

# Enable/Disable Manual Card Entry



## STEP 1

Go to [www.online.valorpaytech.com](http://www.online.valorpaytech.com) and enter your login credentials.

Email

Password

Remember Me [Forgot Password](#)

**SIGN IN**

**VALOR**  
PAYTECH

## STEP 2

Select **Device Management** in the sidebar

Transactions

Virtual Terminal

**Device Management**

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

**\$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)

**Current Month Transactions**

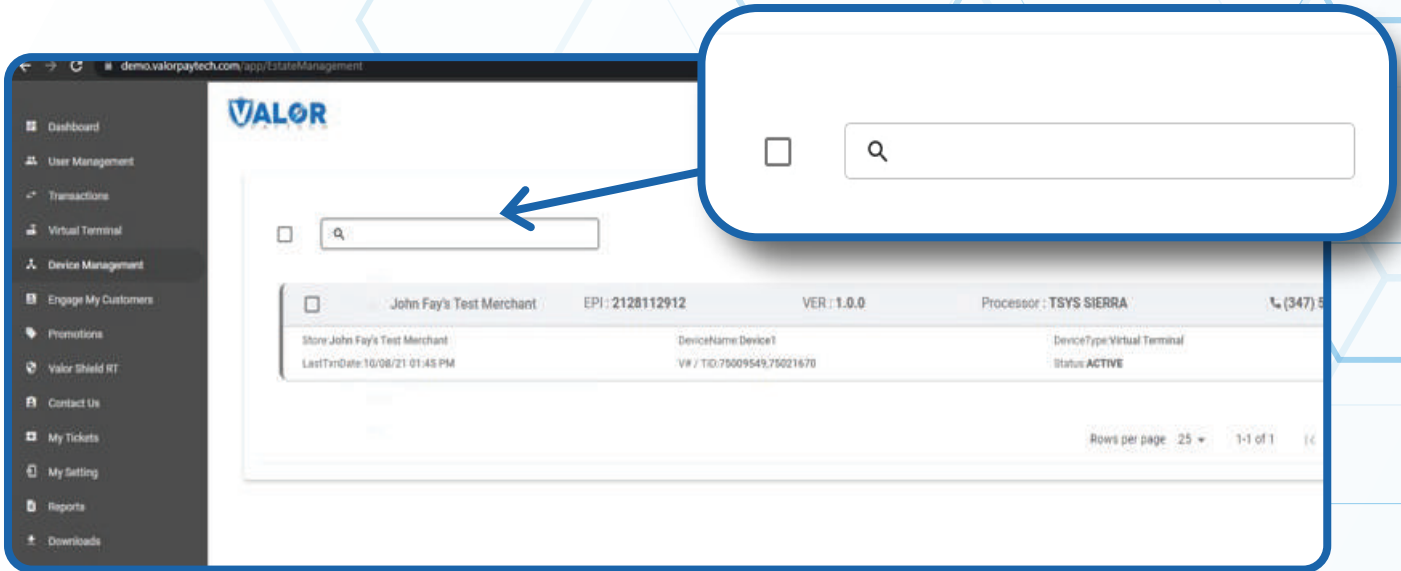
\$1.1  
\$.1  
\$.08  
\$.06  
\$.04  
\$.02  
\$.0

1 2 3 4 5 6 7 8 .20 .21 22

**Device Management**

## STEP 3

Use search bar to look up the EPI you want to Enable/Disable Manual Card Entry for.



