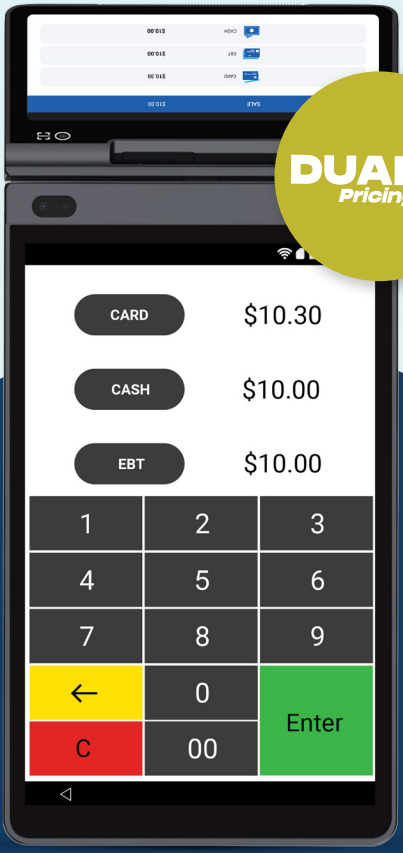
ENVOY
BUSINESS SYSTEMS

Quick Reference Guide



VP800

Dual Pricing

Transactions

CARD SALE

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

CASH SALE

1. Enter **Transaction Amount** and tap **Cash.**
2. Select receipt delivery method.

Additional Transactions Types

CARD VOID

1. Tap **Menu** Button, Followed by Payments.
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.

CARD REFUND

1. Tap **Menu** Button, Followed by Payments, then **REFUND.**
2. Enter **Transaction Amount** and tap **Enter.**
3. S**wipe/Insert/Tap** card on **Present Card** screen.
   For **Manual Key Entry**, select the **Enter Manually** option.
4. Select receipt delivery method.

CARD PREAUTH

1. Tap **Menu** Button, Followed by Payments, then **PREAUTH.**
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 **Menu** Button, Followed by Payments, then **TICKET.**
2. Enter **Transaction Amount** and tap **Enter** and enter **Password.**
3. Enter the T**ransaction 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

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

REPORTS
View Different Report Types

TIP ADJUST
Perform Tip Adjust on Open Batch Transactions

REPRINT RECEIPT
Reprint Last Transaction's Receipt

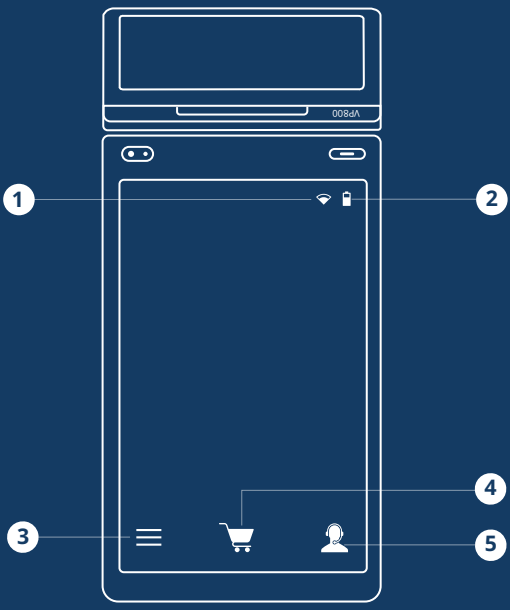
REPRINT
Reprint Previous Transaction Receipts

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

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. Connection Icon

2. Battery Level

3. Main Menu

4. Inventory

5. Contact Support

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