

# Quick reference guide



Android POS  
**VL500**

# Transactions



## CREDIT SALE

1. Enter **Transaction Amount** and tap **Enter**.
2. **Swipe/Insert/Tap** card on **Present Card** screen.  
For **Manual Key Entry**, select the **Enter Manually** option.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method.

## DEBIT SALE

1. Tap **Credit** until **Debit** is displayed.
2. Enter **Transaction Amount** and tap **Enter**.
3. **Swipe/Insert/Tap** card on **Present Card** screen.  
For **Manual Key Entry**, select the **Enter Manually** option.
4. Enter **PIN** and **Tip** if prompted.
5. Follow prompts until receipt prompt-select receipt delivery method.

## CREDIT VOID

1. Tap **Sale** until **Void** is displayed.
2. Enter the **Transaction Number** from the receipt or the last 4 of the card number and tap **Enter**.
3. When prompted enter **Password**.
4. Tap to confirm the transaction that needs to be voided.
5. Select receipt delivery method.

## CREDIT REFUND

1. Tap **Sale** until **Refund** is displayed.
2. Enter **Transaction Amount** and tap **Enter**.
3. **Swipe/Insert/Tap** card on **Present Card** screen.  
For **Manual Key Entry**, select the **Enter Manually** option.
4. Select receipt delivery method.

## CREDIT PREAUTH

1. Tap **Sale** until **Preauth** is displayed.
2. Enter **Transaction Amount** and tap **Enter**.
3. **Swipe/Insert/Tap** card on **Present Card** screen.  
For **Manual Key Entry**, select the **Enter Manually** option.
4. Select receipt delivery method.

## CAPTURE PREAUTH

1. Tap **Sale** until **Ticket** is displayed.
2. Enter **Transaction Amount**, tap **Enter** and enter **Password**.
3. Enter the **Transaction Number** from the receipt or the last 4 of the card number and tap **Enter**.
4. **Sign** and **Tip** if prompted.
5. Select receipt delivery method.

## PRE-SALE TICKET

1. Tap the **Main Menu** icon-tap the **Page Down** icon and select **Pre Sale**.
2. Enter the **Transaction Amount**, press the **Enter** Button and the pre-sale ticket will be printed.



## Main Menu Options



### REPORT

See summary reports for current open batch, the last settled batch, and the detailed reports of the last 5 batches settled.

### SETTLEMENT

Option to settle the current batch.

### TIP ADJUST

Adjust the tip amount on transactions performed within current batch.

### REPRINT RECEIPT

Prints the receipt for last transaction performed.

### PRE SALE

Generates a Pre-Sale ticket.

### REPRINT

Option to print receipt for the last transaction or print the receipt for a specific transaction within the current batch.

### UPDATES

Used to apply parameter changes or update the version on the device.

### SETTINGS

Configure settings on the device such as Server/Clerk, Change Password, Wifi Config, SIM Config, and Utilities.

## Connect to WiFi



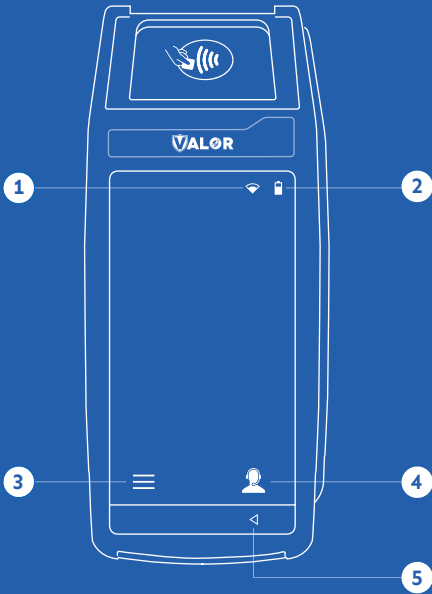
1. From the **Home Screen**, tap the **Main Menu** icon.
2. Tap **Settings**, then **WiFi Config**
3. Tap **SSID**
4. Enter **WiFi Password** (Password is case sensitive)
5. Tap **Connect**

## Visit Our Knowledge Base

Scan the QR Code with your mobile device to search for troubleshooting articles.



# Terminal Guide



- 1 Connection Icon
- 3 Main Menu
- 5 Back

- 2 Battery Level
- 4 Contact Support



Copyright © 2019-22, Valor PayTech, LLC. All rights reserved.

This guide is protected by U.S. and International copyright laws. Reproduction and/or distribution of the contents of this publication without the express written consent of the owner is prohibited.

1.800.615.8755