

# Quick Reference Guide



# VL100 Pro

Countertop



# Transactions

## CREDIT 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.

## 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.

## PRE-SALE TICKET

1. Tap the **Menu icon** (≡)
2. Tap the **Page Down** icon.
3. Tap Option 2 (**Host Utility**).
4. Enter the password and select **Pre-Sale Ticket**.
5. Enter dollar amount, tap the **OK** button and the pre-sale ticket will be printed.



## 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.

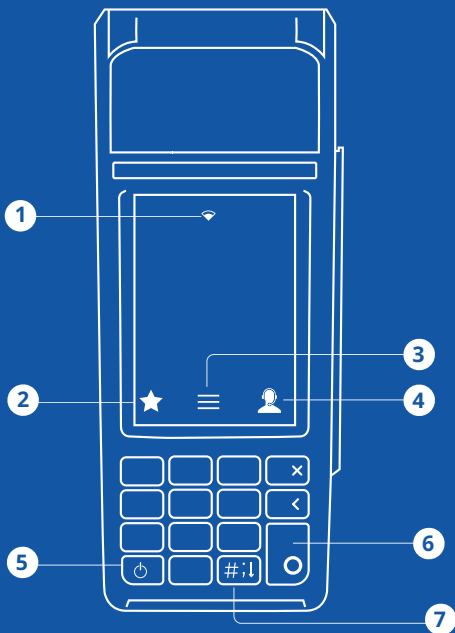


## Connect to WiFi

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. Favorites Icon

3. Main Menu

4. Contact Support

5. Power / Paper Feed

- Hold to power down terminal
- Press to feed paper

6. Enter / Confirm Selection

7. Main Menu on Keypad



**Merchant  
Industry**



[info@merchantindustry.com](mailto:info@merchantindustry.com)



1.866.811.1005