QUICK REFERENCE GUIDE **QD** Terminal Line



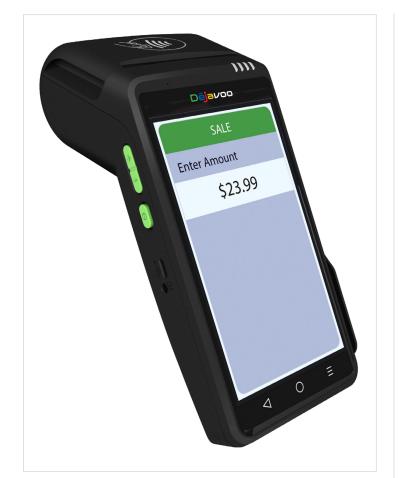
This terminal uses

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





MANUALLY ENTERED SALE

- 1. Tap on the Credit icon on your terminal home screen.
- 2. Tap on the Sale icon.
- 3. Input the Sale Amount and press OK.
- 4. Manually input Card #.
- 5. Follow the cnp prompts (input exp. Date, zip code etc). Conditional on the terminal's configuration.
- 6. The transaction is processed. Sales receipts will print with details of the transaction.



CHIP CREDIT SALE

- 1. Tap on the Credit icon on your terminal home screen.
- 2. Tap on the Sale icon.
- 3. Input the Sale Amount and press OK.
- 4. Tap (contactless only) or insert chip card.
- 5. If prompted, confirm the sale amount by tapping OK or No. Conditional on the terminal's configuration.
- 6. 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 the Sale Amount and press OK.
- 4. Tap (contactless only) or insert chip card.
- 5. If prompted, confirm the sale amount by tapping **OK** or No. Conditional on the terminal's configuration.
- Customer enters **PIN** on encrypted terminal PIN pad or 6. encrypted external PIN pad and presses OK.
- 7. 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.

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 \bigstar 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)

- From the terminal main screen tap the Scient.
- 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

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

4 Battery charge indicator.

TERMINAL POWER OFF/REBOOT

- 1. Press the O 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 \bigstar 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.







