QUICK REFERENCE GUIDE
QD Terminal Line

This terminal uses

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

SALE

Enter Amount

$23.99

CHIP CREDIT SALE

1. Tap on the **Credit** icon on your terminal home screen.
2. Tap on the **Sale** icon.
3. Input **Clerk ID#** and press **OK**. *Conditional on the terminal's configuration.*
4. Input the **Sale Amount** and press **OK**.
5. Tap (contactless only) or insert chip card.
6. If prompted, confirm the sale amount by tapping **OK** or **No**. *Conditional on the terminal's configuration.*
7. The transaction is processed. Sales receipts 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 **Clerk ID#** and press **OK**. Conditional on the terminal's configuration.
4. Input the **Sale Amount** and press **OK**.
5. Tap (contactless only) or insert chip card.
6. If prompted, confirm the sale amount by tapping **OK** or **No**. Conditional on the terminal's configuration.
7. Customer enters **PIN** on encrypted terminal pin pad or encrypted external pin pad and presses **OK**.
8. The transaction is processed. Sales receipts 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 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 receipts will print with details of the transaction.

MANUALLY ENTERED SALE

1. Tap on the **Credit** icon on your terminal home screen.
2. Tap on the **Sale** icon.
3. Input **Clerk ID#** 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 receipts will print with details of the transaction.

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VOID CREDIT TRANSACTION (CARD PRESENT)

1. Tap on the **Credit** icon on your terminal home screen.
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 receipts 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 receipts 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. Tap **Edit Tip**.
3. If prompted, input **Manager Password** (1234 default).
4. Tap **All**.
5. Tap **Transaction #**.
6. Input **transaction #** and press **OK**.

7. Transaction amount appears, input **Tip Amount** and press **OK**.
8. If prompted, confirm the tip amount by tapping **Yes** or **No**. Conditional on the terminal's configuration.
9. Repeat steps 5 and 6 as needed.
10. After all desired tips have been adjusted, press the ◁ key continually to return to the homescreen.

WIRELESS ICONS

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

🔋 Battery charge indicator.

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.

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.