Quick
reference guide

Countertop & Wireless Terminal
VL100 | VL110

Mi Merchant Industry

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** and enter Password if prompted
2. **Swipe/Insert/Tap** Card on **Present Card** screen or start typing Card Number for **Manual Entry**
3. 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

CREDIT TICKET (CAPTURE PREAUTH)
1. Tap **Sale** until **Ticket** is displayed. Enter Dollar amount and 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. **Sign** and **Tip** if prompted
4. Select Receipt delivery method

PRE-SALE TICKET

1. Tap the **Main Menu** icon (≡) tap the **Page Down** icon (↓) and select **Host Utility**
2. Enter the Password and select **Pre-Sale Ticket**
3. Enter Dollar amount, press the **OK** button and the **Pre-Sale Ticket** will be printed

Favorites Menu ★

REPRINT RECEIPT
Print Receipt for last Transaction performed

SETTLEMENT
Perform Settlement of the Current Batch

TIP ADJUST
 Adjust the Tip Amount on Credit Transactions performed within Current Batch

REPORTS
View the Summary Report for the Current Open Batch, the 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
Apply Parameter changes or Version updates on the Device

COMM CONFIG
Configure your Network Connection settings

REBOOT
Power Cycle the Device

REMOTE DIAGNOSTICS
Allows ISO to Remotely Troubleshoot the Device

Connect to WiFi 📶

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

To quickly change **Network Connection** types, tap the **Connection Icon** (see **Terminal Guide** following) and select the desired type.

Terminal Guide
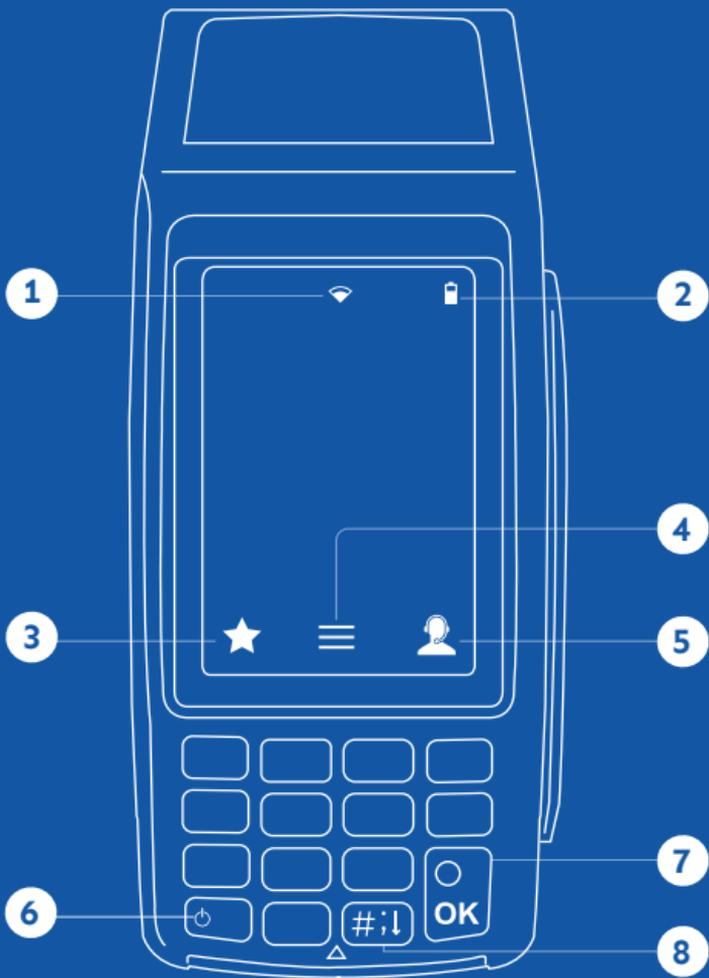
1 Connection Icon
2 Battery Level (VL110 Only)
3 Favorites Icon
4 Main Menu
5 Contact Support

6 Power / Paper Feed
  • Hold to power down terminal
  • Press to feed paper
7 Enter / Confirm Selection
8 Main Menu on Keypad

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