



Valor 500 Series

Performing a Credit or Debit Sale:

1. Enter amount > Select “Card” or “Enter”.
2. Confirm amount or select “No” to correct.
3. Enter Clerk ID (if enabled).
4. Tap/Insert/Swipe card.
5. If using a debit card, select Credit (Signature Debit) or Debit (PIN Debit).
6. (If Debit) Enter cashback amount (if enabled) > Enter.
7. Enter Debit PIN > Enter Tip amount > Enter.
8. Select “Print Receipt” or enter SMS number for SMS receipt.

Performing Advanced Transaction Options:

1. Select the Menu button.
2. Select “Payment”.
3. Choose from the following options:

Card

Sale, Auth, Refund, Void, Ticket, Presale

Gift

Sale, Balance, Add Value, Activate, Deactivate

Cash

Sale, Refund

EBT Food

Sale

EBT Cash

Sale

4. Process transaction as expected.

Main Menu Options:

Report

View reports for current open batch, last settled batch, and last 5 settled batches.

Settlement

Settle the current batch.

Tip Adjust

Adjust tips on current batch transactions.

Reprint Receipt

Print the last transaction receipt.

Pre Sale

Generate a pre-sale ticket.

SIGNAPAY | PAYLO

Technical Support:

Email: support@signapay.com

Phone: [\(800\) 944-1399](tel:(800)944-1399)

Support Hours:

Weekdays:

Monday to Friday: 8 AM - 9 PM CST

Weekends:

Saturday and Sunday: 9 AM - 4 PM CST

Customer Support:

Email: support@signapay.com

Phone: [\(800\) 944-1399](tel:(800)944-1399)

Support Hours:

Weekdays:

Monday to Friday: 8 AM - 5 PM CST

Reprint

Print receipt for last transaction or any from current batch using Tran No. or last 4 digits of card.

Updates

Apply parameter changes or update device version.

Settings

Configure settings such as Server/ Clerk, Change Password, WiFi, SIM, and Utilities.

Connect to WiFi

1. From the home screen, tap the main menu icon.
2. Tap settings, then WiFi config.
3. Tap SSID.
4. Enter WiFi password (case sensitive).
5. Tap connect.



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