

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.

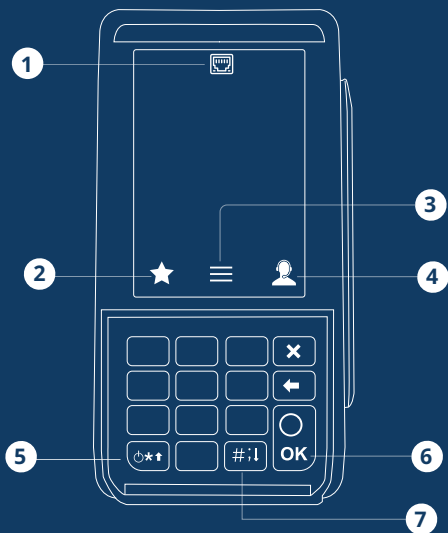
COMM CONFIG | Configure your internet connection settings.

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

2. Favorites Icon

3. Main Menu

4. Contact Support

5. Hold to power down terminal

6. Enter / Confirm Selection

7. Main Menu on Keypad



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