

# Quick Reference Guide



## VL100 Pro

Dual Pricing



# Transactions

## CARD SALE AND CASH SALE

1. Enter **Transaction Amount** and press **OK**.
2. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
3. **Sign** and **Tip** if prompted.
4. Select receipt delivery method.

## EBT FOOD/CASH SALE

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**.
3. Tap either **EBT Food** or **EBT Cash**.
4. Tap **Sale**.
5. Enter **Transaction Amount** and press **OK**.
6. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
7. Select receipt delivery method.

## CREDIT VOID

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Void**.
3. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
4. Transaction will appear on screen. Press **OK** to void transaction.
5. Select receipt delivery method.

## CREDIT REFUND

1. Tap the **Menu** icon (≡)
2. Tap **Option 1 (Payment)**, tap **Card** then tap **Refund**.
3. Enter **Refund Amount** and press **OK**.
4. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
5. Select receipt delivery method.



# Favorites Menu

**REPRINT RECEIPT** | Print receipt for last transaction.

**SETTLEMENT** | Option to settle the current batch.

**TIP ADJUST** | Adjust tip amount for transactions in open batch.

**REPORTS** | View summary report for open batch, last settled batch, and detailed reports for the last 5 batches settled.

**CHANGE PASSWORD** | Set one general password **OR** create custom passwords for settlements, voids\refunds & removing custom fee.

**DOWNLOAD PACKAGE** | Applies parameter changes or updates version on device.

**COMM CONFIG** | Configure your internet connection settings.

**REBOOT** | Power cycles device

**REMOTE DIAGNOSTICS** | Allows ISO to remotely troubleshoot the device.

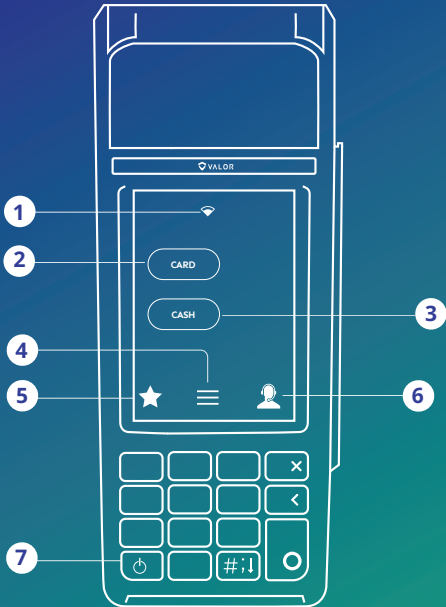


## Connect to WiFi

1. From the **Home Screen**, tap (★) **7 Comm Config**.
2. Tap **Comm Config**, tap **WiFi**, tap the **SSID**, then tap **Configure**.
3. Enter **WiFi Password** Please note WiFi Password is case sensitive.
4. Tap **OK** to confirm, press the **Cancel** button, then tap **Connect**.

**To fast swap connection, tap Connection Icon**  
(see Terminal Guide for location).

# Terminal Guide



1. Connection Icon

2. Card

3. Cash

4. Main Menu

5. Favorite Icon

6. Contact Support

7. Power / Paper Feed

- Hold to power down terminal
- Press to feed paper

## Visit Our Knowledge Base

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