

## Quick Reference Guide - VP500

### Main Menu Options

Select  on screen

### Report

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 top amount on transactions performed within current batch.

### Reprint Receipt

Prints the receipt for last transaction performed.

### Pre Sale

Generates a Pre-Sale ticket.

### Reprint

Option to print receipt for the last transaction or any transaction receipt from current open batch selected by using the Tran No. or Last 4 digits of the card number.

### Updates

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

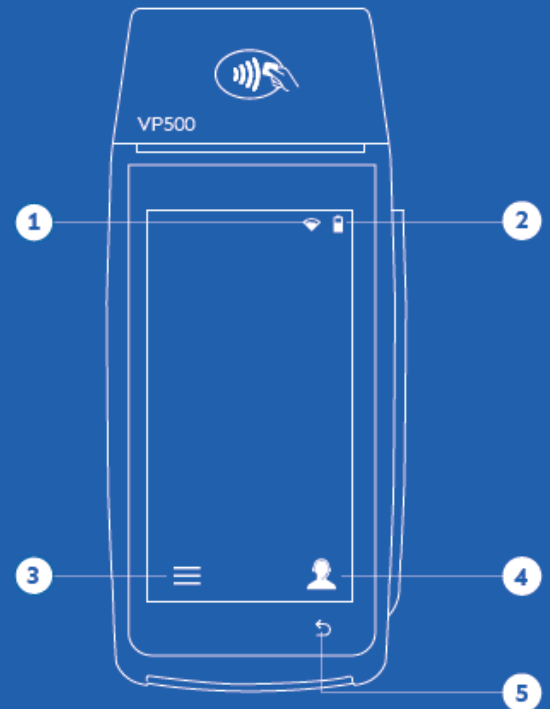
### Settings

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



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**Allegiance Merchant Services**

1-800-450-9125

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Find additional resources at:  
[www.allegiancemerchantservices.com/resources/](http://www.allegiancemerchantservices.com/resources/)



## Transactions

### Credit Sale

1. Enter Transaction Amount and tap Enter.
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.

### 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 (If prompted for Password, enter last 4 digits of device EPI Code).
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.

### Pre-Sale Ticket

1. Tap the Main Menu icon-tap the Page Down icon and select Pre Sale.
2. Enter the Transaction Amount, press the Enter Button and the pre-sale ticket will be printed.

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