

### AURA

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.



#### CREDIT CARD SALE

1. Tap on the **Credit** icon.
2. Tap on the **Sale** icon.
3. Enter **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Enter the **Sale Amount** and press **Ok**.
5. If configured, terminal will prompt to **Select** or **Input Tip** amount.
6. If prompted, confirm the sale amount by tapping **Yes** or **Cancel**. *Conditional on the terminal's configuration.*
7. From the multi pricing screen, **tap** on the desired payment method.
8. **Tap** (contactless only) or **insert** chip card.
9. The transaction is processed. Sales receipt will print with details of the transaction.



#### DEBIT SALE

1. Tap on the **Debit** icon.
2. Tap on the **Sale** icon.
3. Enter **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Enter the **Sale Amount** and press **Ok**.
5. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
6. If prompted, confirm the sale amount by tapping **Yes** or **Cancel**. *Conditional on the terminal's configuration.*
7. From the multi pricing screen, **tap** on the desired payment method.
8. **Tap** (contactless only), **swipe** or **insert** chip card.
9. Cardholder inputs **PIN** on terminal or PIN Pad and presses **Ok**.
10. The transaction is processed. Sales receipt will print with details of the transaction.



#### MANUALLY ENTERED CREDIT SALE

1. Tap on the **Credit** icon.
2. Tap on the **Sale** icon.
3. Enter **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Enter the **Sale Amount** and press **Ok**.
5. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
6. When the prompt to insert card appears, press **Ok**.
7. Manually enter **Card #**.
8. Follow the CNP prompts (input exp. date, ZIP code etc). *Conditional on the terminal's configuration.*
9. The transaction is processed. Sales receipt will print with details of the transaction.





#### CREDIT CARD RETURN

1. Tap on the **Credit** icon.
2. Tap on the **Return** icon.
3. Enter **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. Enter the **Return Amount** and press **Ok**.
5. If prompted, confirm the return amount by tapping **Yes** or **No**. *Conditional on the terminal's configuration.*

- If prompted, enter **Manager Password**. (1234 default)
- Tap (contactless only), **swipe**, insert chip card or **manually enter** card number.
- The transaction is processed. Return receipt will print with details of the transaction.





## TURN SERVER PROMPT ON/OFF

- Tap the  icon to access the **Services** menu.
- Tap **Applications**.
- Tap **Credit/Debit/EBT**.
- Tap **Setup**.
- If prompted, enter **Manager Password**. (1234 default)
- Tap **Trans Prompts**.
- Tap **Clerks**.
- Tap **Prompt**.
- Tap to select desired option and press **Ok**.
- To return to the home screen press the key  2 times.




## EDIT TIPS BY TRANSACTION NUMBER

- Tap the  icon to access the **Favorites** menu.
- Tap **Edit Tip**.
- If prompted, enter **Manager Password**. (1234 default)
- Tap **All**.
- Tap **Transaction #**.
- Transaction amount appears, enter **Tip Amount** and press **Ok**.
- If prompted, confirm the tip amount by tapping **Yes** or **No**. *Conditional on the terminal's configuration.*
- Repeat steps 5 and 6 as needed.
- Press the  key after all desired tips have been adjusted.




## SETTLE DAILY BATCH

- Tap the  icon to access the **Favorites** menu.
- Tap **Settle Daily Batch**.
- If prompted, enter **Manager Password**. (1234 default)
- Terminal communicates with the host.
- Settlement Report** prints.




## VOID BY TRANSACTION NUMBER

- Tap the  icon to access the **Favorites** menu.
- Tap **Void Transaction**.
- If prompted, enter **Manager Password**. (1234 default)
- Tap **By Transaction #**.
- Enter **Transaction #** to be voided and press **Ok**.
- Confirm the void transaction by tapping **Select**.
- If prompted, confirm the void amount by tapping **Ok** or **Cancel**. *Conditional on the terminal's configuration.*
- If prompted, enter **Manager Password**. (1234 default)
- The void is processed. Void receipt will print with details of the transaction.




## PRINTING REPORTS

- Tap the  icon to access the **Favorites** menu.
- Tap on **Report**.
- Tap desired report type (**Daily Report** or **Summary Report**).
- If prompted, enter **Manager Password**. (1234 default)
- Report** prints.




## TERMINAL POWER OPTIONS

### Powering on (Z9 only)

- Press  key to turn on terminal.

### Powering off (Z9 only)


- Tap the  icon to access the **Services** menu.
- Tap on **Power Off** to turn off terminal.

### To power cycle all terminals

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



## REPRINT RECEIPT

- Tap the  icon to access the **Favorites** menu.
- Tap **Reprint Receipt**.
- If prompted, enter **Manager Password**. (1234 default)
- Tap desired option (**Last, By Transaction #** or **By Card Number**).
- Follow prompts and transaction receipt prints.



## WIRELESS ICONS (WI-FI ENABLED UNITS)




Wi-Fi icon will blink when not connected.

It will remain static when connected successfully.



## CALL ME FEATURE (MUST BE ENABLED)

- Tap the  icon.
- If prompted, enter **Manager Password**. (1234 default)
- Tap **Call Me**.
- The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.

## (MOBILE UNITS ONLY)



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



Battery strength indicator.



SIM Indicates issue with SIM card (GPRS).