




SETTLEMENT

1. Tap the triple lines  the bottom left of the terminal.
2. Tap Settlement.
3. Enter the password which is the last 4 digits of your EPI number.
4. The settlement summary report will be printed.
5. The settlement summary report will be printed.
The terminal prompt for a detailed report – select Yes or No.
6. A confirmation prompt for settling the batch will be displayed. Tap Yes to settle the batch.


DOWNLOAD APPLICATION

1. Tap the triple lines  the bottom left of the terminal.
2. Tap Download Package
3. The screen will show your EPI, tap Enter.

TIP ADJUST

1. Tap the triple lines  the bottom left of the terminal.
2. Tap Tip Adjust.
3. Enter the transaction number or last 4 digits of the card number to find the transaction you would like to tip adjust.
4. Confirm the transaction details by tapping the Confirm button.
5. Either select one of the predefined tip percentages or enter in a tip manually.
6. Press the Enter button to confirm.
7. Choose option to print merchant copy.
8. Select Yes if you want to perform more tip adjusts.

CHANGE PASSWORD

1. Tap the triple lines  the bottom left of the terminal.
2. Tap Change Password.
3. Tap General Password to change the password for Voids, Settlements and Custom Fee Removal.
4. When prompted for the current password, enter in the last four digits of your EPI number and tap Enter.
5. Enter the new password and tap Enter.

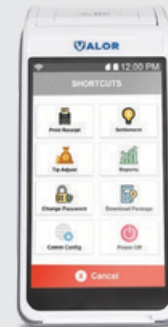
Customer Support
(630) 405- 9872

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

VALOR

VALOR

PAYLO
PRO



Valor

Quick Reference Guide
for Model: VL500



VALOR



Quick Reference Guide for model:
VL500

Default password is last 4 digits of the EPI

CREDIT SALE

1. Enter the Transaction Amount and tap Enter.
2. Tap YES on the confirmation screen.
3. Swipe / Insert / Tap card on display. For Manual Key Entry, select the Enter Manually option and enter the card number.
4. Enter tip amount, if enabled.
5. Enter the customer's phone number for SMS receipt and 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 is displayed.
2. Punch in transaction amount and tap Enter.
3. Tap YES on the confirmation screen.
4. Swipe / Insert / Tap card on display. For Manual Key Entry, select the Enter Manually option and enter the card number.
5. Enter the customer's phone number for SMS receipt and 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.

CREDIT REFUND

1. Tap SALE until REFUND is displayed.
2. Enter the transaction amount and tap Enter.
3. Tap YES on the confirmation screen.
4. Swipe / Insert / Tap card on display.
5. Sign on the screen and tap the OK button.
6. Enter the customer's phone number for SMS receipt and 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.

PRE-SALE TICKET

1. Tap the triple lines ≡ at the bottom left of the terminal.
2. Scroll down and tap on the PreSale option.
3. Enter the amount.
4. You will be prompted if you would like to Scan & Pay, tap Yes if you would like to use a QR code to scan for payment, if not then tap No. The receipt will print afterwards.

CREDIT VOID

1. Tap SALE until VOID shows.
2. Enter the transaction number from receipt or the last 4 of the Credit Card number and hit Enter.
3. For password enter last 4 digits of EPI.
4. Tap on the transaction that needs to be Voided.
5. Enter the customer's phone number for SMS receipt and 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.

CREDIT PREAUTH

1. Tap SALE until PREAUTH shows.
2. Enter the transaction amount and press Enter.
3. Swipe / Insert / Tap card on display. For Manual Key Entry, select the Enter Manually option and enter the card number.
4. Enter the customer's phone number for SMS receipt and select the Go Green option.
5. Select Print Receipt if a paper receipt is requested.
6. Follow the prompts on screen for the customer copy.

CREDIT CAPTURE

1. Tap SALE until TICKET shows.
2. Enter the transaction amount.
3. Enter the password (last 4 of EPI) hit Enter.
4. Enter the customer's phone number for SMS receipt and select the Go Green option.
5. Select Print Receipt if a paper receipt is requested.
6. Follow the prompts on screen for the customer copy.

REPRINT TICKET

1. Tap the triple lines ≡ at the bottom left of the terminal.
2. Tap the Reprint option.
3. Enter either the transaction number or last 4 digits of the card number to find the transaction and tap Enter.
4. Tap Confirm and the receipt will print.