

Quick reference guide



Countertop & Wireless Terminal

VL100 | VL110

Transactions



CREDIT SALE

1. Enter **Transaction Amount** and press **OK**.
2. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
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 press **OK**.
3. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
4. Enter **PIN** and **Tip** if prompted.
5. Select receipt delivery method.

CREDIT VOID

1. Tap **Sale** until **Void** is displayed. Press **OK** and enter password
2. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
3. Transaction will appear on screen. Press **OK** to void transaction.
4. Select receipt delivery method.

CREDIT REFUND

1. Tap **Sale** until **Refund** is displayed. Enter Refund amount and press **OK**.
2. Enter password if prompted.
3. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
4. Select receipt delivery method.

CREDIT PREAUTH

1. Tap **Sale** until **PreAuth** is displayed. Enter dollar amount and press **OK**.
2. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
3. Select receipt delivery method.

CAPTURE PREAUTH (Credit)

1. Tap **Sale** until **Ticket** is displayed. Enter dollar amount, press **OK** and enter password.
2. Select **Tran Number** or **Card Number** .If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
3. Transaction will appear on screen. Press **OK** to Complete transaction.
4. **Sign and Tip** if prompted.
5. Select receipt delivery method.

PRE-SALE TICKET

1. Tap the **Menu** icon (≡)
2. Tap the **Page Down** icon.
3. Tap Option 2 (**Host Utility**).
4. Enter the password and select **Pre-Sale Ticket**.
5. Enter dollar amount, tap the **OK** button and the pre-sale ticket will be printed.

Connect to WiFi



1. From the Home Screen, tap (★) **7 Comm Config**.
2. Tap **Comm Config**, tap **WiFi**, tap the **SSID**, then tap **Configure**.
3. Enter **WiFi Password**. Please note WiFi Password is case sensitive.
4. Tap **OK** to confirm, press the **Cancel** button, then tap **Connect**.

To fast swap connection, tap **Connection Icon** (see Terminal Guide for location).

Favorites Menu



REPRINT RECEIPT | Print receipt for last transaction.

SETTLEMENT | Option to settle the current batch.

TIP ADJUST | Adjust tip amount for transactions in open batch.

REPORTS | View summary report for open batch, last settled batch, and detailed reports for the last 5 batches settled.

CHANGE PASSWORD | Set one general password **OR** create custom passwords for settlements, voids\refunds & removing custom fee.

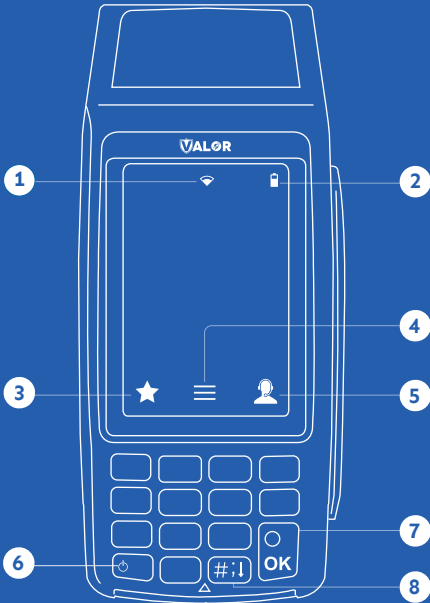
DOWNLOAD PACKAGE | Applies parameter changes or updates version on device.

COMM CONFIG | Configure your internet connection settings.

REBOOT | Power cycles device.

REMOTE DIAGNOSTICS | Allows ISO to remotely troubleshoot the device.

Terminal Guide



- 1 Connection Icon
- 2 Battery Level (VL110 Only)
- 3 Favorites Icon
- 4 Main Menu
- 5 Contact Support

- 6 Power / Paper Feed
 - Hold to power down terminal
 - Press to feed paper
- 7 Enter / Confirm Selection
- 8 Main Menu on Keypad

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1.800.615.8755