VL110 Quick Reference Guide

CREDIT SALE

1. Punch in **Transaction Amount.** Then **press OK.**
2. Swipe / Insert / Tap card on display. For **Manual Key Entry** type the card number on the screen.
3. Sign on the screen. **Enter Tip** if enabled.
4. **Confirm Amount.** You can remove the Non-Cash Charge on this screen.
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. Swipe / Insert / Tap card on display. For **Manual Key Entry** type the card number on the screen.
4. **Enter Pin. Enter Tip** if enabled.
5. **Confirm Amount.** You can remove the Non-Cash Charge on this screen.
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. Swipe / Insert / Tap card on display.
4. Sign on the screen and confirm.
5. Confirm Amount. The Non-Cash Charge will **NOT** be calculated for PreAuth transactions.
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. **Enter Password**. The default password is the **Last 4 Digits of the EPI number.**
4. Swipe / Insert / Tap card on display.
5. Sign on the screen and confirm.
6. Confirm Amount. The Non-Cash Charge will **NOT** be calculated for Refund transactions.
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 voided.
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. Tap the ☰ Menu Option on the screen
2. Tap the down arrow until you see **Select Host Utility**. Tap **Select Host Utility**.
3. **Enter Password**. The default password is the **Last 4 Digits of the EPI number.**
4. Select **Pre-Sale Ticket (#2)** Then **press OK.**
5. Enter Amount.
6. Ticket will be printed.

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 #:↓ 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.

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