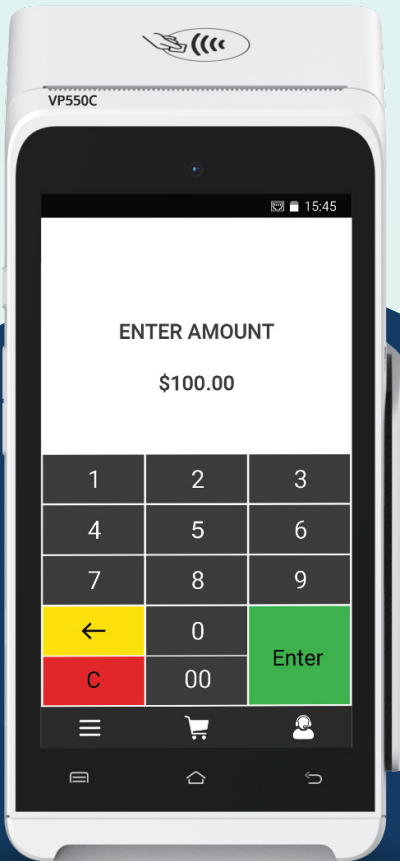# Quick Reference Guide

VP**550C**

Countertop Android

⟳ Transactions

CREDIT 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.

DEBIT SALE

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

CREDIT VOID

1. Tap **Sale** until **Void** is displayed. Press **OK** and enter password
2. Select **Tran Number** or **Card Number.** If **Tran Number,** enter transaction number. If **Card Number,** enter last 4 digits of card.
3. Transaction will appear on screen. Press **OK** to void transaction.
4. Select receipt delivery method.

CREDIT REFUND

1. Tap **Sale** until **Refund** is displayed. Enter Refund amount and press **OK.**
2. Enter password if prompted.
3. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry.**
4. Select receipt delivery method.

CREDIT PREAUTH

1. Tap **Sale** until **PreAuth** is displayed. Enter dollar amount and press **OK.**
2. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry.**
3. Select receipt delivery method.

CAPTURE PREAUTH (Credit)

1. Tap **Sale** until **Ticket** is displayed. Enter dollar amount and press **OK** and enter password.
2. Select **Tran Number** or **Card Number**. If **Tran Number,** enter transaction number. If **Card Number,** enter last 4 digits of card.
3. Transaction will appear on screen. Press **OK** to Complete transaction.

4. **Sign** and **Tip** if prompted.
5. Select receipt delivery method.

Pre-Sale Ticket

1. Tap the **Main Menu** icon (≡) tap the **Page Down** icon (↓) and select **Host Utility.**
2. Enter the password and select **Pre-Sale Ticket**
3. Enter **dollar amount**, press the **OK** button and the pre-sale ticket will be printed.

★ Favorites Menu

REPRINT RECEIPT | Print receipt for last transaction

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

SETTLEMENT | Option to settle the current batch.

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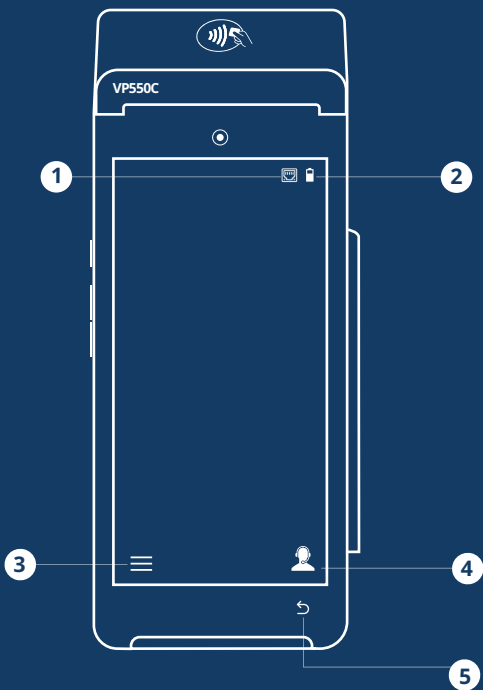
DOWNLOAD PACKAGE | Applies parameter changes or updates version on device.

COMM CONFIG | Configure your internet connection settings.

REBOOT | Power cycles device.

REMOTE DIAGNOSTICS | Allows ISO to remotely troubleshoot the device.

Terminal Guide

1. Connection Icon
2. Battery Level
3. Main Menu
4. Contact Support
5. Back Button

ENVOY
BUSINESS SYSTEMS