

Enable/Disable Fixed & Variable Tip



STEP 1

Go to www.online.valorpaytech.com and enter your login credentials.

Email

Password

Remember Me [Forgot Password](#)

SIGN IN

VALOR
PAY TECH

STEP 2

Select **Device Management** in the sidebar menu.

Dashboard

User Management

Transactions

Virtual Terminal

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

VALOR

JOHN FAY'S TEST MERCHANT

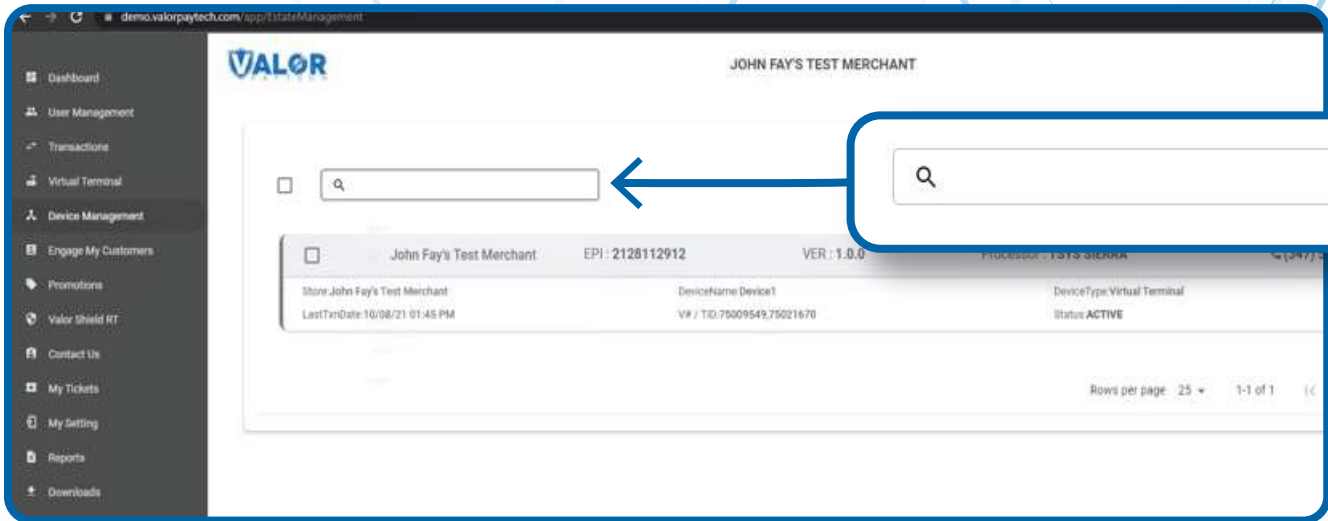
\$0 Last Month (Total Volume)	\$1.15 Current Month (Total Volume)	\$0 Current Day (Total Volume)	\$0.02 Average Volume per day (last 3 Months)	\$1.15 Average Ticket (last 3 Months)
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Current Month Transactions

Device Management

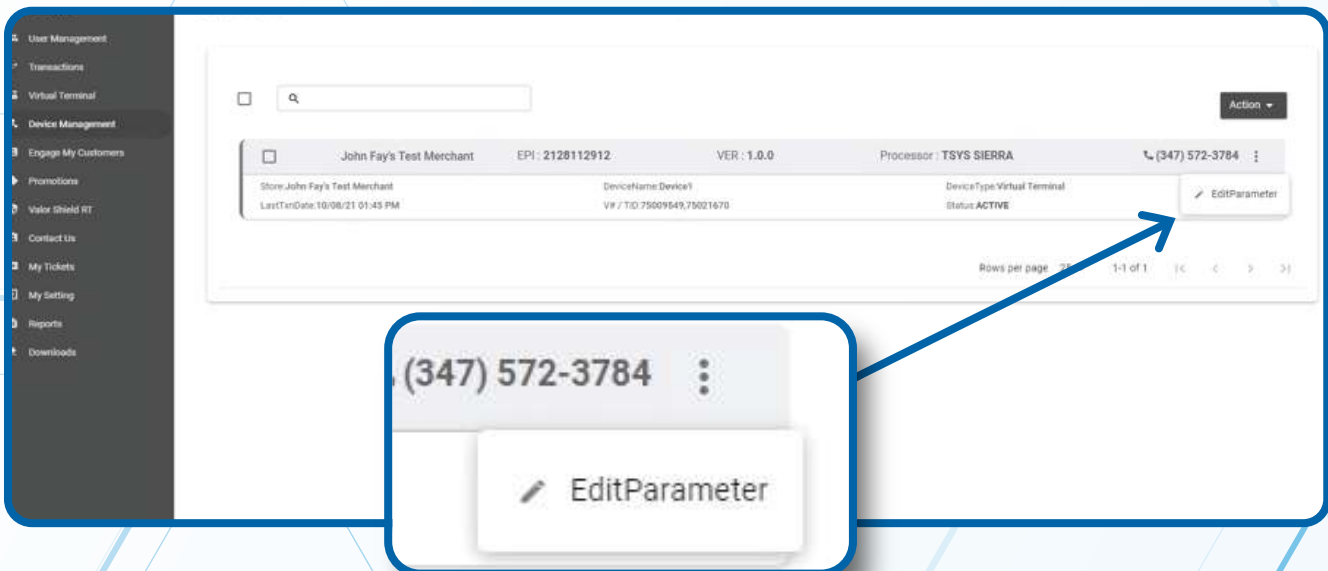
STEP 3

Use search bar to look up the EPI you want to Enable/Disable Fixed & Variable Tip.



