

Quick Reference Guide - VP800

Main Menu Options

Select  on screen

Transactions

Overview of Transactions posted on Selected Date

Pre-Sale

Create a Pre Sale Ticket

Settlement

Perform a Batch Settlement

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

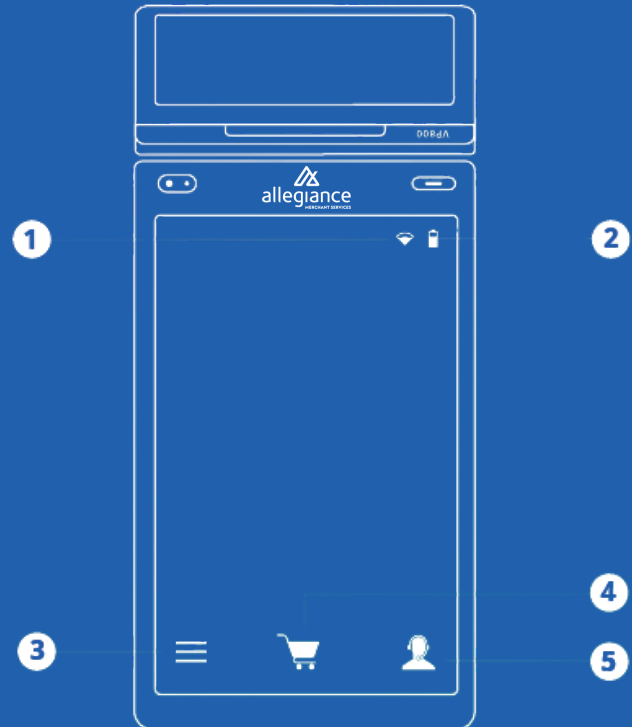
Settings

Configure Device Settings ie. Wi-Fi, SIM, Passwords,etc

Connect to WiFi

- 1.From the Home Screen, tab 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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|--------------------|------------------|
| 1. Connection Icon | 2. Battery Level |
| 3. Main Menu | 4. Inventory |
| 5. Contact Support | |

Allegiance Merchant Services

1-800-450-9125

info@algms.com

www.AllegianceMS.com

Transactions

Card 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. Enter PIN, Sign and Tip if prompted.
4. 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.

