

2. Swipe / Insert / Tap card on display. For Manual Key Entry type the card number on the screen.



## VL100 Quick Reference Guide

### CREDIT SALE

1. Punch in **Transaction Amount**. Then **press OK**.
2. **Confirm Amount**. You can remove the Non-Cash Charge on this screen.
3. Swipe / Insert / Tap card on display. For **Manual Key Entry** type the card number on the screen.
4. Sign on the screen. **Enter Tip** if enabled.
5. Punch in the customer's phone number for SMS receipt. Then select the **Go Green** option.
6. Select **Print Receipt** if a paper receipt is requested.
7. Follow the prompts on screen for the customer copy.

### DEBIT SALE

1. Tap **CREDIT** until **DEBIT** shows.
2. Punch in **Transaction Amount**. Then **press OK**.
3. **Confirm Amount**. You can remove the Non-Cash Charge on this screen.
4. Swipe / Insert / Tap card on display. For **Manual Key Entry** type the card number on the screen.
5. **Enter Pin**. **Enter Tip** if enabled.
6. Punch in the customer's phone number for SMS receipt. Then select the **Go Green** option.
7. Select **Print Receipt** if a paper receipt is requested.
8. Follow the prompts on screen for the customer copy.

### CREDIT VOID

1. Tap **SALE** until **VOID** shows. Then **press OK**.
2. **Enter Password**. The default password is the **Last 4 Digits of the EPI number**.
3. Tap **Tran Number** to enter the transaction number or tap **Card Number**.
4. Enter the transaction number or last 4 digits of customer's card number.
5. Select transaction to be voided.
6. Punch in the customer's phone number for SMS receipt. Then select the **Go Green** option.
7. Select **Print Receipt** if a paper receipt is requested.
8. Follow the prompts on screen for the customer copy.

### CREDIT PREAUTH

1. Tap **SALE** until **PREAUTH** shows.
2. Punch in **Transaction Amount**. Then **press OK**.
3. **Confirm Amount**. The Non-Cash Charge will NOT be calculated for PreAuth transactions.
4. Swipe / Insert / Tap card on display.
5. Sign on the screen and confirm.
6. Punch in the customer's phone number for SMS receipt. Then select the **Go Green** option.
7. Select **Print Receipt** if a paper receipt is requested.
8. Follow the prompts on screen for the customer copy.

### CREDIT REFUND

1. Tap **SALE** until **REFUND** shows.
2. Punch in **Transaction Amount**. Then **press OK**.
3. **Confirm Amount**. The Non-Cash Charge will NOT be calculated for Refund transactions.
4. **Enter Password**. The default password is the **Last 4 Digits of the EPI number**.
5. Swipe / Insert / Tap card on display.
6. Sign on the screen and confirm.
7. Punch in the customer's phone number for SMS receipt. Then select the **Go Green** option.
8. Select **Print Receipt** if a paper receipt is requested.
9. Follow the prompts on screen for the customer copy.

### CREDIT CAPTURE

1. Tap **SALE** until **TICKET** shows.
2. Punch in **Transaction Amount**. Then **press OK**.
3. **Enter Password**. The default password is the **Last 4 Digits of the EPI number**.
4. Tap **Tran Number** to enter the transaction number or tap **Card Number**.
5. Enter the transaction number or last 4 digits of customer's card number.
6. Select transaction to be captured.
7. Punch in the customer's phone number for SMS receipt. Then select the **Go Green** option.
8. Select **Print Receipt** if a paper receipt is requested.
9. Follow the prompts on screen for the customer copy.

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### PRE SALE TICKET

1. Press **#1** on the keypad, Press 2, Press Password, Press 2.
2. Enter amount.
3. Ticket will be printed.

The default password is the **Last 4 Digits of the EPI number**.

### RE-PRINT TRANSACTION RECEIPT

1. Tap **★** on the screen then tap **1. Print Receipt**.
2. Receipt belonging to last transaction will be printed.
3. Press Yes for customer copy. Press No to exit.
4. For printing older receipts press **#1** on the keypad, press 4, Choose option 2 or 3.

The default password is the **Last 4 Digits of the EPI number**.

### SETTLEMENT

1. Tap **★** on the screen then press 2 on the keypad.
2. The settlement summary report will be printed.
3. A detailed settlement report will be sent to the email address configured as part of the business's settings. This can be changed in the portal.

### TIP ADJUST

1. Tap **★** on the screen then press 3 on the keypad.
2. Tap **Tran Number** to enter the transaction number or tap **Card Number**.
3. Enter the transaction number or last 4 digits of customer's card number.
4. Select the transaction you would like to tip adjust.
5. Select the pre-configured box corresponding to the box.
6. Enter customer amount if no pre-configured option was chosen.
7. **Press OK** to confirm.
8. Choose option to print merchant copy
9. Select Yes if you want to perform more tip adjusts.

### CHANGE PASSWORD

1. Tap **★** on the screen press 5 on the keypad.
2. **Enter Password**. The default password is the **Last 4 Digits of the EPI number**.
3. Enter new 4 digit password
4. Re-enter new password to confirm.

### DOWNLOAD APPLICATION

1. Tap **★** on the screen press 6 on the keypad.
2. **Enter EPI Number** to download.
3. Download will start after performing settlement.
4. Depending on TMS settings, either the full application or just parameters will be downloaded.

### INITIATE REMOTE DIAGNOSTICS

1. Tap **★** on the screen press 9 on the keypad.

