



These steps have been provided to assist you with your Dejavoo non-touch screen payment device with AURA software. IMPORTANT: When the device is idle, it will display "Enter amount". Enter the transaction amount and press Ok. To change transaction type, press the (F2) or (F3) key until the preferred transaction type appears. Use the 1 arrow keys to select the desired payment option. In addition to the payment options, you can access the Services Menu with the (F1) key.





CREDIT CARD SALE

- 1. Enter the Sale Amount and press Ok.
- 2. The default transaction will be Sale.
- Select the payment method using the ↑↓ arrow keys and press Ok. Options are Card and Cash. If Card is selected; options are Card and PIN Debit. Press Ok once you have highlighted your selection.
- 4. Enter **Server** # and press **Ok**. Conditional on the terminal's configuration.
- If configured, terminal will prompt to Select or Enter Tip amount.
- Tap (contactless only) or insert chip card. If required (debit), enter PIN number.
- 7. The transaction is processed. Sales receipt will print with details of the transaction.



CREDIT CARD RETURN

- 1. Enter the Return Amount and press Ok.
- The default transaction will be Sale. Press F2 of F3 to navigate the options and select Return.
- Select the payment method using the ↑↓ arrow keys and press Ok. Options are Card and Cash. If Card is selected; options are Card and PIN Debit. Press Ok once you have highlighted your selection.
- 4. Confirm the amount of the Return.
- 5. If prompted, enter Manager Password. (1234 default)
- Tap (contactless only), insert, swipe or manually enter card number.
- 7. The transaction is processed. Return receipt will print with details of the transaction.



MANUALLY ENTERED CREDIT SALE

- 1. Enter the Sale Amount and press Ok.
- Select the payment method using the ↑↓ arrow keys and press Ok. Options are Card and Cash. If Card is selected; options are Card and PIN Debit. Press Ok once you have highlighted your selection.
- 3. Enter **Server** # and press **Ok**. Conditional on the terminal's configuration.
- 4. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
- 5. When the prompt to insert card appears, press \mathbf{Ok} .
- 6. Manually enter Card #.
- 7. Follow the CNP prompts (input exp. date, ZIP code etc). Conditional on the terminal's configuration.
- 8. The transaction is processed. Sales receipts will print with details of the transaction.



VOID BY TRANSACTION NUMBER

- 1. Press **F1** to access the **Services** menu.
- 2. Use the ↑↓ arrow keys to highlight **Favorites** and press
- 3. Use the ↑↓ arrow keys to highlight Void CR/DB Trans and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- Use the ↑↓ arrow keys to select By Transaction # and press Ok.
- 6. Enter **Transaction** # to be voided and press **Ok**.



- 7. If prompted, confirm the Void Amount by pressing F2 (YES) or F4 (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. Press F1 to access the Services menu.
- 2. Use the ↑ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ ↓ arrow keys to highlight Reprint CR/DB Receipt and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ arrow keys to highlight desired option (Last, By Transaction # or By Card Number) and press Ok.
- 6. Transaction receipt prints.



CALL ME FEATURE (MUST BE ENABLED)

- 1. Press the **F1** key.
- 2. Use the ↑ ↓ arrow keys to highlight Managed Services and press Ok.
- 3. Use the $1\downarrow$ arrow keys to highlight **Call Me** and press **Ok**.
- 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. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ arrow keys to highlight **Edit Tip** and press
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ arrow keys to select **By Transaction** # and press Ok.
- 6. Transaction amount appears, enter Tip Amount and press Ok.
- 7. If prompted, confirm the **Tip Amount** by pressing **F2** (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 8. Repeat steps 5 and 6 as needed.
- 9. Press the key **XX** after all desired tips have been adjusted.



TURN SERVER PROMPT ON/OFF

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Core** and press **Ok**.
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight **Applications** and press Ok.

- 4. Use the ↑ arrow keys to highlight CREDIT/DEBIT/EBT and press Ok.
- 5. Use the $1\downarrow$ arrow keys to highlight **Setup** and press **Ok**.
- 6. If prompted, enter Manager Password. (1234 default)
- 7. Use the $\uparrow \downarrow$ arrow keys to highlight **Trans Prompts** and press Ok.
- 8. Press Ok to select Clerks.
- 9. Press Ok to select Prompt.
- 10. Use the $\uparrow \downarrow$ arrow keys to highlight desired option and press Ok.
- 11. To return to the home screen press the XX key 3



SETTLE DAILY BATCH

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight **Settlement** and
- 3. Use the ↑ ↓ arrow keys to highlight Settle Daily Batch and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Terminal communicates with the host.
- 6. Settlement Report prints.



