

Starting a cash drawer



Step 1 — Unlock the cash drawer



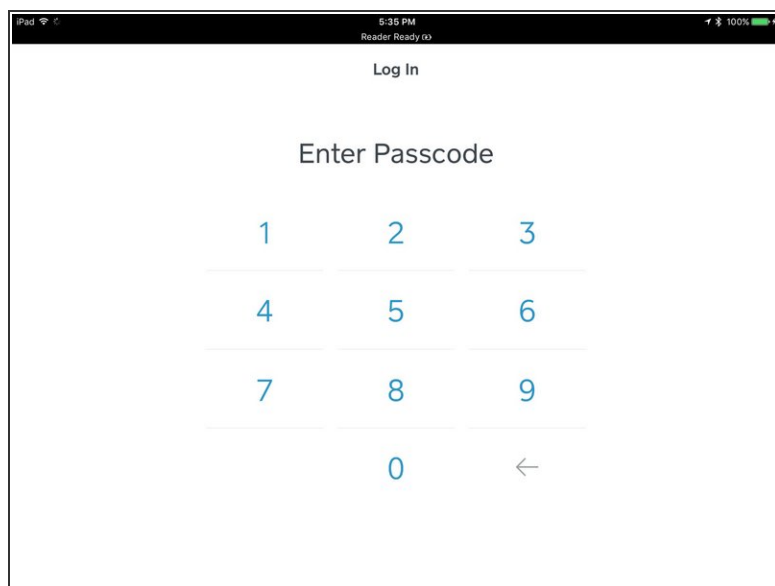
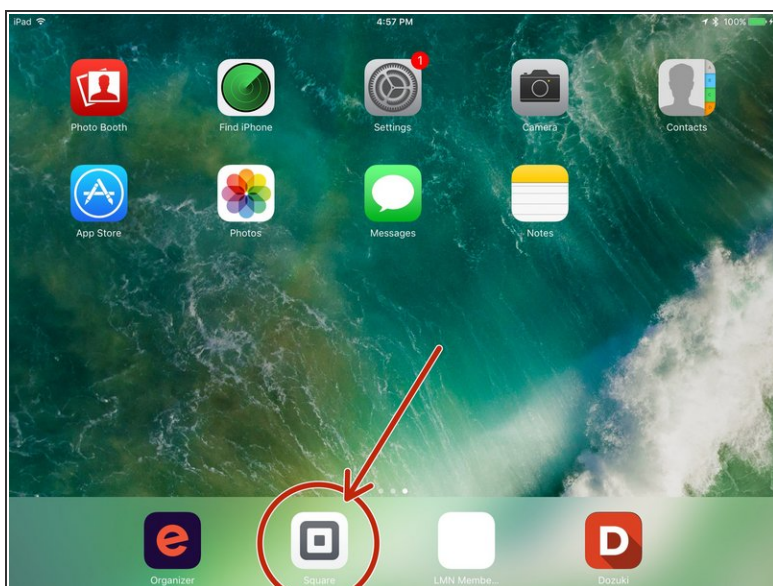
- Insert the key and turn all the way to the left (counter-clockwise) until the drawer opens.

Step 2 — Count the drawer



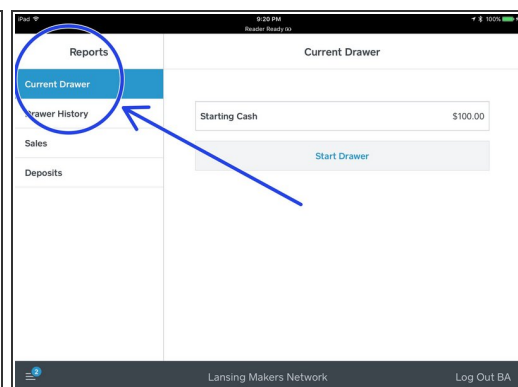
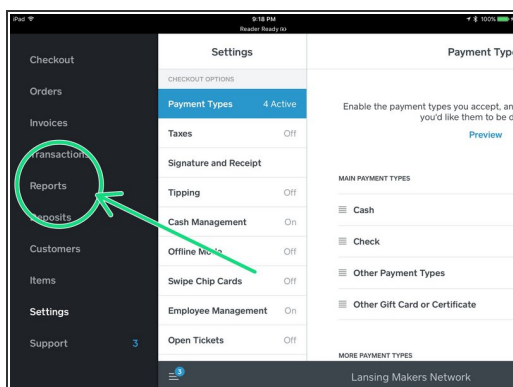
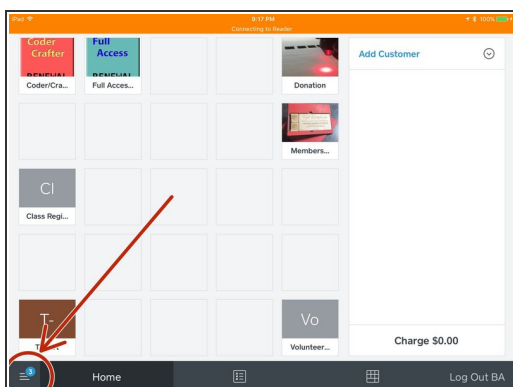
- Count and total all the cash in the drawer
- ⓘ Tip: Start from highest to lowest, leaving the hold-downs up as you go.
- Close the drawer when finished counting.

Step 3 — Open Square and login



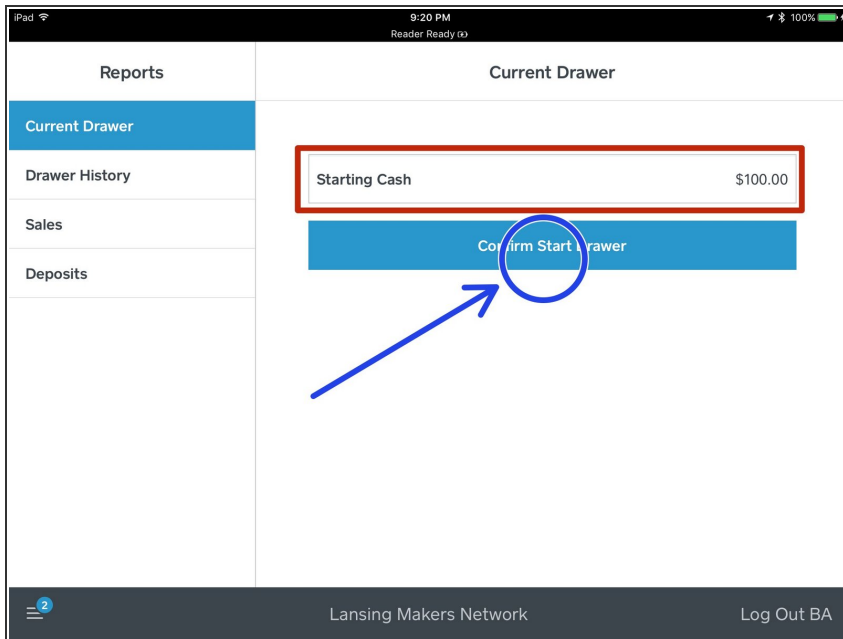
- Tap the square icon on the ipad
- Tap in your 4 digit user code

Step 4 — Goto Reports



- Tap the hamburger icon in the bottom left of the screen to open the menu
- Tap "Reports"
- Tap "Current Drawer"

Step 5 — Start the drawer



- Tap the starting amount box to enter the starting amount in the drawer.
- Tap "Start Drawer" twice to start the drawer.