

#### Booksy Card Reader Setup Guide



#### **INGREDIENTS:** FAST PROCESSING, TAP-TO-PAY, INCREASED TIPPING, BUILT-IN REPORTING

WARNING: USING BOOKSY CARD READER AT CHECKOUT MAY CAUSE SUDDEN INCREASE IN BANK ACCOUNT

> FRAGRANCE-FREE **5** • • • • • • MAXIMUM TIPS

~booksy

PROFESSIONAL QUALITY 10 FL OZ (295 ml)

### **Start Getting Paid**

Your new Booksy Card Reader has arrived! Follow these steps to get your Card Reader set up and connected to the Booksy App.

Connects to mobile phones, tablets, and computers.

### **Install Battery**

Remove the back cover of the Card Reader and install the battery. Line up the gold connectors for the perfect fit.

Pull here to remove cover - -



### **Charge your Card Reader**

Plug in the USB cable included with the Card Reader, and leave it plugged in until it's fully charged.

#### **Power on your Card Reader**

- Press and hold the power button until the screen turns on.

#### **Connect to WiFi**

Be sure you're connecting to the same network as your Booksy App. This must be a password-protected network.

Software update may begin after connecting to the internet. If so, please allow update to finish before proceeding.





## Stay Charged, Stay Connected

Use the Charging Dock to connect via ethernet and keep your Card Reader fully charged. Available through the Booksy app.

Dock not required to process transactions.

## Connect to Booksy App

#### Go to Settings > Customer Payments

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# Connect to Booksy App

#### Go to **Payment Types > Booksy** Card Reader



## Connect to Booksy App

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### Booksy App Will Guide You

Follow the in-app instructions to pair your Card Reader to Booksy.

Software update may begin when finalizing connection to the Booksy App. Allow the update to finish for successful connection.



### Troubleshooting

Try powering the Card Reader off and on, and restart the connection process in the Booksy App. Need more help? Check the FAQ and Setup Guides.



Last resort, contact our Support Team via chat or at info.us@booksy.com

# To Edit WiFi Connection (If Necessary)

Swipe right on the Card Reader screen. Enter the Admin PIN **0-7-1-3-9** and tap Network.



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