

Dual Pricing & Bin Based Surcharge

Quick reference guide



Countertop & Wireless Terminal

VL100 | VL110

Transactions



CARD SALE AND CASH SALE (Dual Pricing)

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.

CREDIT SALE (Bin Based Surcharge)

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 (Bin Based Surcharge)

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.

EBT FOOD/CASH SALE

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**.
3. Tap either **EBT Food** or **EBT Cash**.
4. Tap **Sale**.
5. Enter **Transaction Amount** and press **OK**.
6. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
7. Select receipt delivery method.

CREDIT VOID

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Void**.
3. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
4. Transaction will appear on screen. Press **OK** to void transaction.
5. Select receipt delivery method.

CREDIT REFUND

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Refund**.
3. Enter **Refund Amount** and press **OK**.
4. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
5. Select receipt delivery method.

CREDIT PREAUTH

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Auth**.
3. Enter **Preauth Amount** and press **OK**.
4. Select receipt delivery method.

CAPTURE PREAUTH (CREDIT)

1. Tap the **Menu** icon (≡)
2. Tap Option 1 (**Payment**), tap on **Ticket** and enter password.
3. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
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.

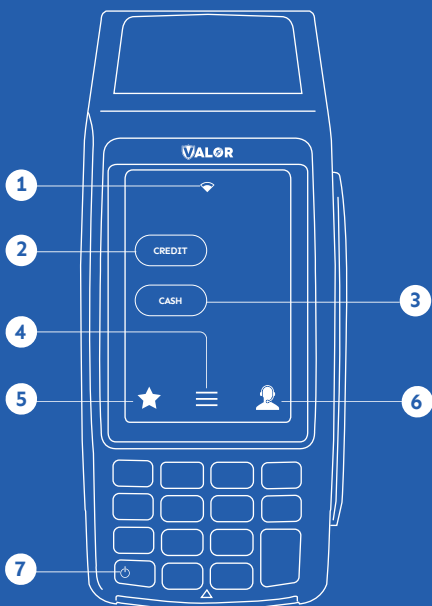
DOWNLOAD PACKAGE | Applies parameter changes or updates version on device.

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 Credit

3 Cash

4 Main Menu

5 Favorite Icon

6 Contact Support

7 Power / Paper Feed

- Hold to power down terminal
- Press to feed paper

Visit Our Knowledge Base

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



Copyright © 2019-22, Valor PayTech, LLC. All rights reserved.

This guide is protected by U.S. and International copyright laws. Reproduction and/or distribution of the contents of this publication without the express written consent of the owner is prohibited.



1.800.615.8755

THE FUTURE OF PAYMENT TECHNOLOGY

sales@valorpaytech.com