



## **Valor 100 Series:**

### **Card Sale and Cash Sale (Dual Pricing):**

1. Enter Transaction Amount > OK.
2. Tap/Insert/Swipe Card.
3. Sign/Tip if prompted.
4. Select receipt delivery method.

### **Credit Sale (Bin Based Surcharge):**

1. Enter Transaction Amount > OK.
2. Tap/Insert/Swipe Card.
3. Sign/Tip if prompted.
4. Select receipt delivery method.

### **Debit Sale (Bin Based Surcharge):**

1. Enter Transaction Amount > OK.
2. Tap/Insert/Swipe Card.
3. Sign/Tip if prompted.
4. Select receipt delivery method.

### **EBT Food/Cash Sale:**

1. Tap Menu > Option 1 (Payment) > EBT Food/Cash.
2. Tap Sale > Enter Transaction Amount > OK.
3. Tap/Insert/Swipe Card.
4. Select receipt delivery method.

### **Credit Void:**

1. Tap Menu > Option 1 (Payment) >

Card > Void.

2. Select Tran #/Card # > Enter number.
3. Transaction appears > OK to void.
4. Select receipt delivery method.

### **Credit Refund:**

1. Tap Menu > Option 1 (Payment) > Card > Refund.
2. Enter Refund Amount > OK.
3. Tap/Insert/Swipe Card.
4. Select receipt delivery method.

### **Credit Pre-Auth:**

1. Tap Menu > Option 1 (Payment) > Card > Auth.
2. Enter Preauth Amount > OK.
3. Select receipt delivery method.

### **Capture Preauth (Credit):**

1. Tap Menu > Option 1 (Payment) > Ticket > Enter password.
2. Select Tran #/Card # > Enter number.
3. Sign/Tip if prompted.
4. Select receipt delivery method.



### **Technical Support:**

Email: [support@signapay.com](mailto:support@signapay.com)

Phone: (800) 944-1399

### **Support Hours:**

#### **Weekdays:**

Monday to Friday: 8 AM - 9 PM CST

#### **Weekends:**

Saturday and Sunday: 9 AM - 4 PM CST

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## Pre-Sale Ticket:

1. Tap Menu > Page Down > Option 2 (Host Utility).
2. Enter password > Select Pre-Sale Ticket.
3. Enter amount > OK > Ticket prints.

## Connect to WiFi:

1. From Home Screen > Tap Comm Config > WiFi > SSID > Configure.
2. Enter WiFi Password > OK > Connect.

## Favorites Menu:

- Reprint Receipt
- Settlement
- Tip Adjust
- Reports
- Change Password
- Download Package
- Comm Config
- Reboot
- Remote Diagnostics

# SIGNAPAY | PAYLO

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