Quick
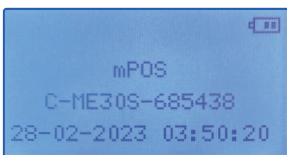# reference **guide**

ENTER PIN

* * * *

2296

RCKT
Mobile POS

Merchant Industry

Connecting the RCKT to your Smartphone

1. Press and hold the **Power** icon to turn on the device.
2. If powered on fully the screen will read like the example below

```
                              ▭▪▪
            mPOS
     C-ME30S-685438
 28-02-2023  03:50:20
```

3. Open the **ValorPay App** on your smartphone.
4. Select the **Banner** at the bottom of the screen labeled **MPOS.**
5. Select the **Device** that identically matches your C-ME30S-685xxx number.
6. Select **Pair** to connect your smartphone with the **RCKT Mobile POS** via Bluetooth.
7. Once your specific endpoint identifier is loaded, you're ready to start accepting payments

Accepting Payments

1. Your **ValorPay App** Home screen displays **MERCHANT NAME | RCKT NAME | CREDIT | SALE** buttons.
2. Tap **CREDIT** to select the type of **Payment Form** being used from the dropdown menu:
   CREDIT | DEBIT | EBT FOOD | EBT CASH | CASH.
3. Tap **SALE** to select the **Transaction Type** to be processed from the dropdown menu:
   SALE | VOID | AUTH | TICKET | REFUND | PRESALE.
4. Then enter the **Transaction Amount** followed by the customer's **Email Address** and **Mobile Number.**
5. Press the right **Arrow** located in the top right corner to continue.
6. A prompt in the **ValorPay App** as well as on the **RCKT Mobile POS** instructs you or the customer to **Please Insert or Tap the Card.**
7. The **RCKT Mobile POS** beeps once after a payment card is swiped, dipped or tapped indicating it was read correctly.

8. If **Tipping** has been activated, select one of the **Smart Tip** options shown or enter a custom **Tip Amount** on the **ValorPay App** and press the right **Arrow** in the top right corner.

9. If **Cash Discounting** has been activated, the adjusted **Sale Amount** is displayed.

10. If **Surcharging** has been activated, a **Non-Cash Charge Amount** is displayed which your customer must approve by tapping the **Checkbox.**

11. If **Dual Processing** has been activated, **Credit | EBT | Cash** pricing options are displayed for your customer to select from.

12. To review the **Transaction** as entered, select the right **Arrow** in the top right corner of the **ValorPay App.**

13. Use the **Back Arrow** in the upper left corner of the **ValorPay App** to fix any errors.

14. When ready to complete the payment transaction, tap **PAY. Approved** is displayed on the on the **ValorPay App** and **RCKT Mobile POS** screens when done. **Receipts** are emailed and/or sent to customers via SMS text message.
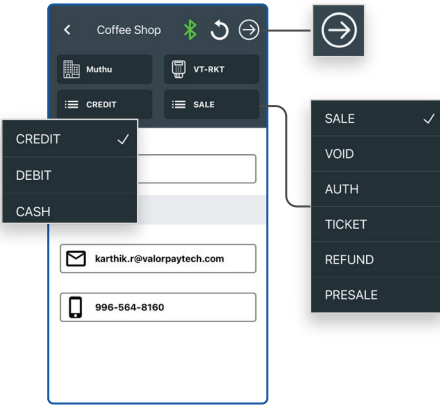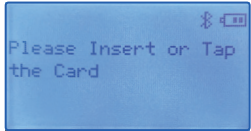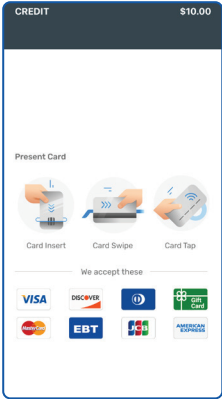
Transactional Flow
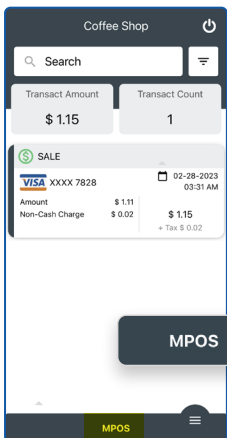
1. Select the **MPOS Banner** from the bottom of the **ValorPay App.**
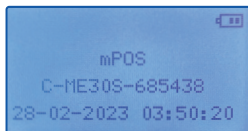
2. Select the **Payment Form** and **Transaction Type** from the dropdown menus. Then press the right **Arrow** located in the top right corner to continue.
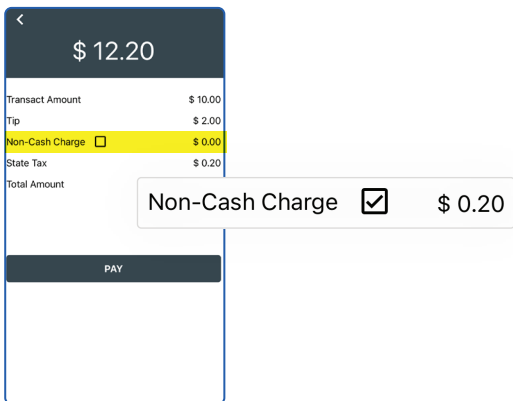
‹ Coffee Shop	🗗 ↺ →
🏢 Muthu	💳 VT-RKT
☰ CREDIT	☰ SALE