STEP 4

When the device comes up, select the **Vertical Ellipsis** on the top right of the snapshot and select **Edit Parameters**.



STEP 5

Within the **Tip, Tax & Fee** section, enable **Tip**

^ TIP, TAX & FEE

TIP YES NO

SMART TIP YES NO

PAY @ TABLE YES NO

OPTION 1	OPTION 2	OPTION 3	OPTION 4
15 %	20 %	22 %	25 %

SERVER/CLERK SETUP YES NO

MAX TIP 350 %

RECEIPT FOR TIP ADJUST

CUSTOM FEE DISCLOSURE

INCLUDE TAX FOR CASH

SHOW REMOVE FEE

PROMPT PASSWORD TO REMOVE FEE

LABEL: Non-Cash Charge SURCHARGE FLAT: \$0.25

STEP 6

Enable Fixed Tip.

PAY @ TABLE YES NO

OPTION 1	OPTION 2	OPTION 3	OPTION 4
15 %	20 %	22 %	25 %

SERVER/CLERK SETUP YES NO

MAX TIP 350 %

RECEIPT FOR TIP ADJUST

PROMPT AND PRINT

FIXED TIP YES NO

TAX YES NO

INCLUDE TAX FOR CASH

SHOW REMOVE FEE

PROMPT PASSWORD TO REMOVE FEE

LABEL: Non-Cash Charge SURCHARGE FLAT: \$0.25

STEP 7

You may set a **Variable Tip** in percentage by setting **Fixed Tip In Percentage** to Yes.

The screenshot shows a configuration page with several sections. At the top, there are four options: OPTION 1 (15%), OPTION 2 (20%), OPTION 3 (22%), and OPTION 4 (25%). Below this is the 'SERVER/CLERK SETUP' section with a 'YES NO' toggle. The 'MAX TIP' is set to 350. Under 'RECEIPT FOR TIP ADJUST', 'PROMPT AND PRINT' is selected. In the 'FIXED TIP' section, the 'FIXED TIP IN PERCENTAGE' toggle is set to 'YES'. A callout box points to this toggle and shows a zoomed-in view of the 'FIXED TIP IN PERCENTAGE' section where 'TIP VALUE' is set to '1%'.

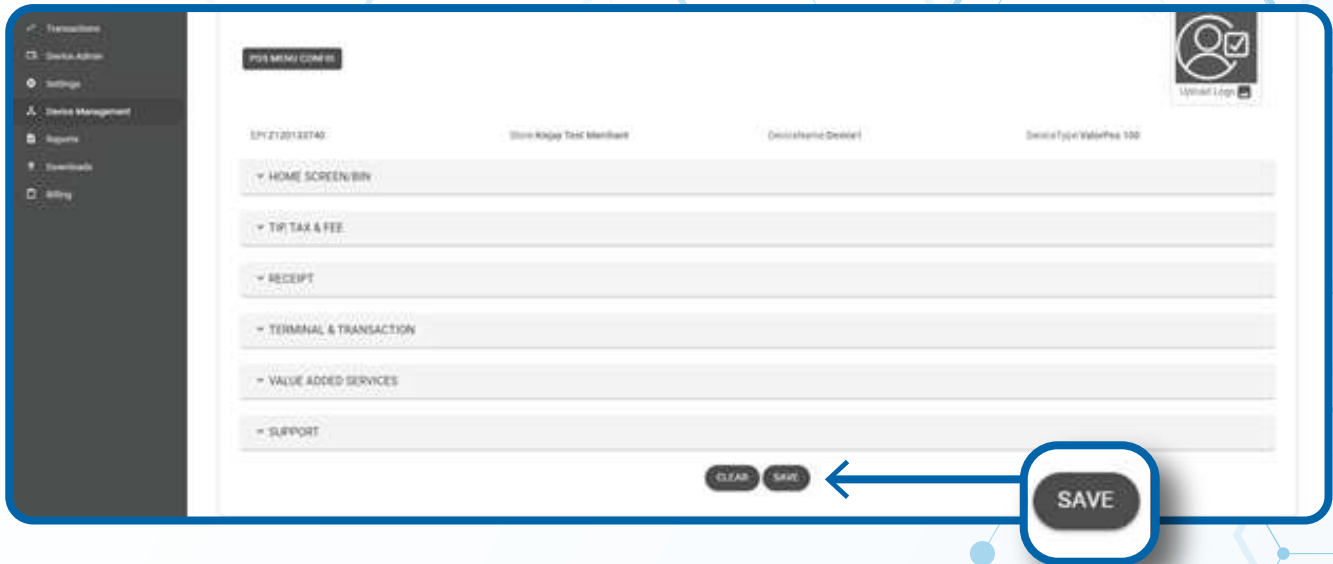
STEP 8

You may set a **Fixed Tip** in Dollar by setting **Fixed Tip In Percentage** to No.

The screenshot shows the same configuration page as in Step 7. In the 'FIXED TIP' section, the 'FIXED TIP IN PERCENTAGE' toggle is now set to 'NO'. A callout box points to this toggle and shows a zoomed-in view of the 'FIXED TIP IN PERCENTAGE' section where 'TIP VALUE' is set to '\$5'.

STEP 9

Scroll down and select **Save**.



STEP 10

After making parameter changes, you must perform a download on the device by pressing ★ > 6 > OK button.