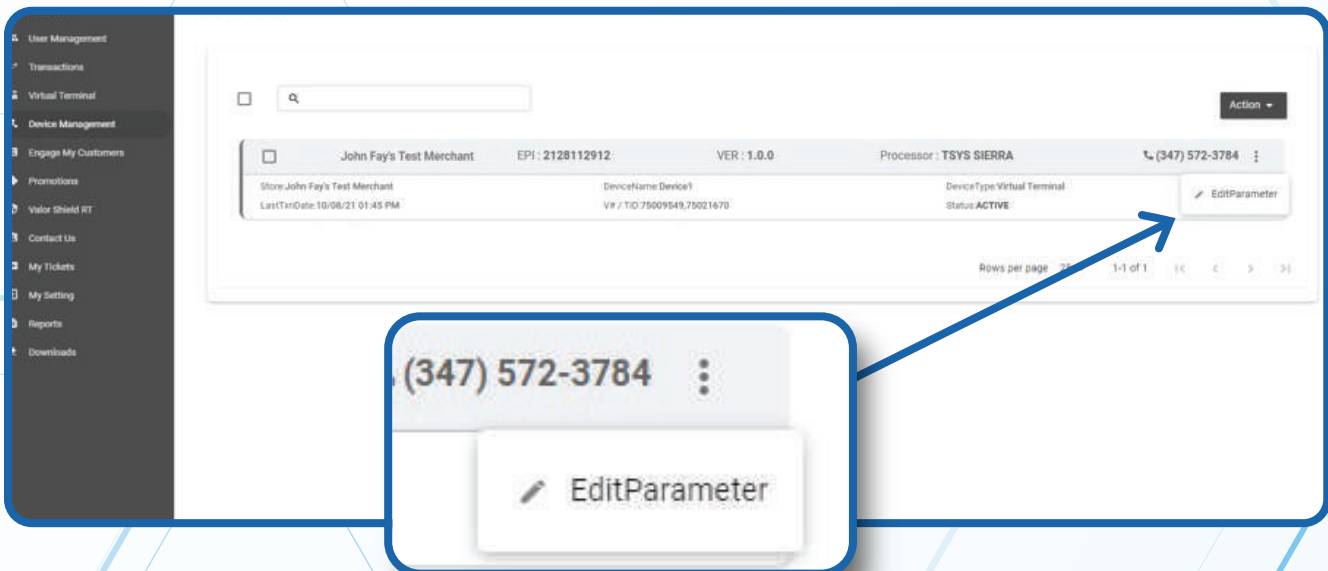
The screenshot shows the VALOR Merchant Portal interface. A search bar is highlighted with a blue box and an arrow pointing to it. Below the search bar is a table of devices. The first row of the table is highlighted, showing the following information:

| Merchant                 | EPI        | VER   | Processor   | Contact        |
|--------------------------|------------|-------|-------------|----------------|
| John Fay's Test Merchant | 2128112912 | 1.0.0 | TSYS SIERRA | (347) 572-3784 |

The table also includes columns for Store Name, Device Name, Device Type, and Status. The status for the highlighted device is ACTIVE.

## STEP 4

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



The screenshot shows the VALOR Merchant Portal interface with a device selected. A blue box highlights the vertical ellipsis menu on the top right of the device snapshot. An arrow points from this box to a magnified view of the menu options, which includes the 'EditParameter' button.

(347) 572-3784 ⋮  
EditParameter

## STEP 5

Within the **Terminal & Transaction** section, **Enable/Disable Manual Card Entry**

The screenshot shows the 'TERMINAL & TRANSACTION' settings page. The 'MANUAL CARD ENTRY' option is highlighted with a blue box and an arrow pointing to it. The settings are as follows:

| Setting                                    | Value         |
|--|---------------|
| PROCESSOR                                  | Tsys Sierra   |
| AVS  | NONE          |
| STANDBY TIME                               | 0 MINS        |
| SLEEP TIME                                 | 30 MINS       |
| EXTERNAL PIN PAD SUPPORT                   | YES NO        |
| AMOUNT CONFIRMATION IN PINPAD              | YES NO        |
| <b>MANUAL CARD ENTRY</b>                   | <b>YES NO</b> |
| SPLIT PAYMENT                              | YES NO        |
| CASH BACK ON DEBIT CARDS                   | YES NO        |
| BATCH OUT                                  | AUTO MANUAL   |
| PIN BYPASS ALLOWED                         | YES NO        |
| SETTLEMENT TIME (EST)                      | 09:00 AM      |
| QSR (RECEIPT & SIGNATURE ARE NOT REQUIRED) | YES NO        |

## STEP 6

Scroll down and select **Save**.

The screenshot shows the settings menu with the 'SAVE' button highlighted. The menu items are:

- HOME SCREEN/BIN
- TR| TAX & FEE
- RECEIPT
- TERMINAL & TRANSACTION
- VALUE ADDED SERVICES
- SUPPORT

The 'SAVE' button is located at the bottom right of the screen, next to 'CLEAR' and 'SKIP' buttons.

## STEP 7

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

