VALOR PAYTECH

Quick Reference Guide

VL100 / VL110
Countertop & Wireless Terminal

⟳ Transactions

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** and **Tip** if prompted.
5. Select receipt delivery method.

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 REFUND

1. Tap **Sale** until **Refund** is displayed. Enter Refund amount and press **OK.**
2. Enter password if prompted.
3. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry.**
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.

CAPTURE PREAUTH (Credit)

1. Tap **Sale** until **Ticket** is displayed. Enter dollar amount, 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 Complete transaction.
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.

★ Favorites Menu

REPRINT RECEIPT | Print receipt for last transaction.

SETTLEMENT | Option to settle the 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 of 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.

📶 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).

Terminal Guide

1. Connection Icon
2. Battery Level (VL110 Only)
3. Favorites Icon
4. Main Menu
5. Contact Support

6. Power / Paper Feed
  • Hold to power down terminal
  • Press to feed paper
7. Enter / Confirm Selection
8. Main Menu on Keypad

Visit Our Knowledge Base

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

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