple Pay (Samsung Pay, etc.)
- Select the button on the left side to scan QR code for Venmo or PayPal.



- Get signature and select **Done**, finally, there are four receipt options.



- Use the circle at the bottom center to always go back home.



This is the home button.

Things to Remember:

- DO NOT CONNECT TO WI-FI EVER FOR ANY REASON
- The device has a data plan.
- DO NOT TAKE CREDIT CARD PAYMENTS OVER THE PHONE -
The card holder must be present for all transactions.
- DO NOT TAKE PAYMENTS FOR DONATIONS
– Credit card donations can be made via check or by credit card on our donations page. “Donate Now” on <https://www.uaex.uada.edu/>
- NO REUNDS, submit refund request
https://uada.formstack.com/forms/refund_request_form .
- Sales will close out automatically at 8:30pm daily.
- LOG OFF AT THE END OF YOUR SALE/DAY.