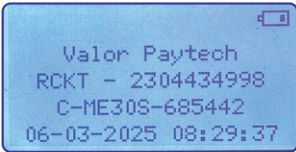# Quick Reference Guide

RCKT

RCKT Mobile POS
Functionality

Connecting the RCKT to your Smartphone

1. Press and hold the **Power** icon to turn on the device.
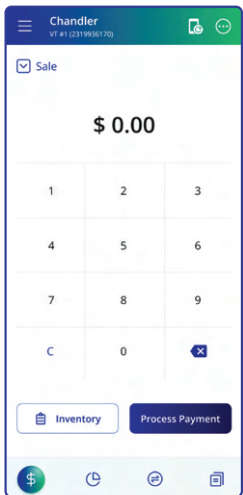2. If powered on fully the screen will read like the example below

3. Open the **ValorPay** App on your smartphone.
4. Select the **switch icon** at the top right of the screen and choose your **store.**
5. Select the **RCKT Device** that identically matches your C-ME30S-685xxx number.
6. Once your specific endpoint identifier is loaded, you're ready to start accepting payments.
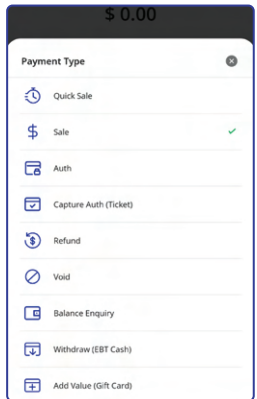
Accepting Payments

1. Your **ValorPay App** Home screen **displays**

   - Menu | Switch
   - Stores & Devices
   - Device Updates
   - Sale
   - Inventory
   - Process Payment
   - New Sale
   - Dashboard
   - Transactions
   - Open Batches

2. Tap **SALE** to select the **Transaction Type** to be processed from the **dropdown** menu:

- Quick Sale
- Sale
- Auth
- Capture Auth (Ticket)
- Refund
- Void
- Balance Enquiry
- Withdraw (EBT Cash)
- Add Value (Gift Card)
- Activate (Gift Card)

3. If **Dual Pricing** has been activated, Card | EBT | Cash pricing options are displayed on the home screen.

4. Then enter the **Transaction Amount** followed by the customer's Email Address and Mobile Number.

5. Select **Continue** to initiate payment process.

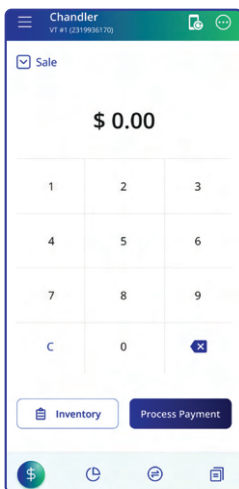6. Select a **Payment Method** from the options available, to execute the transaction:

- RCKT
- Manual
- Cash
- E-Invoice
- PayNow
- QR Pay
- EBT Food
- EBT Cash
- Gift Card

7. A prompt in the ValorPay App and RCKT Mobile POS instructs you or the customer to **Tap, Swipe, or Insert card.**

8. The RCKT Mobile POS beeps once after a payment card is swiped, inserted, or tapped, indicating it was read correctly, and a prompt to enter the PIN is displayed in both the **ValorPay App** and **RCKT Mobile POS.**

9. If **Cash Back** option is activated the merchant must enter the cash back amount.

10. If **Cash Discounting** has been activated, the adjusted Sale Amount is displayed.

11. If Tipping has been activated, select one of the **Suggested Tip** options shown or enter a **Custom Tip Amount** on the ValorPay App and enter **Pay.**

12. If **Force On Screen Signature** or **Forced Signature** is enabled the ValorPay App provides a provision for Customer signature on the mobile device during the execution of a card transaction.
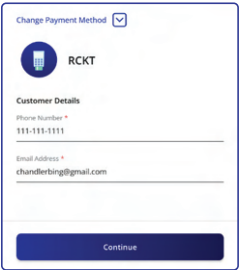
Transactional Flow

1. Select the **Transaction Type** from the dropdown icon near the **Sale**. Then, enter the amount to process the sale.

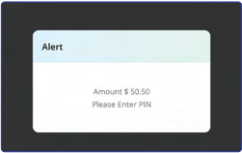2. Select **RCKT** as the **payment method** from the choices presented.

3. Enter the customer details and click "**Continue**".

4. **Swipe, insert** or **tap** the payment card using the **RCKT Mobile POS.**

5. The customer must enter their **PIN** in the **RCKT device.**

6. Select or enter the **tip amount** and then click "**Pay**".

7. "**Approved**" is displayed on the ValorPay App and RCKT Mobile POS screens when done.
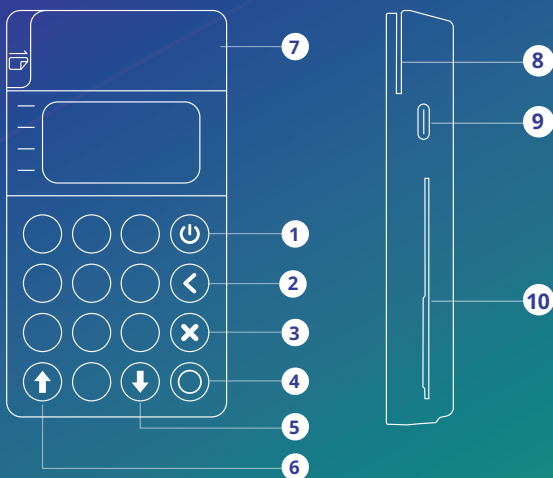
Terminal Guide

1. Power
2. Delete
3. Cancel
4. OK
5. Down
6. Up
7. Tap
8. Swipe
9. Charging port
10. Insert

Visit Our Knowledge Base

Scan the QR Code with your mobile device to search for troubleshooting articles.

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