

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. From the idle screen, enter the amount of the transaction you want to process and press **OK**.
2. The default transaction will be **Sale**.
3. Choose the payment type the customer will use. Options are **Card** (credit) **EBT Food**, **EBT Cash**.
4. If configured, terminal will prompt to **Select** or **Input Tip** amount.
5. When prompted to tap, swipe or insert card, tap on the screen and key in card number and follow further screen prompts.
6. Transaction will be processed and once approved, a receipt will print out.



CHIP/CONTACTLESS SALE

1. From the idle screen, enter the amount of the transaction you want to process and press **OK**.
2. The default transaction will be **Sale**.
3. Choose the payment type the customer will use. Options are **Card** and **PIN Debit**.
4. If configured, terminal will prompt to **Select** or **Input Tip** amount.
5. When prompted, **tap** or **insert** the card. If required (debit), enter PIN number.
6. Transaction will be processed and once approved, a receipt will print out.



CREDIT CARD RETURN

1. From the idle screen, enter the amount of the transaction you want to process and press **OK**.
2. The default transaction will be **Sale**. Tap on the > at the top of the screen to select **Return**.
3. Choose the payment type the customer will use. Options are **Card** and **PIN Debit**.
4. Confirm the amount of the **Return**. If prompted, input **Manager Password** (default password is 1234).
5. When prompted, **tap**, **insert** or **manually enter** the card number.
6. Transaction will be processed and once approved, a receipt will print out.



VOID BY TRANSACTION NUMBER

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.

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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. Select **Transaction #**.
3. If prompted, input **Manager Password** (1234 default).
4. Input **Transaction #** and press **OK**.
5. Transaction amount appears. Input **Tip Amount** and press **OK**.
6. If prompted, confirm the tip amount by tapping **Yes** or **No**. Conditional on the terminal's configuration.
7. If required, repeat steps 3 to 5 for each transaction.



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.



WIRELESS ICONS

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