CREDIT	✓
DEBIT	
CASH	

SALE	✓
VOID	
AUTH	
TICKET	
REFUND	
PRESALE	

✉ karthik.r@valorpaytech.com

📱 996-564-8160

CREDIT   **$10.00**

Present Card

Card Insert   Card Swipe   Card Tap

We accept these

VISA   DISCOVER   ◑   Gift Card
MasterCard   EBT   JCB   AMERICAN EXPRESS

3. Swipe, insert or tap the payment card using the **RCKT Mobile POS.**

Please Insert or Tap the Card

‹	→
$ 10.40	
Transact Amount	$ 10.00
Non-Cash Charge	$ 0.20
State Tax	$ 0.20

15%	20%	22%	25%

Tip Amount	State Tax

4. Select of enter the **Tip Amount.** Press the right **Arrow** in the top right corner to continue.
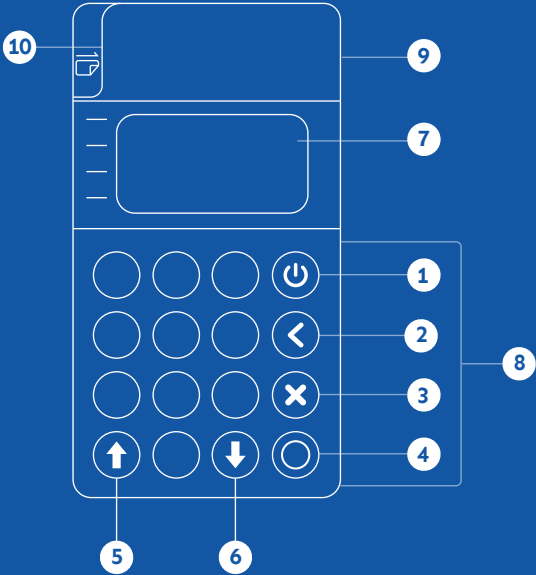
Tip Amount	**$0.00**
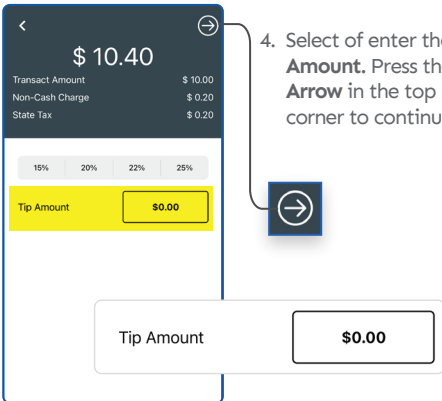
5. For **Surcharging,** accept the **Non-Cash Charge Amount** by tapping the **Checkbox.** Then select **PAY** to complete the transaction.

$ 12.20	
Transact Amount	$ 10.00
Tip	$ 2.00
Non-Cash Charge ☐	$ 0.00
State Tax	$ 0.20
Total Amount	

| Non-Cash Charge ☑ | $ 0.20 |

PAY

6. **Approved** is displayed on the on the **ValorPay App** and **RCKT Mobile POS** screens when done.

Info	
$ 12.20	
Transact Amount	$ 10.00
Tip	$ 2.00
Non-Cash Charge	$ 0.00
State Tax	$ 0.20

APPROVED

Receipt Will be sent to you as email and sms

OK

Approved
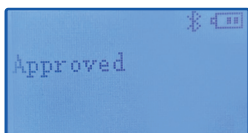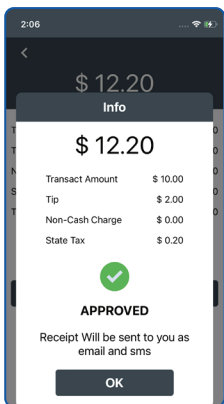
Terminal Guide

1	Power	**6**	Down
2	Delete	**7**	Charging Port
3	Cancel	**8**	Dip
4	Ok	**9**	Tap
5	Up	**10**	Swipe

Merchant Industry

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