



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, tap on the **Credit** icon.
2. Tap on the **Sale** icon.
3. Input the **Sale Amount** and press **Ok**.
4. Tap (contactless only) or insert chip card.
5. The transaction is processed. Sales receipt will print with details of the transaction.



DEBIT SALE

1. From the idle screen, tap on the **Debit** icon.
2. Tap on the **Sale** icon.
3. Input the **Sale Amount** and press **Ok**.
4. Tap (contactless only) or insert chip card.
5. Customer enters **PIN** on encrypted terminal PIN pad or encrypted external PIN pad and presses **Ok**.
6. The transaction is 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 **Cancel**. *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.



MANUALLY ENTERED SALE

1. From the idle screen, tap on the **Credit** icon.
2. Tap on the **Sale** icon.
3. Input the **Sale Amount** and press **Ok**.
4. **Tap** on the credit card icon on the **Credit Sale** screen. (Insert, Swipe or Enter Card #.)
5. Manually input **Card #**.
6. Follow the CNP prompts (input exp. Date, zip code etc). *Conditional on the terminal's configuration.*
7. The transaction is processed. Sales receipt will print with details of the transaction.



VOID CREDIT TRANSACTION (CARD PRESENT)

1. From the idle screen, tap on the **Credit** icon.
2. Tap on the **Void** icon.
3. Input the **Void Amount** and press **OK**.
4. If prompted, confirm the void 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. Enter the void transaction # and press **OK**.
8. The transaction is processed. Void receipt will print with details of the transaction.



VOID BY TRANSACTION # (CARD NOT PRESENT)

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.



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.




WIRELESS ICONS

- Wi-Fi icon will blink when not connected. It will remain static when connected successfully.
- Battery charge indicator.



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.



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.