

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 and Cash), the terminal's main 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. Enter **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
5. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
6. When prompted, **tap** or **insert** the card. If required (debit), enter PIN number.
7. Transaction will be processed. Sales receipt will print with details of the transaction.



CREDIT CARD RETURN

1. Enter the **Sale 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.



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) and **Cash**.
4. Enter **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
5. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
6. **Tap** on the credit card icon on the **Credit Sale** screen. (Insert, Swipe or Enter Card #)
7. Manually enter **Card #**.
8. Follow the CNP prompts (enter exp. date, zip code, etc). *Conditional on the terminal's configuration.*
9. Transaction will be processed. Sales 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.



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.



EDIT TIPS BY TRANSACTION NUMBER

1. Tap the ★ icon to access the **Favorites** menu.
2. Select **Transaction #**.
3. If prompted, enter **Manager Password**. (1234 default)
4. Enter **Transaction #** and press **Ok**.
5. Transaction amount appears, enter **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. 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.



TURN SERVER PROMPT ON/OFF

1. Tap the ≡ icon to access the **Core** menu.
2. Tap **Applications**.
3. Tap **Credit/Debit/EBT**.
4. Tap **Setup**.
5. If prompted, enter **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 connected successfully.
- 🔋 Battery charge indicator.