SETTLEMENT

1. Tap ★ on the screen then press 2 on the keypad.
2. The settlement summary report will be printed.
3. A detailed settlement report will be sent to the email address configured as part of the business's settings.
4. This can be changed in the portal.

TIP ADJUST

1. Tap ★ on the screen then press 3 on the keypad.
2. Tap **Tran Number** to enter the transaction number or tap **Card Number**.
3. Enter the transaction number or last 4 digits ofcustomer's card number.
4. Select the transaction you would like to tip adjust.
5. Select the pre-configured box corresponding to the box.
6. Enter customer amount if no pre-configured option waS chosen.
7. **Press OK** to confirm.
8. Choose option to print merchant copy
9. Select Yes if you want to perform more tip adjusts.

DOWNLOAD APPLICATION

1. Tap ★ on the screen press 6 on the keypad.
2. **Enter EPI Number** to download.
3. Download will start after performing settlement.
4. Depending on **TMS** settings, either the full application or just parameters will be downloaded.

CHANGE PASSWORD

1. Tap ★ on the screen press 5 on the keypad.
2. **Enter Password**. The default password is the **Last 4 Digits of the EPI number**.
3. Enter new 4 digit password
4. Re-enter new password to confirm.

INITIATE REMOTE DIAGNOSTICS

1. Tap ★ on the screen press 9 on the keypad.

SignaPay

Valor
Quick Reference Guide for model:
VL110

Customer Support
800.944.1399
Hours: Monday – Friday 8:00AM – 6:00PM CST

BOLD IDEAS. SMART EXECUTION

Quick Reference Guide for model:
VL 110

CREDIT SALE

1. Punch in **Transaction Amount**. Then **press OK**.
2. Swipe / Insert / Tap card on display. For **Manual Key Entry** type the card number on the screen.
3. Sign on the screen. **Enter Tip** if enabled.
4. **Confirm Amount**. You can remove the Non-Cash Charge on this screen.
5. Punch in the customer's phone number for **SMS** receipt. Then select the **Go Green** option.
6. Select **Print Receipt** if a paper receipt is requested.
7. Follow the prompts on screen for the customer copy.

DEBIT SALE

1. Tap **CREDIT** until **DEBIT** shows.
2. Punch in **Transaction Amount**. Then **press OK**.
3. Swipe / Insert / Tap card on display. For **Manual Key Entry** type the card number on the screen.
4. **Enter Pin**. **Enter Tip** if enabled.
5. **Confirm Amount**. You can remove the Non-Cash Charge on this screen.
6. Punch in the customer's phone number for **SMS** receipt. Then select the **Go Green** option.
7. Select **Print Receipt** if a paper receipt is requested.
8. Follow the prompts on screen for the customer copy.

CREDIT REFUND

1. Tap **SALE** until **REFUND** shows.
2. Punch in **Transaction Amount**. Then **press OK**.
3. **Enter Password**. The default password is the **Last 4 Digits of the EPI number**.
4. Swipe / Insert / Tap card on display.
5. Sign on the screen and confirm.
6. Confirm Amount. The Non-Cash Charge will **NOT** becalculated for Refund transac-tions.
7. Punch in the customer's phone number for **SMS** receipt.Then select the **Go Green** option.
8. Select **Print Receipt** if a paper receipt is requested.
9. Follow the prompts on screen for the customer copy.

CREDIT CAPTURE

1. Tap **SALE** until **TICKET** shows.
2. Punch in **Transaction Amount**. Then press **OK**.
3. **Enter Password**. The default password is the **Last 4Digits of the EPI number**.
4. Tap **Tran Number** to enter the transaction number or tap **Card Number**.
5. Enter the transaction number or last 4 digits of customer's card number.
6. Select transaction to be voided. Punch in the customer's phone number for **SMS** receipt. Then select the **Go Green** option.
7. Select **Print Receipt** if a paper receipt is requested.
8. Follow the prompts on screen for the customer copy.

CREDIT VOID

1. Tap **SALE** until **VOID** shows. Then **press OK**.
2. **Enter Password**. The default password is the **Last 4 Digits of the EPI number**.
3. Tap **Tran Number** to enter the transaction number or tap **Card Number**.
4. Enter the transaction number or last 4 digits of customer's card number.
5. Select transaction to be voided.
6. Punch in the customer's phone number for **SMS** receipt. Then select the **Go Green** option.
7. Select **Print Receipt** if a paper receipt is requested.
8. Follow the prompts on screen for the customer copy.

CREDIT PREAUTH

1. Tap **SALE** until **PREAUTH** shows.
2. Punch in **Transaction Amount**. Then **press OK**.
3. Swipe / Insert / Tap card on display.
4. Sign on the screen and confirm.
5. Confirm Amount. The Non-Cash Charge will **NOT** becalculated for PreAuth trans-actions.
6. Punch in the customer's phone number for **SMS** receipt.Then select the **Go Green** option.
7. Select **Print Receipt** if a paper receipt is requested.
8. Follow the prompts on screen for the customer copy.

PRE-SALE TICKET

1. Tap the ≡ Menu Option on the screen
2. Tap the down arrow until you see Select Host Utility. Tap Select Host Utility.
3. Enter Password. The default password is the Last 4 Digits of the **EPI** number.
4. Select Pre-Sale Ticket (#2) Then press **OK**.
5. Enter Amount.
6. Ticket will be printed.**of the EPI number.**

RE-PRINT TRANSACTION RECEIPT

1. Tap ★ on the screen then tap **1. Print Receipt**.
2. Receipt belonging to last transaction will be printed.
3. Press **Yes** for customer copy. Press **No** to exit.
4. For printing older receipts press #;⬇ on the keypad, press 4, Choose option 2 or 3.
5. The default password is the **Last 4 Digits of the EPI number.**