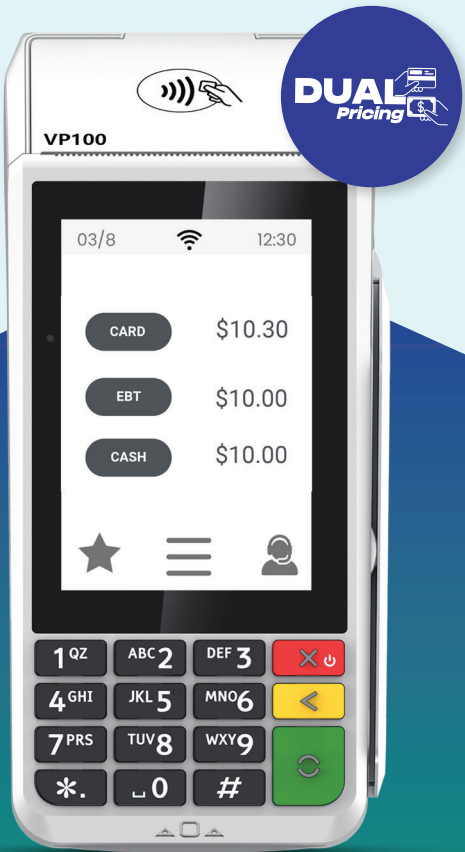


Quick Reference Guide



VP100

Dual Pricing



Transactions

CARD SALE AND CASH SALE

1. Enter **Transaction Amount** and press **OK**.
2. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method.

EBT FOOD/CASH SALE

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**.
3. Tap either **EBT Food** or **EBT Cash**.
4. Tap **Sale**.
5. Enter **Transaction Amount** and press **OK**.
6. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
7. Select receipt delivery method.

CREDIT VOID

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Void**.
3. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
4. Transaction will appear on screen. Press **OK** to void transaction.
5. Select receipt delivery method.

CREDIT REFUND

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Refund**.
3. Enter **Refund Amount** and press **OK**.
4. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
5. Select receipt delivery method.



Favorites Menu

REPRINT RECEIPT | Print receipt for last transaction.

SETTLEMENT | Option to settle the current batch.

TIP ADJUST | Adjust the tip amount on transactions performed within current batch.

REPORTS | See summary reports for current open batch, the last settled batch, and the detailed reports of the last 5 batches settled.

CHANGE PASSWORD | Set one general password **OR** create custom passwords for settlements, voids\refunds & removing custom fee.

DOWNLOAD PACKAGE | Applies parameter changes or updates version on device.

COMM CONFIG | Configure your internet connection settings.

REBOOT | Power cycles device.

REMOTE DIAGNOSTICS | Allows ISO to remotely troubleshoot the device.



Connect to WiFi

1. From the Home Screen, tap (★) **7 Comm Config**.
2. Tap **Comm Config**, tap **WiFi**, tap the **SSID**, then tap **Configure**.
3. Enter **WiFi Password**. Please note WiFi Password is case sensitive.
4. Tap **OK** to confirm, press the **Cancel** button, then tap **Connect**.

To fast swap connection, tap Connection Icon
(see Terminal Guide for location).

Terminal Guide



- | | |
|--------------------|--------------------------------|
| 1. Connection Icon | 6. Contact Support |
| 2. Card | 7. Hold to power down terminal |
| 3. Cash | 8. Press to feed paper |
| 4. Main Menu | 9. Enter / Confirm Selection |
| 5. Favorite Icon | 10. Main Menu on Keypad |

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