

## QUICK REFERENCE GUIDE // QD Terminal Line



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



### CHIP CREDIT SALE

1. From the idle screen, tap on the **Credit** icon.
2. Tap on the **Sale** icon.
3. Input the **Sale Amount** and press **Ok**.
4. Tap (contactless only) or insert chip card.
5. The transaction is processed. Sales receipt will print with details of the transaction.



### DEBIT SALE

1. From the idle screen, tap on the **Debit** icon.
2. Tap on the **Sale** icon.
3. Input the **Sale Amount** and press **Ok**.
4. Tap (contactless only) or insert chip card.
5. Customer enters **PIN** on encrypted terminal PIN pad or encrypted external PIN pad and presses **Ok**.
6. The transaction is processed. Sales receipt will print with details of the transaction.



### CREDIT CARD RETURN

1. From the idle screen, tap on the **Credit** icon.
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 **Cancel**. *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 receipt will print with details of the transaction.



### MANUALLY ENTERED SALE

1. From the idle screen, tap on the **Credit** icon.
2. Tap on the **Sale** icon.
3. Input the **Sale Amount** and press **Ok**.
4. **Tap** on the credit card icon on the **Credit Sale** screen. (Insert, Swipe or Enter Card #.)
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.



## VOID CREDIT TRANSACTION (CARD PRESENT)

1. From the idle screen, tap on the **Credit** icon.
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 receipt will print with details of the transaction.




## WIRELESS ICONS

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



## 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.



## 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.



## 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 on **Report**.
3. If prompted, input **Manager Password** (1234 default).
4. Select desired report type (**Daily Report** or **Summary Report**).
5. **View** or **Print** report.




## 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.