



These steps have been provided to assist you with your Dejavoo touch screen payment device with AURA software. **IMPORTANT:** The terminal's idle prompt displays a selection of payment type icons. The ☆ icon will take you to your **Favorites** menu, the ≡ icon will take you to the terminal's **Services** menu and when configured, use the 📞 icon for a **Call Me** request.



CHIP CREDIT SALE

1. Tap on the **Credit** icon on your terminal home screen.
2. Tap on the **Sale** icon.
3. Input **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Input the **Sale Amount** and press **Ok**.
5. If prompted, confirm the sale amount by tapping **Yes** or **No**. *Conditional on the terminal's configuration.*
6. Tap (contactless only) or insert chip card.
7. The transaction is processed. Sales receipt will print with details of the transaction.



DEBIT SALE

1. Tap on the **Debit** icon on your terminal home screen.
2. Tap on the **Sale** icon.
3. Input **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Input the **Sale Amount** and press **Ok**.
5. If prompted, confirm the sale amount by tapping **Yes** or **No**. *Conditional on the terminal's configuration.*
6. Tap (contactless only), swipe or insert chip card.
7. Cardholder inputs PIN on terminal PIN Pad or external PIN Pad and presses **Ok**.
8. The transaction is processed. Sales receipts will print with details of the transaction.



MANUALLY ENTERED CREDIT SALE

1. Tap on the **Credit** icon on your terminal home screen.
2. Tap on the **Sale** icon.
3. Input **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Input the **Sale Amount** and press **Ok**.
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.



CREDIT CARD RETURN

1. Tap on the **Credit** icon on your terminal home screen.
2. Tap on the **Return** icon.
3. Input **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Input the **Return Amount** and press **Ok**.
5. If prompted, confirm the sale amount by tapping **Yes** or **No**. *Conditional on the terminal's configuration.*
6. Tap (contactless only), swipe, insert chip card or manually enter card #.
7. The transaction is processed. Sales receipt will print with details of the transaction.



VOID CREDIT TRANSACTION (CARD PRESENT)

1. Tap on the **Credit** icon on your terminal home screen.
2. Tap on the **Void** icon.
3. Input **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Input the **Void Amount** and press **Ok**.
5. If prompted, confirm the void amount by tapping **Ok** or **Cancel**. *Conditional on the terminal's configuration.*
6. If prompted, input **Manager Password** (1234 default).
7. Tap (contactless only) or insert chip card.
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**.
4. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.



TURN SERVER PROMPT ON/OFF

1. From the idle prompt, tap the ☰ icon to access the **Services** menu.
2. Tap **Core**.
3. Tap **Applications**.

4. Tap **Credit/Debit/EBT**.
5. Tap **Setup**.
6. If prompted, input **Manager Password** (1234 default).
7. Tap **Trans Prompts**.
8. Tap **Clerks**.
9. Tap **Prompt**.
10. Tap to select desired option and press **Ok**.
11. To return to the home screen press the key  2 times.



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 desired report type (**Daily Report** or **Summary Report**).
3. If prompted, input **Manager Password** (1234 default).
4. **Report** prints.



TERMINAL POWER OPTIONS

Powering on (Z9 only)

1. Press  key to turn on terminal.

Powering off (Z9 only)

1. Tap the ☆ icon to access the **Favorites** menu.
2. Tap on **Power Off** to turn off terminal.

To power cycle all terminals

1. Press and hold the  key on the keyboard and release once terminal starts to reboot.

WI-FI ICON INDICATOR (WI-FI ENABLED UNITS)



Wi-Fi icon will blink when not connected.

It will remain static when connected successfully.



WIRELESS ICON INDICATORS (MOBILE UNITS ONLY)



GPRS signal strength indicator (the more bars, the better your signal GPRS).



Battery strength indicator.



Indicates issue with SIM card (GPRS).