These steps have been provided as a guide for assistance with your Dejavoo non-touch screen payment device with AURA software.

IMPORTANT: The terminal's idle prompt displays **CREDIT** and **SALE** options and a prompt to enter the amount. To change payment type, press the ↓ arrow key to select the payment type you prefer. To change transaction type, press the ⬅ key to select the transaction type you prefer.

CHIP CREDIT SALE ▼

1. Input the **SALE AMOUNT** and press **OK**.
2. If prompted, confirm the **SALE AMOUNT** by pressing **F2** (OK) or **F4** (CANCEL). *Conditional on the terminal's configuration.*
3. Tap (contactless only) or insert chip card.
4. The transaction is processed. Sales receipts will print with details of the transaction.

MANUALLY ENTERED CREDIT SALE ▼

1. Input the **SALE AMOUNT** and press **OK**.
2. If prompted, confirm the **SALE AMOUNT** by pressing **F2** (OK) or **F4** (CANCEL). *Conditional on the terminal's configuration.*
3. Manually input card #.
4. Follow the CNP prompts (input exp. date, ZIP code etc). *Conditional on the terminal's configuration.*
5. The transaction is processed. Sales receipts will print with details of the transaction.

DEBIT SALE ▼

1. From your terminal home screen, use the ↓ arrow key to highlight **DEBIT** and press **OK**.
2. Input the **SALE AMOUNT** and press **OK**.
3. If prompted, confirm the **SALE AMOUNT** by pressing **F2** (OK) or **F4** (CANCEL). *Conditional on the terminal's configuration.*
4. Tap (contactless only), swipe or insert chip card.
5. Cardholder inputs PIN on terminal PIN Pad or external PIN Pad and presses **OK**.
6. The transaction is processed. Sales receipts will print with details of the transaction.

VOID CREDIT TRANSACTION (CARD PRESENT) ▼

1. From your terminal home screen, press the ⬅ key to highlight **VOID** and press **OK**.
2. Input **VOID AMOUNT** and press **OK**.
3. Confirm void amount by pressing **F2** (OK) or **F4** (CANCEL).
4. If prompted, input Manager Password (1234 default).
5. Tap (contactless only), insert, swipe or manually enter card #.
6. Confirm void amount by pressing **F2** (YES) or **F4** (NO).
7. The transaction is processed. Void receipts will print with details of the transaction.

CREDIT CARD RETURN ▼

1. From your terminal home screen, press the ⬅ key to highlight **RETURN** and press **OK**.
2. Input the **RETURN AMOUNT** and press **OK.**
3. Confirm void amount by pressing **F2** (OK) or **F4** (CANCEL).
4. If prompted input Manager Password (1234 default).
5. Tap (contactless only), insert, swipe or manually enter card #.
6. The transaction is processed. Return receipts will print with details of the transaction.

VOID CREDIT TRANSACTION (CARD NOT PRESENT) ▼

1. From the idle prompt, press **F1** to access the SERVICES menu.
2. Use the ↑↓ arrow keys to highlight **FAVORITES** and press **OK**.
3. Use the ↑↓ arrow keys to highlight **VOID TRANSACTION** and press **OK**.
4. If prompted, input Manager Password (1234 default).
5. Use the ↑↓ arrow keys to select **BY TRANSACTION #** and press **OK**.
6. Input **TRANSACTION #** to be voided and press **OK**.
7. Confirm the **TRANSACTION** details to be voided by pressing **OK**.
8. If prompted, confirm the **VOID AMOUNT** by pressing **F2** (OK) or **F4** (CANCEL). *Conditional on the terminal's configuration.*
9. The transaction is processed. Void receipts will print with details of the transaction.

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REPRINT RECEIPT ▼

1. From the idle prompt, press **F1** to access the SERVICES menu.
2. Use the ↑↓ arrow keys to highlight **FAVORITES** and press **OK**.
3. Use the ↑↓ arrow keys to highlight **REPRINT RECEIPT** and press **OK**.
4. If prompted, input Manager Password (1234 default).
5. Use the ↑↓ arrow keys to highlight desired option (**LAST, BY TRANSACTION #** or **BY CARD NUMBER**) and press **OK.**
6. Use the ↑↓ arrow keys to highlight desired copy (**MERCHANT** or **CUSTOMER**) and press **OK.**
7. Transaction receipt prints.

PRINTING REPORTS ▼

1. From the idle prompt, press **F1** to access the SERVICES menu.
2. Use the ↑↓ arrow keys to highlight **FAVORITES** and press **OK**.
3. Use the ↑↓ arrow keys to highlight **REPORT** and press **OK**.
4. If prompted, input Manager Password (1234 default).
5. Use the ↑↓ arrow keys to highlight desired report type and press **OK.**
6. **REPORT** prints.

POWER CYCLE TERMINAL ▼

1. Press and hold the ⏻ key on the keyboard and release once terminal starts to reboot.

WI-FI ICON INDICATOR (FOR WI-FI ENABLED UNITS) ▼

Wi-Fi connected successfully.

ADDING FAVORITES ▼

1. From the idle prompt, navigate to the menu selection you would like to add to **FAVORITES**.
2. Press the **# ;** key and use the ↑↓ arrow keys to highlight **ADD TO FAVORITES** and press **OK**.
3. Use the ↑↓ arrow keys to highlight where in the list you want your new **FAVORITE** to appear and press **OK**.
4. Your menu selection will now appear in your **FAVORITES** menu.

SETTLE DAILY BATCH ▼

1. From the idle prompt, press **F1** to access the SERVICES menu.
2. Use the ↑↓ arrow keys to highlight **FAVORITES** and press **OK**.
3. Use the ↑↓ arrow keys to highlight **SETTLE DAILY BATCH** and press **OK**.
4. If prompted, input Manager Password (1234 default).
5. Terminal communicates with the host.
6. Settlement report prints.

CALL ME FEATURE (MUST BE ENABLED) ▼

1. From the idle prompt, press **F1** to access the SERVICES menu.
2. Use the ↑↓ arrow keys to highlight **MANAGED SERVICES** and press **OK**.
3. If prompted, input Manager Password (1234 default).
4. Use the ↑↓ arrow keys to highlight **CALL ME** and press **OK**.
5. Use the ↑↓ arrow keys to highlight the service you require and press **OK**.
6. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.

TURN CLERK PROMPT ON/OFF ▼

1. From the idle prompt, press **F1** to access the SERVICES menu.
2. Use the ↑↓ arrow keys to highlight **CORE** and press **OK**.
3. Use the ↑↓ arrow keys to highlight **APPLICATIONS** and press **OK**.
4. Use the ↑↓ arrow keys to highlight **DvCREDITAPP** and press **OK**.
5. Use the ↑↓ arrow keys to highlight **SETUP** and press **OK**.
6. If prompted, input Manager Password (1234 default).
7. Use the ↑↓ arrow keys to highlight **TRANS PROMPTS** and press **OK**.
8. Press **OK** to select **CLERKS**.
9. Press **OK** to select **PROMPT**.
10. Use the ↑↓ arrow keys to highlight desired option and press **OK**.
11. To return to the home screen press the **X X** key 3 times.