PRINTING REPORTS

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ arrow keys to highlight **Reports** and press
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight desired report type (Daily Report or Summary Report) and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- Report prints.



POWER CYCLE TERMINAL

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



WIRELESS ICONS













These steps have been provided to assist you with your Dejavoo non-touch screen payment device with AURA software. IMPORTANT: When the device is idle, it will display **Credit** and **Sale**. To change transaction type, press the \longrightarrow key until the preferred transaction type appears. To change payment type, use the $\uparrow \downarrow$ arrow keys to select between the payment types. In addition to the payment options, you can access the **Services Menu** with the **(F1)** key.





CREDIT CARD SALE

- 1. Enter the Sale Amount and press Ok.
- From the multi pricing screen, select the payment method using the ↑↓ arrow keys and press Ok on the keypad.
- 3. A confirmation prompt with fee will pop-up. *Conditional on the terminal's configuration.*
- Tap, swipe or insert chip card. If required (debit), enter PIN number.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 6. The transaction is processed. Sales receipt will print with details of the transaction.



DEBIT SALE

- Use the ↓ arrow key to select **Debit** on your terminal home screen.
- 2. Enter the **Sale Amount** and press **Ok**.
- From the multi pricing screen, select the payment method using the ↑↓ arrow keys and press Ok on the keypad.
- 4. **Tap** (contactless only), **swipe** or **insert** chip card.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 6. Cardholder enters **PIN** on terminal or PIN Pad and presses **Ok**.
- 7. The transaction is processed. Sales receipt will print with details of the transaction.



MANUALLY ENTERED CREDIT SALE

- 1. Enter the Sale Amount and press Ok.
- Select the payment method using the ↑↓ arrow keys and press Ok on the keypad.
- 3. A confirmation prompt with fee will pop-up. *Conditional on the terminal's configuration.*
- 4. When the prompt to insert card appears, press **Ok**.
- 5. Manually enter 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.



CREDIT CARD RETURN

- 1. Press the + key until **Return** appears.
- 2. Enter the Return Amount and press Ok.
- Confirm the return amount by pressing F2 (YES) or F4 (CANCEL).
- 4. If prompted, enter Manager Password. (1234 default)
- Tap (contactless only), insert, swipe or manually enter card number.
- 6. The transaction is processed. Return receipt will print with details of the transaction.





VOID CREDIT TRANSACTION

- 1. Press the key until **Void** appears.
- 2. Enter Void Amount and press Ok.
- 3. Confirm void amount by pressing F2 (YES) or F4 (CANCEL).
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Tap (contactless only), insert, swipe or manually enter card number.
- 6. Confirm void amount by pressing F2 (YES) or F4 (CANCEL).
- 7. The transaction is processed. Void receipt will print with details of the transaction.



VOID BY TRANSACTION NUMBER

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ arrow keys to highlight **Void CR/DB Trans** and press Ok.
- 4. Use the ↑ ↓ arrow keys to select **By Transaction** # and press Ok.
- 5. Enter **Transaction** # to be voided and press **Ok**.
- 6. If prompted, confirm the **Void Amount** by pressing **F2** (YES) or **F4** (CANCEL). Conditional on the terminal's configuration.
- 7. If prompted, enter Manager Password. (1234 default)
- 8. The void is processed. Void receipt will print with details of the transaction.



REPRINT RECEIPT

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ arrow keys to highlight Reprint CR/DB Receipt and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ arrow keys to highlight desired option (Last, By Transaction # or By Card Number) and press Ok.
- 6. Transaction receipt prints.



CALL ME FEATURE (MUST BE ENABLED)

- 1. Press the F1 key.
- Use the ↑ arrow keys to highlight Managed Services and press Ok.
- 3. Use the ↑ ↓ arrow keys to highlight Call Me and press
- 4. 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. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Core** and press **Ok**.
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight **Applications** and
- 4. Use the ↑ arrow keys to highlight CREDIT/DEBIT/ EBT and press Ok.
- 5. Use the $\uparrow \downarrow$ arrow keys to highlight **Setup** and press
- 6. If prompted, enter Manager Password. (1234 default)
- 7. Use the $\uparrow \downarrow$ arrow keys to highlight **Trans Prompts** and
- 8. Press Ok to select Clerks.
- 9. Press **Ok** to select **Prompt**.
- 10. Use the $\uparrow \downarrow$ arrow keys to highlight desired option and press Ok.
- 11. To return to the home screen press the **XX** key 3



SETTLE DAILY BATCH

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Settlement** and press Ok.
- 3. Use the ↑ ↓ arrow keys to highlight **Settle Daily Batch** and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Terminal communicates with the host.
- 6. Settlement Report prints.



