# Merchant Industry

# Quick Reference Guide

CREDIT ⋮ | SALE ⋮

$10.00

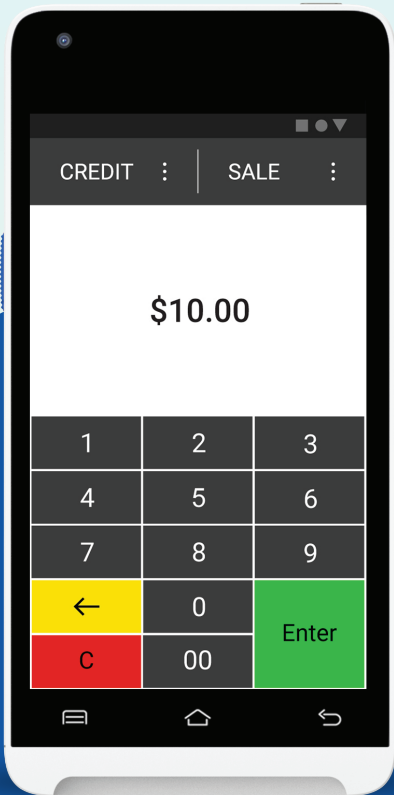| 1 | 2 | 3 |
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# VP**550E**
## Android POS

# ⟳ **Transactions**

## CREDIT SALE

1. Enter **Transaction Amount** and tap **Enter.**
2. Swipe/Insert/Tap card on **Present Card** screen.
   For **Manual Key Entry**, selec t 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.

### PRE SALE
Generates a Pre-Sale ticket.

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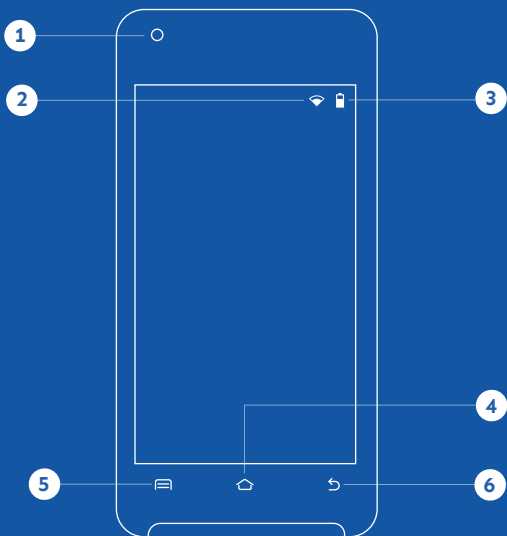Used to apply parameter changes or update the version on the device.

### 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

**Merchant Industry**

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