

## 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



## CREDIT CARD SALE

1. Enter the **Sale Amount** 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. When prompted, **tap** or **insert** the card. If required (debit), enter PIN number.
5. Transaction will be processed. Sales receipt will print with details of the transaction.



## CREDIT CARD RETURN

1. Enter the **Return Amount** 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 **Return Amount**.
5. If prompted, enter **Manager Password**. (1234 default)
6. When prompted, **tap**, **insert** or **manually enter** the card number.
7. Transaction will be processed. Return receipt will print with details of the transaction.



## VOID CREDIT TRANSACTION

1. Enter the **Void Amount** and press **Ok**.
2. The default transaction will be **Sale**. Tap on the > at the top of the screen to select **Void**.
3. Choose the payment type the customer will use. Options are **Card** and **PIN Debit**.
4. Confirm the **Void Amount**.
5. If prompted, enter **Manager Password**. (1234 default)
6. When prompted, **tap**, **insert** or **manually enter** the card number.
7. Transaction will be processed. Void receipt will print with details of the transaction.



## MANUALLY ENTERED SALE

1. Enter the **Sale Amount** and press **Ok**.
2. The default transaction will be **Sale**.
3. Choose the payment type the customer will use. Options are **Card** (credit/debit), **EBT Food**, **EBT Cash** and **Cash**.
4. **Tap** on the credit card icon on the **Credit Sale** screen. (Insert, Swipe or Enter Card #)
5. Manually enter **Card #**.
6. Follow the CNP prompts (enter exp. date, zip code, etc). *Conditional on the terminal's configuration.*
7. Transaction will be processed. Sales receipt will print with details of the transaction.



## VOID BY TRANSACTION NUMBER

1. Tap the ★ icon to access the **Favorites** menu.
2. Tap **Void Transaction**.
3. If prompted, enter **Manager Password**. (1234 default).
4. Tap **By Transaction #**.
5. Enter **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, enter **Manager Password**. (1234 default)
9. The void is processed. Void receipt will print with details of the transaction.



## REPRINT RECEIPT

1. Tap the ★ icon to access the **Favorites** menu.
2. Tap **Reprint Receipt**.
3. If prompted, enter **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. Tap the ☎ icon.
2. If prompted, enter **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.



## SETTLE DAILY BATCH

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




## PRINTING REPORTS

1. Tap the ★ icon to access the **Favorites** menu.
2. Tap on **Report**.
3. If prompted, enter **Manager Password**. (1234 default)
4. Select desired report type (**Daily Report** or **Summary Report**).
5. **View** or **Print** report.





## 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 connected successfully.
-  Battery charge indicator.