LifePoint Church
Point-of-Sale (POS) Kit User Guide

Version 1.0

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1. Introduction

Purpose of This Guide. This user guide provides clear, step-by-step instructions for using the LifePoint Church Point-of-Sale (POS) Kit during events and ministry environments. It is designed for volunteers and staff who may or may not have prior experience with Square or point-of-sale systems.

Who Should Use This Guide. This guide is intended for LifePoint Church event staff, volunteer teams, and ministry leaders who are responsible for accepting card payments using the POS kit.

Abbreviation. In this guide, "POS Kit" refers to the LifePoint Church Point-of-Sale kit, which includes the iPad, Square readers, cables, chargers, and storage tub.

2. Kit Overview

The LifePoint POS Kit is stored in a plastic tub with latches and custom foam inserts that protect and organize all components.

[Photo Placeholder: POS Kit Closed]

2.1 Kit Contents

The kit includes the following items:

- 1 × iPad (bottom tier)
- 1 × Everyday Missionary-branded holder for Square readers (top tier)
- 2 × Square Tap (contactless) Bluetooth readers
- 1 × Square swipe (magstripe) reader (backup only)
- 1 × Network QR code card for Wi-Fi access
- 1 × Large wall charging block with Lightning cable for iPad
- 1 × Smaller charging block and cable (for readers, if included)
- 1 × Money bag (if used for cash handling)
- Plastic tub with foam tiers and cutouts for each component

[Photo Placeholder: Top Tier Layout]

[Photo Placeholder: Bottom Tier Layout]

3. Safe Handling & Care

Please follow these guidelines to keep the kit in good working order:

- Handle the iPad and readers with clean, dry hands.
- Avoid stacking heavy items on top of the plastic tub.
- Do not leave the kit in extreme heat or cold (e.g., vehicles in summer/winter).
- Ensure charging blocks have cooled before placing them back into the foam.

4. Getting Started at an Event

4.1 Opening the Kit

1. Place the plastic tub on a flat, stable surface.
2. Release the latches and lift the lid.
3. Remove the top foam tier carefully and set it aside.
4. Verify that the iPad is in the bottom tier and all readers and cables are in the top tier.

[Photo Placeholder: Opening the Kit]

4.2 Powering On the iPad

5. Locate the iPad in the bottom tier and remove it from the foam.
6. Press and hold the top-right button until the Apple logo appears.
7. Unlock the iPad if needed (Face ID, Touch ID, or passcode as configured by Tech).

5. Launching the Square App

8. On the iPad home screen, locate the
9. On the iPad home screen, locate the **Square** app icon.
10. Tap the app icon to open it.
11. If the app asks you to log in or enter a verification code, do not attempt to use a personal account. Instead, contact one of the following:

- Stephen Miller
- Scott Decker
- Email: tech@ilifepoint.com

6. Connecting a Square Tap Reader (Bluetooth)

The kit includes tap-to-pay Square Bluetooth readers. Follow these steps to connect or reconnect a reader.

6.1 Check Reader Status in Square App

12. In the Square app, tap More.
13. Tap Settings.
14. Tap Hardware.
15. Tap Square Readers.

- If a reader is already paired but powered off, it may show as “Failed” or “Unavailable.”

6.2 Reconnecting an Existing Reader

16. Locate the Square Tap reader in the foam or Everyday Missionary holder.
17. Press and hold the button on the reader until the lights begin blinking.
18. In the Square app, select the reader that shows as failed/unavailable.

19. Tap “Reconnect this reader.”

- If the reader does not reconnect and you see a message like “This reader may be connected to another mobile device,” reset it into pairing mode by pressing and holding the button until the light flashes orange.

6.3 Forgetting and Re-Pairing a Reader

If reconnecting fails, you can forget the reader and start over.

20. In the list of Square Readers, tap the reader you want to remove.
21. Tap “Forget this reader.”
22. Confirm if prompted. The reader will disappear from the list.
23. Put the reader back into pairing mode by pressing and holding the button until the light flashes orange.
24. In the Square app, go to Square Readers and tap “Connect a Reader.”
25. Wait while the app searches for nearby readers.
26. If multiple readers appear, match the last four digits shown in the app with the last four digits printed on the bottom of the physical reader.
27. Tap the correct reader name and then select “Pair.”
28. Once paired, the reader’s light will turn solid green, indicating it is ready for use.

[Photo Placeholder: Square Reader Pairing Screen]

7. Network & Connectivity

The POS Kit is designed to connect to LifePoint’s event Wi-Fi using a QR code card included in the kit.

7.1 Connecting to Wi-Fi Using QR Code

29. Locate the network QR code card inside the kit.
30. On the iPad, open the Camera app.
31. Point the camera at the QR code.
32. Tap the notification that appears to join the network.

If the QR code does not work or you still cannot connect, contact:

- Scott Decker
- Stephen Miller
- Email: tech@ilifepoint.com

8. Shutting Down After Use

8.1 Checking and Charging the iPad

33. Check the iPad battery level.

34. If the battery is above 75%, you may power it off and return it to the kit.
35. If the battery is below 75% and you have time, plug the Lightning cable into the large charging block and charge the iPad.
36. If you cannot charge the iPad, email tech@ilifepoint.com to report that the kit was returned with a low battery.

8.2 Powering Off the iPad

37. Press and hold the top-right button until the “slide to power off” slider appears.
38. Slide to power off the iPad completely.

8.3 Powering Off the Square Readers

39. Press the button on the reader once.
40. Press and hold the button a second time for a few seconds.
41. You may see a brief red flash; once the lights are off, the reader is powered down.

9. Packing the Kit for Return

Before packing, verify that all devices are powered off.

42. Place the iPad in the bottom foam tier, making sure it sits flush and snug.
43. Place the top foam tier back on top of the iPad.
44. If you used the Everyday Missionary holder, place it in the top-left cutout of the top tier.
45. Insert each Square reader into its designated foam cutout with the card opening facing down.
46. For the swipe Square, place it with the Lightning connector facing down into its cutout.
47. Ensure charging blocks are cool, then place the larger charging block into the left cutout so it sits snugly and protrudes slightly, as designed.
48. Place the smaller charging block (if included) into its cutout.
49. Lightly wind the cables (avoid tight wrapping) and place them neatly in the designated foam spaces.
50. Place the money bag, network QR card, and any small accessories back into their designated spots.
51. Close the lid and secure the latches on the plastic tub.

[Photo Placeholder: Fully Packed Kit]

10. Troubleshooting & Support

10.1 Common Issues

Square reader will not connect

- Make sure the reader is charged and turned on.
- Put the reader into pairing mode (hold until flashing orange).
- In the Square app, forget the reader and reconnect as described in Section 6.3.

Square app asks for login or code

- Do not use a personal Square account.
- Contact Stephen Miller or Scott Decker for login assistance.

No internet / network issues

- Scan the network QR code card using the iPad camera.
- If that fails, contact Tech support.

10.2 Contact Information

For any questions or issues with the POS Kit, please contact:

- Email: tech@ilifepoint.com
- Stephen Miller
- Scott Decker