

# Quick reference guide

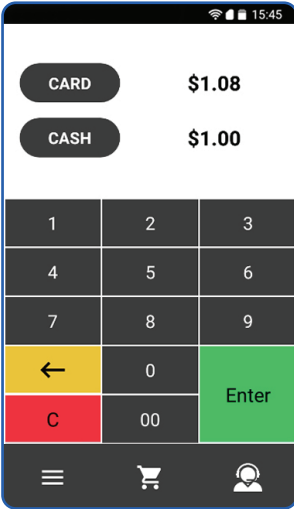


## Dual Pricing

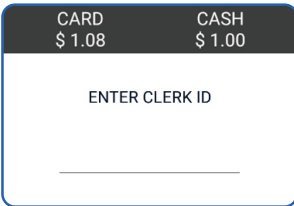
VL500 / VP500

## PERFORMING A CARD SALE (CREDIT/DEBIT)

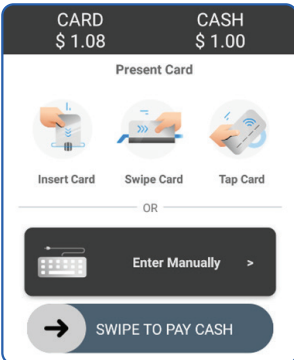
1. Enter **Transaction Amount** followed by selecting either "CARD" or "Enter".



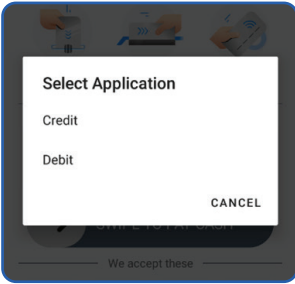
2. Enter **Clerk ID**, if enabled.



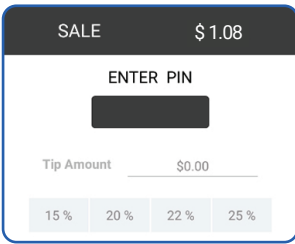
3. **Tap/Insert/Swipe** Card to Process Transaction. If Credit, proceed to Step 7.



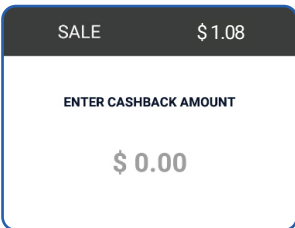
4. If Debit Card is used, select whether running as **Credit** (Signature Debit) or **Debit** (PIN Debit).  
If Credit (Signature Debit) proceed to Step 7.



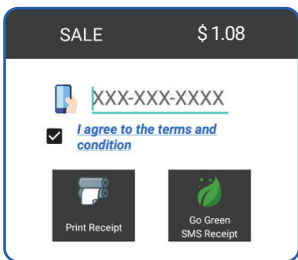
5. Enter PIN, then select Enter. If prompted to enter a **Tip Amount**, have the customer enter the **Tip Amount**, followed by **Enter**.



6. Enter **Cashback Amount** (if prompted), followed by **Enter**.



7. Select Print Receipt or enter SMS Number and select Go Green SMS Receipt to complete Transaction.



## PERFORMING ADVANCED TRANSACTION OPTIONS

1. Select the **Menu Button**.
2. Select **Payment**.
3. Select one of the following:
  - **Card**  
Sale | Auth | Refund | Void | Ticket | Presale
  - **Cash**  
Sale | Refund
  - **EBT Food**  
Sale
  - **EBT Cash**  
Sale
  - **Gift**  
Sale | Balance | Add Value | Activate | Deactivate
4. Process Transaction as expected.

## Visit Our Knowledge Base

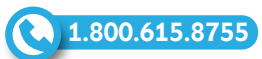
Scan the QR Code with your mobile device to search for troubleshooting articles.





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