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# THE FUTURE OF PAYMENT TECHNOLOGY



Quick Reference Guide (VL100 & VL110)

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# **Favorites Menu**

### ★ 1 Reprint Receipt

Prints the receipt for last transaction performed.

# ★2 Settlement

Option for you to settle their current batch.

# ★3 Tip Adjust

Adjust the tip amount on transactions performed within current batch.

### ★4 Reports

See summary reports for current open batch, the last settled batch, and the detailed reports for the last 5 batches settled.

### ★5 Change Password

Set one general password **OR** create custom passwords for settlements, voids/refunds, & removing custom fee.

### ★6 Download Package

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

## ★7 Comm Config

Configure or change your internet connection type

### ★8 Reboot

Power cycles device.

# ★9 Remote Diagnostics

Allows ISO to perform troubleshooting on the device.

# 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.

# Transactions

# **Credit Sale**

•Enter transaction amount and press OK.

• Swipe/Insert/Tap card on Present Card screen or start typing card number for manual entry.

•Sign and Tip if prompted. •Select receipt delivery method

### **Debit Sale**

• Tap Credit until Debit is displayed.

•Enter transaction amount and press OK.

• Swipe/Insert/Tap card on Present Card screen or start typing card number for manual entry.

•Enter **PIN** number and **Tip** if prompted

•Follow prompts until receipt prompt - select receipt delivery method.

# **Credit Void**

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

## **Credit Refund**

•Tap **Sale** until **Refund** is displayed. Enter Refund amount and press **OK**. •Enter password if prompted.

•Swipe/Insert/Tap card on Present Card screen or start typing card number for manual entry.

Select receipt delivery method.

# **Credit PreAuth**

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

#### **Capture PreAuth (Credit)**

•Tap **Sale** until **Ticket** is displayed. Enter dollar amount, press **OK** and enter password.

•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.

•Sign and Tip if prompted.

Select receipt delivery method.

### **Pre-Sale Ticket**

•Tap the Main Menu icon  $\equiv$  tap the Page Down icon  $\clubsuit$  and select Host Utility.

•Enter the password and select Pre-Sale Ticket.

•Enter **dollar amount**, press the **OK** button and the pre-sale ticket will be printed.

#### Default password is last 4 digits of the EPI