

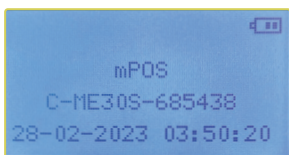
Quick Reference Guide



RCKT
Mobile POS

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



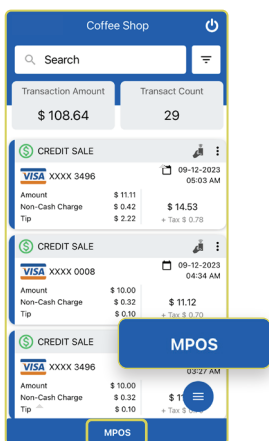
3. Open the **ValorPay** App on your smartphone.
4. Select the **Banner** at the bottom of the screen labeled **MPOS**.
5. Select the **Device** that identically matches your C-ME30S-685xxx number.
6. Select **Pair** to connect your smartphone with the **RCKT Mobile POS** via Bluetooth.
7. Once your specific endpoint identifier is loaded, you're ready to start accepting payments.

Accepting Payments

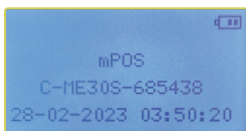
1. Your **ValorPay App** Home screen displays **MERCHANT NAME | RCKT NAME | CREDIT | SALE** buttons.
2. Tap **CREDIT** to select the type of **Payment Form** being used from the dropdown menu:
CREDIT | DEBIT | EBT FOOD | EBT CASH | CASH.
3. Tap **SALE** to select the **Transaction Type** to be processed from the dropdown menu:
SALE | VOID | AUTH | TICKET | REFUND | PRESALE.
4. Then enter the **Transaction Amount** followed by the customer's **Email Address** and **Mobile Number**.
5. Press the right **Arrow** located in the top right corner to continue.
6. A prompt in the **ValorPay App** as well as on the **RCKT Mobile POS** instructs you or the customer to **Please Insert or Tap the Card**.
7. The **RCKT Mobile POS** beeps once after a payment card is swiped, dipped or tapped indicating it was read correctly.

8. If **Tipping** has been activated, select one of the **Smart Tip** options shown or enter a custom **Tip Amount** on the **ValorPay App** and press the right **Arrow** in the top right corner.
9. If **Cash Discounting** has been activated, the adjusted **Sale Amount** is displayed.
10. If **Surcharging** has been activated, a **Non-Cash Charge Amount** is displayed which your customer must approve by tapping the **Checkbox**.
11. If **Dual Processing** has been activated, **Credit | EBT | Cash** pricing options are displayed for your customer to select from.
12. To review the **Transaction** as entered, select the right **Arrow** in the top right corner of the **ValorPay App**.
13. Use the **Back Arrow** in the upper left corner of the **ValorPay App** to fix any errors.
14. When ready to complete the payment transaction, tap **PAY. Approved** is displayed on the **ValorPay App** and **RCKT Mobile POS** screens when done. **Receipts** are emailed and/or sent to customers via SMS text message.

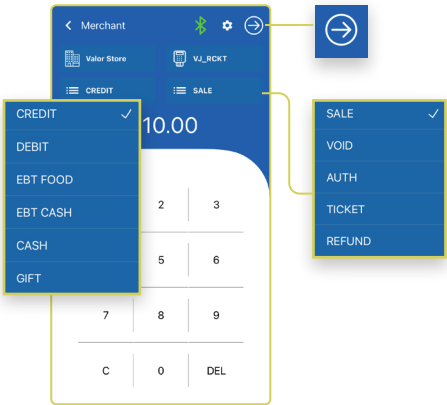
Transactional Flow



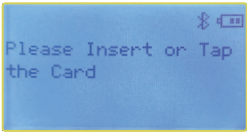
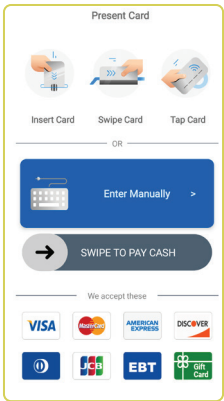
1. Select the **MPOS Banner** from the bottom of the **ValorPay App**.



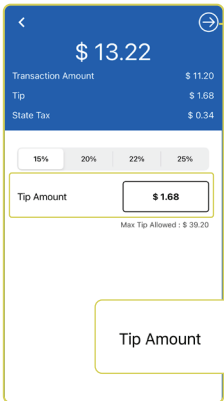
2. Select the **Payment Form** and **Transaction Type** from the dropdown menus. Then press the right **Arrow** located in the top right corner to continue.



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



4. Select or enter the **Tip Amount**. Press the right **Arrow** in the top right corner to continue.



5. For **Surcharging**, accept the **Non-Cash Charge Amount** by tapping the **Checkbox**. Then select **PAY** to complete the transaction.

\$ 12.15

Transact Amount\$ 10.00

Tip\$ 1.50

State Tax\$ 0.30

Non-Cash Charge ☒\$ 0.35

Total Amount

Email

Johnson@gmail.com

Phone

9965648160

PAY

Non-Cash Charge ☒

\$ 0.35

6. **Approved** is displayed on the **ValorPay App** and **RCKT Mobile POS** screens when done.

12:26

<

\$ 13.22

SALE

\$ 13.22

Transaction Amount\$ 11.20

Tip\$ 1.68

State Tax\$ 0.34

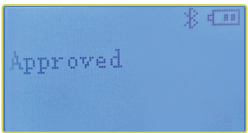
☒

APPROVED

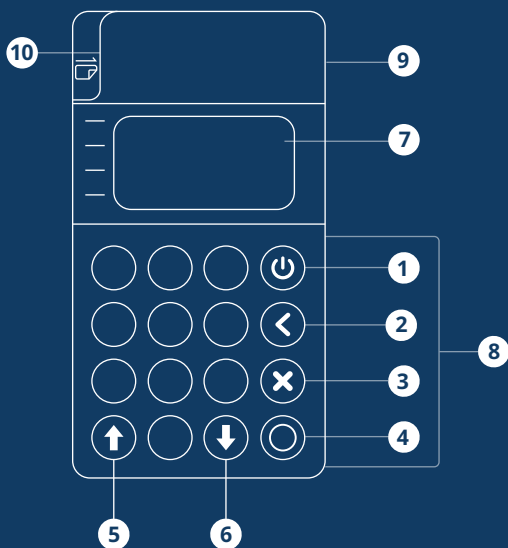
You will receive receipts via email and SMS

RECEIPT

OK



Terminal Guide



1. Power

6. Down

2. Delete

7. Charging port

3. Cancel

8. Dip

4. OK

9. Tap

5. UP

10. Swipe



ops@envoybusinesssystems.com



1-888-588-5484