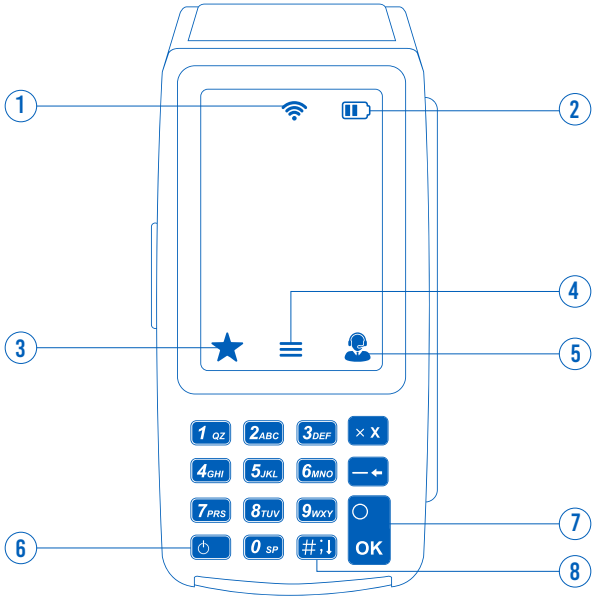
Terminal Guide



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

Visit Our Knowledge Base

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

VALOR PAYTECH

THE FUTURE OF PAYMENT TECHNOLOGY

Quick Reference Guide

(VL100 & VL110)

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Favorites Menu

★ 1 Reprint Receipt

Prints the receipt for last transaction performed.

★2 Settlement

Option for you to settle their current batch.

★3 Tip Adjust

Adjust the tip amount on transactions performed within current batch.

★4 Reports

See summary reports for current open batch, the last settled batch, and the detailed reports for the last 5 batches settled.

★5 Change Password

Set one general password **OR** create custom passwords for settlements, voids/refunds, & removing custom fee.

★6 Download Package

Used to apply parameter changes or update the version on the device.

★7 Comm Config

Configure or change your internet connection type

★8 Reboot

Power cycles device.

★9 Remote Diagnostics

Allows ISO to perform troubleshooting on the device.

Connect to WiFi

- From the Home Screen, tap **★7 Comm Config**
- From the Configuration Menu Tap **Comm Config**
- Tap **WiFi**
- Tap **SSID** (WiFi Name)
- Tap **Configure**
- Enter **WiFi Password**
  WiFi password is case sensitive
- Tap **OK** to confirm WiFi password
- Tap **Cancel** to revert to previous screen
- Tap **Connect**

To quickly swap internet connection types, tap the Connection Icon and select the desired connection type (see terminal guide on last page). The current connection type will be highlighted green.

Transactions

Credit Sale

- Enter **transaction amount** and press **OK**.
- **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **manual entry**.
- **Sign** and **Tip** if prompted.
- Select receipt delivery method

Debit Sale

- Tap **Credit** until **Debit** is displayed.
- Enter **transaction amount** and press **OK**.
- **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **manual** entry.
- Enter **PIN** number and **Tip** if prompted
- Follow prompts until receipt prompt - select receipt delivery method.

Credit Void

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

Credit Refund

- Tap **Sale** until **Refund** is displayed. Enter Refund amount and press **OK**.
  - Enter password if prompted.
- **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **manual entry**.
- Select receipt delivery method.

Credit PreAuth

- Tap **Sale** until **PreAuth** is displayed. Enter dollar amount and press **OK**.
- **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for manual entry.
- Select receipt delivery method.

Capture PreAuth (Credit)

- Tap **Sale** until **Ticket** is displayed. Enter dollar amount, press **OK** and enter password.
- Select **Tran Number** or **Card Number** based on information you have.
  - If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
- **Sign** and **Tip** if prompted.
- Select receipt delivery method.

Pre-Sale Ticket

- Tap the **Main Menu** icon ☰ tap the **Page Down** icon ↓ and select **Host Utility**.
- Enter the password and select **Pre-Sale Ticket**.
- Enter **dollar amount**, press the **OK** button and the pre-sale ticket will be printed.

Default password is last 4 digits of the EPI

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