QUICK REFERENCE GUIDE // QD Terminal Line

Dejavoo
an IPOS systems company

DvPay

These steps have been provided to assist you with your Android payment device with DvPay (AURA) software. **IMPORTANT:** As well as the payment icons (ie Card, PIN Debit, EBT Food, EBT Cash and Cash), the terminal's idle screen also displays the following icons:

⭐ Access to the FAVORITES menu   ≡ Access to the CORE menu   📞 CALL ME feature

CHIP CREDIT SALE

1. From the idle screen, enter the amount of the transaction you want to process and press **OK**.
2. The default transaction will be **Sale**.
3. Choose the payment type the customer will use. Options are **Card** and **PIN Debit**.
4. If configured, terminal will prompt to **Select** or **Input Tip** amount.
5. When prompted, **tap** or **insert** the card. If required (debit), enter PIN number.
6. Transaction will be processed. Sales receipt will print with details of the transaction.

CREDIT CARD RETURN

1. From the idle screen, tap on the **Credit** icon.
2. Tap on the **Return** icon.
3. Input the **Return Amount** and press **OK**.
4. If prompted, confirm the return amount by tapping **OK** or **No**. *Conditional on the terminal's configuration.*
5. If prompted, input **Manager Password** (default password is 1234).
6. Tap (contactless only) or insert chip card.
7. The transaction is processed. Return receipt will print with details of the transaction.

VOID BY TRANSACTION NUMBER

1. From the idle prompt, tap the ⭐ icon to access the **Favorites** menu.
2. Tap **Void Transaction**.
3. If prompted, input **Manager Password** (1234 default).
4. Tap **By Transaction #**.
5. Input **Transaction #** to be voided and press **OK**.
6. Confirm the void transaction by tapping **Select**.
7. If prompted, confirm the void amount by tapping **OK** or **Cancel**. *Conditional on the terminal's configuration.*
8. If prompted, input **Manager Password** (1234 default).
9. The void is processed. Void receipt will print with details of the transaction.

MANUALLY ENTERED SALE

1. From the idle screen, enter the amount of the transaction you want to process and press **OK**.
2. The default transaction will be **Sale**.
3. Choose the payment type the customer will use. Options are **Card** (credit) and **Cash**.
4. If configured, terminal will prompt to **Select** or **Input Tip** amount.
5. When prompted to tap, swipe or insert card, tap on the screen and key in card number and follow further screen prompts.
6. Transaction will be processed. Sales receipt will print with details of the transaction.

REPRINT RECEIPT

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Tap **Reprint Receipt**.
3. If prompted, input **Manager Password** (1234 default).
4. Tap desired option (**Last, By Transaction #** or **By Card Number**).
5. Follow prompts and transaction receipt prints.

CALL ME FEATURE (MUST BE ENABLED)

1. From the terminal main screen tap the 📞 icon.
2. If prompted, input **Manager Password** (1234 default).
3. Tap **Call Me**, under the support menu.
4. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.

EDIT TIPS BY TRANSACTION

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Select **Transaction #.**
3. If prompted, input **Manager Password** (1234 default).
4. Input **Transaction #** and press **OK.**
5. Transaction amount appears, input **Tip Amount** and press **OK.**
6. If prompted, confirm the tip amount by tapping **Yes** or **No**. *Conditional on the terminal's configuration.*
7. If required, repeat steps 3 to 5 for each transaction.

SETTLE DAILY BATCH

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Tap **Settle Daily Batch.**
3. If prompted, input **Manager Password** (1234 default).
4. Terminal communicates with the host.
5. Settlement report prints.

PRINTING REPORTS

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Tap on **Report.**
3. If prompted, input **Manager Password** (1234 default).
4. Select desired report type (**Daily Report** or **Summary Report).**
5. **View** or **Print** report.

TURN SERVER PROMPT ON/OFF

1. From the idle prompt, tap the ☰ icon to access the **Core** menu.
2. Tap **Applications.**
3. Tap **Credit/Debit/EBT.**
4. Tap **Setup.**
5. If prompted, input **Manager Password** (1234 default).
6. Tap **Trans Prompts.**
7. Tap **Clerks.**
8. Tap **Prompt.**
9. Tap to select desired option.
10. Press the ◁ key continually to return to the homescreen.

TERMINAL POWER OFF/REBOOT

1. Press the ⬭ button on the side of the terminal and hold until a menu appears on the screen, with the following options: Power Off, Reboot, Airplane Mode and Silent Mode.
2. Select the option you desire by tapping on the screen.

WIRELESS ICONS

📶 Wi-Fi icon will blink when not connected. It will remain static when connected successfully.

🔋 Battery charge indicator.