

# Quick Reference Guide



## VL300

Standalone PIN Pad



## Select PIN Pad Type

1. Press the **cancel** key on the idle screen (Receiving Mode). Choose the PIN pad type and **press 1**.
2. Select **Standalone** or **Press 2** to convert the PIN pad into a standalone.
3. Select Yes on the confirmation dialog box, and the terminal will check the Ethernet connection; based on the successful connection, it will act as a standalone after reboot by entering the EPI screen.



## Transactions

### CREDIT SALE

1. Enter **Transaction Amount** and tap **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.

### DEBIT SALE

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

### CREDIT VOID

1. Tap **Sale** until Void is displayed. Press **OK** and enter password
2. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
3. Transaction will appear on screen. Press **OK** to void transaction.
4. Select receipt delivery method.

### CREDIT REFUND

1. Tap **Sale** until **Refund** is displayed. Enter Refund amount and press **OK**.
2. Enter password if prompted.
3. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
4. Select receipt delivery method.

## CREDIT PREAUTH

1. Tap **Sale** until **PreAuth** is displayed. Enter dollar amount and press **OK**.
2. **Swipe/Insert/Tap** card on **Present Card** screen or start typing card number for **Manual Entry**.
3. Select receipt delivery method.

## CAPTURE PREAUTH (Credit)

1. Tap **Sale** until **Ticket** is displayed. Enter dollar amount, press **OK** and enter password.
2. Select **Tran Number** or **Card Number**. If **Tran Number**, enter transaction number. If **Card Number**, enter last 4 digits of card.
3. Transaction will appear on screen. Press **OK** to Complete transaction.
4. **Sign** and **Tip** if prompted.
5. Select receipt delivery method.



## Favorites Menu

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

**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.

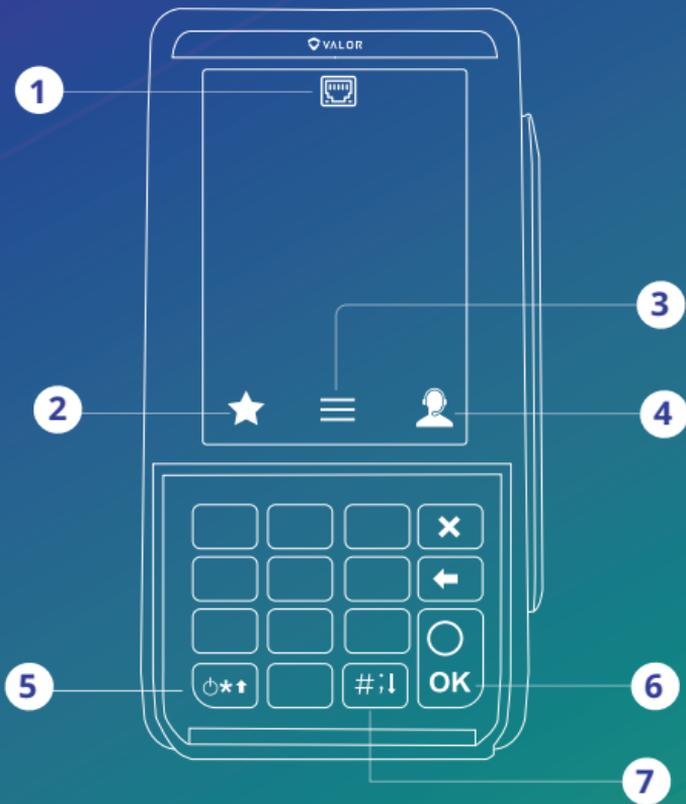
**COMM CONFIG** | Configure your internet connection settings.

**REBOOT** | Power cycles device

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

**PINPAD TYPE OPTION** | Users can select either "Work with VL100" or "Standalone" mode from the menu.

# Terminal Guide



1. Connection Icon

5. Hold to power down terminal

2. Favorites Icon

6. Enter / Confirm Selection

3. Main Menu

7. Main Menu on Keypad

4. Contact Support

## Visit Our Knowledge Base

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