

## Quick Reference Guide - VL100

### Favorites Menu Options

Select ★ on the screen

### Reprint Receipt

Prints the receipt for last transaction performed

### Settlement

Option to settle the current batch

### Tip Adjust

Adjust the tip amount on transactions performed within current batch

### Reports

View summary reports for current open batch, the last settled batch, and the detailed reports of 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 Allegiance to perform troubleshooting on the device

### Connect to WiFi

1. From the Home Screen, tap the Favorites Menu icon, 7 Comm Config
2. Tap Comm Config, tap WiFi, tap the SSID, then tap Configure
3. Enter WiFi Password (Password is Case Sensitive)
4. Tap OK to confirm, press the Cancel button, the tap Connect

### Terminal Guide



- 1 Connection Icon
- 2 Battery Level
- 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

**Allegiance Merchant Services**

1-800-450-9125

info@algms.com

www.AllegianceMS.com

Find additional resources at:  
[www.allegiancemerchantservices.com/resources/](http://www.allegiancemerchantservices.com/resources/)

## 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. Follow prompts until receipt prompt-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 the last 4 digits of the card number.
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 (Password is last 4 digits of device EPI Code).
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.

### Capture PreAuth (Credit)

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 the last 4 digits of the card number.
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.



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