

VALOR VL500/VP500/VP550 Quick Reference Guide

Credit Card Sale - Dual Pricing

1. Key in the transaction amount, then press **OK**.
2. Tap, insert, or swipe credit card on **PRESENT CARD** screen or start typing card number for manual entry. Enter tip amount if prompted.
3. Transaction will process. Receipt prompt will appear on screen. Press **YES** for a customer copy. Press **NO** to return to the home screen.

Cash Sale - Dual Pricing

1. Key in the transaction amount, then press **OK**.
2. Swipe the **SWIPE TO PAY CASH** toggle.
3. Select the receipt delivery method if it does not automatically print.

Note: You can also input the transaction amount, tap the icon that says **CASH**, and proceed to Step 3.

Void Transaction - Dual Pricing

1. From **HOME SCREEN** tap the ☰ icon.
2. Select **PAYMENT**.
3. Select **CARD**.
4. Select **VOID**, then enter the Manager's Password when prompted.
5. Select either **TRANSACTION NUMBER** or **CARD NUMBER**. If **TRANSACTION NUMBER**, enter the full transaction number. If **CARD NUMBER**, enter last 4 digits of the card.
6. Sign if prompted, then select receipt delivery method.

Refund Transaction - Dual Pricing

1. From **HOME SCREEN** tap the ☰ icon.
2. Select **PAYMENT**.
3. Select **CARD**.
4. Select **REFUND**.
5. Enter refund amount, then **TAP, INSERT, or SWIPE** card.
6. Sign if prompted, then select receipt delivery method.

Credit Card Sale

1. Key in the transaction amount, then press **OK**.
2. Tap, insert, or swipe credit card on **PRESENT CARD** screen or start typing card number for manual entry. Enter tip amount if prompted.
3. Transaction will process. Receipt prompt will appear on screen. Press **YES** for a customer copy. Press **NO** to return to the home screen.

Debit Card Sale

1. Tap **CREDIT** until **DEBIT** is displayed, then key in the sale amount and press **OK**.
2. Tap, insert, or swipe credit card on **PRESENT CARD** screen or start typing card number for manual entry.
3. Enter the PIN number and tip if prompted.
4. Transaction will process. Receipt prompt will appear on screen. Press **YES** for a customer copy. Press **NO** to return to the home screen.

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Void Transaction

1. Tap the **Sale** icon.
2. Select the Void option. Press **OK** and enter the Manager's Password.
3. The transaction will appear on screen. Press **OK** to void the transaction.
4. Select **TRANSACTION NUMBER** or **CARD NUMBER**.
5. Select receipt delivery method.


Refund Transaction

1. Tap the **Sale** icon.
2. Select the Refund option. Enter refund amount and press **OK**.
3. Tap, insert, or swipe credit card on the **PRESENT CARD** screen or start typing card number for manual entry.
4. Enter the Manager's Password if prompted.
5. Select the receipt delivery method.


Reprinting a Receipt

1. From the home screen tap the  icon.
2. Select **REPRINT (ANY TRANSACTION)** or **REPRINT RECEIPT (LAST TRANSACTION)** option.
3. If prompted, enter the Manager's Password.
4. Select either **TRANSACTION NUMBER** or **CARD NUMBER**.
5. Enter the transaction number you wish to reprint or the last four (4) digits of the card number.
6. The transaction will appear on the screen. Press **OK** to reprint the desired receipt.


Tip Adjust

1. From the home screen tap the  icon.
2. Select **TIP ADJUST**.
3. Select either **TRANSACTION NUMBER** or **CARD NUMBER**.
4. Enter a custom tip or select a suggested tip amount, then press **OK** to confirm.
5. Confirm if you want to print merchant copy or not.
6. Press the cancel key after all desired tips have been adjusted.

Printing Reports

1. From the home screen tap the  icon.
2. Select the **REPORTS** option.
3. If prompted, enter the Manager's Password.
4. Select the desired report to print.

Batch Settlement

1. From the home screen tap the  icon.
2. Select the **SETTLEMENT** option.
3. If prompted, enter the Manager's Password.
4. Press **OK** and the terminal will initiate the batch.


Pre-Authorization Credit Sale

1. Tap **SALE** until **PRE AUTH** is displayed. Enter the dollar amount, then press **OK**.
2. Tap, insert, or swipe credit card on the **PRESENT CARD** screen or start typing card number for manual entry.
3. Select receipt delivery method.


Capture Pre-Authorization for Credit Sale

1. Tap **SALE** until **TICKET** is displayed.
2. Enter the dollar amount, then press **OK**.
3. If prompted, enter the Manager's Password.
4. Select **TRANSACTION NUMBER** or **CARD NUMBER** based on information you have. If **TRANSACTION NUMBER**, enter the full transaction number. If **CARD NUMBER**, enter last 4 digits of the card.
5. Enter tip and sign if prompted.
6. Select receipt delivery method.


Pre-Sale Ticket

1. From the home screen tap the  icon.
2. Select **PRE-SALE**.
3. Enter the **DOLLAR AMOUNT**, then press the **OK** button and the pre-sale ticket will be printed.

Clerk/Server Changes

1. From the home screen tap the  icon.
2. Scroll down and select **SETTINGS**.
3. Select **CLERK**.
4. Adjust settings as needed.

Important Notes

Manager's Password is the last four digits of your download EPI ID. To access the EPI ID, go to your device and tap on the  icon from the Home Screen.

Merchant Notes/Merchant Number