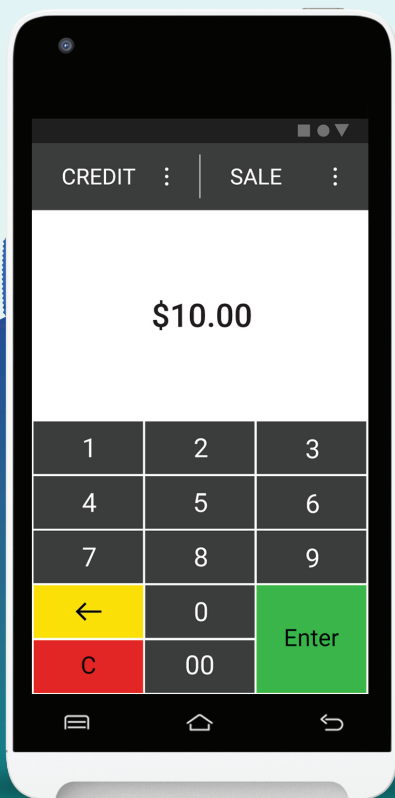


# Quick Reference Guide



## VP550E

Android POS



# Transactions

## CREDIT SALE

1. Enter **Transaction Amount** and tap **Enter**.
2. **Swipe/Insert/Tap** card on **Present Card** screen.  
For **Manual Key Entry**, select the **Enter Manually** option.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method.

## DEBIT SALE

1. Tap **Credit** until **Debit** is displayed.
2. Enter **Transaction Amount** and tap **Enter**.
3. **Swipe/Insert/Tap** card on **Present Card** screen.  
For **Manual Key Entry**, select the **Enter Manually** option.
4. Enter **PIN** and **Tip** if prompted.
5. Follow prompts until receipt prompt-select receipt delivery method.

## CREDIT VOID

1. Tap **Sale** until **Void** is displayed.
2. Enter the **Transaction Number** from the receipt or the **last 4 of the card number** and tap **Enter**.
3. When prompted enter **Password**.
4. Tap to confirm the transaction that needs to be voided.
5. Select receipt delivery method.

## CREDIT REFUND

1. Tap **Sale** until **Refund** is displayed.
2. Enter **Transaction Amount** and tap **Enter**.
3. **Swipe/Insert/Tap** card on **Present Card** screen.  
For **Manual Key Entry**, select the **Enter Manually** option.
4. Select receipt delivery method.

## CREDIT PREAUTH

1. Tap **Sale** until **Preauth** is displayed.
2. Enter **Transaction Amount** and tap **Enter**.
3. **Swipe/Insert/Tap** card on **Present Card** screen.  
For **Manual Key Entry**, select the **Enter Manually** option.
4. Select receipt delivery method.

## CAPTURE PREAUTH

1. Tap **Sale** until **Ticket** is displayed.
2. Enter **Transaction Amount**, tap **Enter** and enter **Password**.
3. Enter the **Transaction Number** from the receipt or the **last 4 of the card number** and tap **Enter**.
4. **Sign** and **Tip** if prompted.
5. Select receipt delivery method.



# Main Menu Options

## REPORTS

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

## SETTLEMENT

Option to settle the current batch.

## TIP ADJUST

Adjust the tip amount on transactions performed within current batch.

## UPDATES

Used to apply parameter changes or update the version on the device.

## SETTINGS

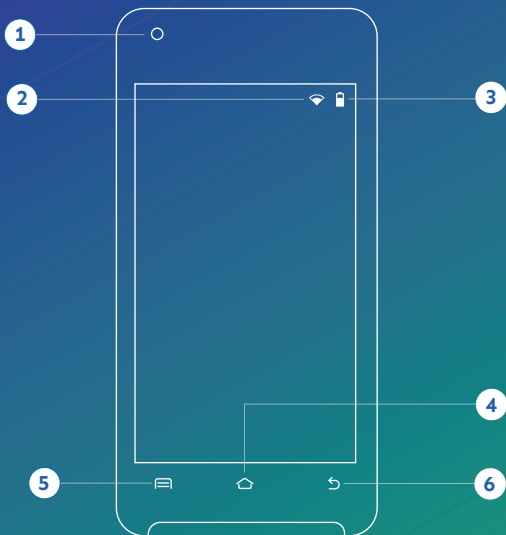
Configure settings on the device such as Server/Clerk, Change Password, Wifi Config, SIM Config, and Utilities.



## Connect to WiFi

1. From the **Home Screen**, tap the **Main Menu icon**.
2. Tap **Settings**, then **WiFi Config**
3. Tap **SSID**
4. Enter **WiFi Password** (Password is case sensitive)
5. Tap **Connect**

# Terminal Guide



1. Camera

2. Connection Icon

3. Battery Level

4. Home

5. Main Menu

6. Back

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