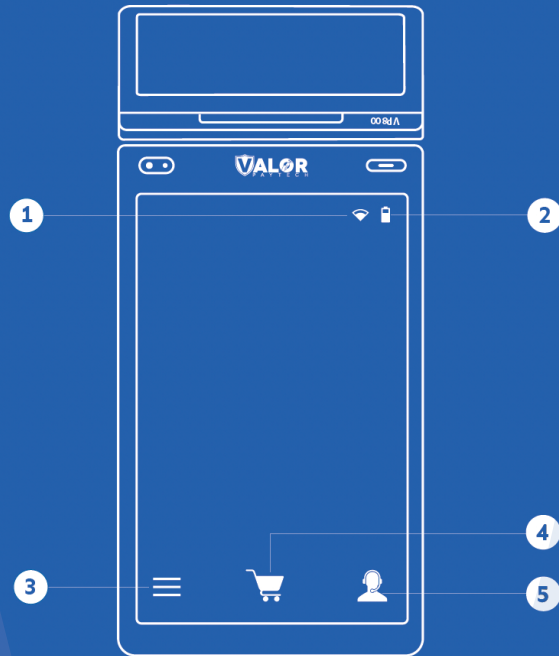


# TERMINAL GUIDE



- 1 Connection Icon
- 2 Battery Level
- 3 Main Menu
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## Quick Reference Guide (VP800)

# TRANSACTIONS

## MAIN MENU OPTIONS

### TRANSACTIONS

Overview of Transactions posted on Selected Date

### SETTLEMENT

Perform a Batch Settlement

### PRE SALE

Create a Pre Sale Ticket

### UPDATES

Perform a Parameter or Application Download on Terminal

### PAYMENT

Perform Multiple Payment Types

### REPORT

View Different Report Types

### TIP ADJUST

Perform Tip Adjust on Open Batch Transactions

### REPRINT RECEIPT

Reprint Last Transaction's Receipt

### REPRINT

Reprint Previous Transaction Receipts

### SETTINGS

Configure Device Settings including WIFI, SIM, Passwords, etc.

### CREDIT SALE

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

### DEBIT SALE

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

### CREDIT VOID

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

### CREDIT REFUND

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

### CREDIT PREAUTH

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

### CAPTURE PREAUTH

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

### PRE-SALE TICKET

- Tap the **Main Menu** icon and select **Pre Sale**.
- Enter the **Transaction Amount**, press the **Enter** Button and the pre-sale ticket will be printed.

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### CONNECT TO WIFI

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