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- 2 Credit
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 - Hold to power down terminal
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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
800.944.1399

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

**SG
PY**

VALOR

Retail

Restaurant

VALOR

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).