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### FAVORITES MENU

#### ★ Reprint Receipt

Prints the receipt for last transaction performed.

#### ★ Settlement

Option for you to settle their current batch.

#### ★ Tip Adjust

Adjust the tip amount on transactions performed within current batch.

#### ★ Reports

See summary reports for current open batch, the last settled batch, and the 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

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

#### ★ Comm Config

Configure or change your internet connection type

#### ★ Reboot

Power cycles device.

#### ★ Remote Diagnostics

Allows ISO to perform troubleshooting on the device.

**Customer Support**  
**800.944.1399**

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



**Retail**

**Restaurant**



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

### CREDIT REFUND

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

### PRE-SALE TICKET

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

### CREDIT VOID

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

### CREDIT PREAUTH

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

### CREDIT PREAUTH (Credit)

1. Tap **Sale** until **Ticket** is displayed. Enter dollar amount, press **OK** and enter password.
2. 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.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method.

### 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.