



- 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

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.

Customer Support
(630) 405- 9872

Hours: Monday – Friday 8:00AM – 6:00PM CST



Valor

Quick Reference Guide
for Models: VL100/VL110



Quick Reference Guide for models:

VL100/VL110

Default password is last 4 digits of the EPI

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. 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 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.

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.

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 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.

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).