

# Quick Reference Guide



## VP100

Dual Pricing



# Transactions

## CARD SALE AND CASH SALE

1. Enter **Transaction Amount** and press **OK**.
2. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method.

## EBT FOOD/CASH SALE

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**.
3. Tap either **EBT Food** or **EBT Cash**.
4. Tap **Sale**.
5. Enter **Transaction Amount** and press **OK**.
6. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
7. Select receipt delivery method.

## CREDIT VOID

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Void**.
3. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
4. Transaction will appear on screen. Press **OK** to void transaction.
5. Select receipt delivery method.

## CREDIT REFUND

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Refund**.
3. Enter **Refund Amount** and press **OK**.
4. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
5. Select receipt delivery method.



# Favorites Menu

**REPRINT RECEIPT** | Print receipt for last transaction.

**SETTLEMENT** | Option to settle the current batch.

**TIP ADJUST** | Adjust the tip amount on transactions performed within current batch.

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

**CHANGE PASSWORD** | Set one general password **OR** create custom passwords for settlements, voids\refunds & removing custom fee.

**DOWNLOAD PACKAGE** | Applies parameter changes or updates version on device.

**COMM CONFIG** | Configure your internet connection settings.

**REBOOT** | Power cycles device.

**REMOTE DIAGNOSTICS** | Allows ISO to remotely troubleshoot the device.

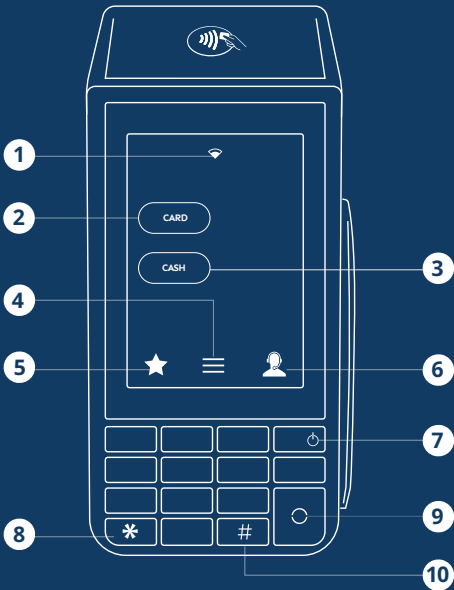


## Connect to WiFi

1. From the Home Screen, tap (★) **7 Comm Config**.
2. Tap **Comm Config**, tap **WiFi**, tap the **SSID**, then tap **Configure**.
3. Enter **WiFi Password**. Please note WiFi Password is case sensitive.
4. Tap **OK** to confirm, press the **Cancel** button, then tap **Connect**.

**To fast swap connection, tap Connection Icon**  
(see Terminal Guide for location).

# Terminal Guide



1. Connection Icon

2. Card

3. Cash

4. Main Menu

5. Favorite Icon

6. Contact Support

7. Hold to power down terminal

8. Press to feed paper

9. Enter / Confirm Selection

10. Main Menu on Keypad



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