PRINTING REPORTS

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight Core Menu and press Ok.
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight **Reports** and press
- 4. Use the ↑ arrow keys to highlight desired report type (Daily Report or Summary Report) and press Ok.
- 5. If prompted, enter Manager Password. (1234 default)
- 6. Report prints.



POWER CYCLE TERMINAL

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



WIRELESS ICONS















These steps have been provided to assist you with your Dejavoo non-touch screen payment device with AURA software. IMPORTANT: When the device is idle, it will display Credit and Sale. To change transaction type, press the key until the preferred transaction type appears. To change payment type, use the arrow keys to select between the payment types. In addition to the payment options, you can access the Services Menu with the (F1) key.





MANUALLY ENTERED CREDIT SALE

- 1. Enter the Sale Amount and press Ok.
- 2. Enter **Server** # and press **Ok**. Conditional on the terminal's configuration.
- If configured, terminal will prompt to Select or Enter Tip amount.
- From the multi pricing screen, select the payment method using the ↑↓ arrow keys and press Ok.
- 5. Prompt to insert card appears, press **Ok**.
- 6. Manually enter Card #.
- 7. Follow the CNP prompts (input exp. date, ZIP code etc). Conditional on the terminal's configuration.
- 8. The transaction is processed. Sales receipts will print with details of the transaction.



CREDIT CARD SALE

- 1. Enter the Sale Amount and press Ok.
- Enter Server # and press Ok. Conditional on the terminal's configuration.
- If configured, terminal will prompt to Select or Enter Tip amount.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- From the multi pricing screen, select the payment method using the ↑↓ arrow keys and press Ok.
- 6. **Tap** (contactless only) or **insert** chip card.
- 7. The transaction is processed. Sales receipts will print with details of the transaction.



DEBIT SALE

- Use the ↓ arrow key to highlight Debit on your terminal home screen and press Ok.
- 2. Enter the Sale Amount and press Ok.
- 3. Enter **Server** # and press **Ok**. Conditional on the terminal's configuration.
- 4. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
- 5. From the multi pricing screen, select the payment method using the $\uparrow \downarrow$ arrow keys and press **Ok**.
- 6. **Tap** (contactless only), **swipe** or **insert** chip card.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 8. Cardholder enters **PIN** on terminal or PIN Pad and presses **Ok**.
- 9. The transaction is processed. Sales receipt will print with details of the transaction.



CREDIT CARD RETURN

- 1. Press the key until **Return** appears.
- 2. Enter the **Return Amount** and press **Ok**.
- Confirm the return amount by pressing F2 (YES) or F4 (CANCEL).
- 4. If prompted, enter Manager Password. (1234 default)
- Tap (contactless only), insert, swipe or manually enter card number.
- 6. The transaction is processed. Return receipt will print with details of the transaction.





VOID BY TRANSACTION NUMBER

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight Favorites and press
- 3. Use the ↑ arrow keys to highlight **Void CR/DB Trans** and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ ↓ arrow keys to select **By Transaction** # and press Ok.
- 6. Enter **Transaction** # to be voided and press **Ok**.
- 7. If prompted, confirm the **Void Amount** by pressing **F2** (YES) or F4 (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. Press **F1** to access the **Services** menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ arrow keys to highlight Reprint CR/DB Receipt and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ arrow keys to highlight desired option (Last, By Transaction # or By Card Number) and press Ok.
- 6. Transaction receipt prints.



CALL ME FEATURE (MUST BE ENABLED)

- 1. Press **F1** key.
- 2. Use the ↑ ↓ arrow keys to highlight Managed Services
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight **Call Me** and press **Ok**.
- 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. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ ↓ arrow keys to highlight **Edit Tip** and press
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ arrow keys to select **By Transaction** # and press Ok.
- 6. Transaction amount appears, enter Tip Amount and
- 7. If prompted, confirm the **Tip Amount** by pressing **F2** (YES) or F4 (CANCEL). Conditional on the terminal's configuration.



9. Press the key **XX** after all desired tips have been adjusted.



TURN SERVER PROMPT ON/OFF

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ 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 CREDIT/DEBIT/EBT and press Ok.
- 5. Use the $\uparrow \downarrow$ arrow keys to highlight **Setup** and press **Ok**.
- 6. If prompted, enter Manager Password. (1234 default)
- 7. Use the $\uparrow \downarrow$ arrow keys to highlight **Trans Prompts** and press Ok.
- 8. Press Ok to select Clerks.
- 9. Press Ok to select Prompt.
- 10. Use the $\uparrow \downarrow$ arrow keys to highlight desired option and
- 11. To return to the home screen press the times.



SETTLE DAILY BATCH

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight **Settlement** and press Ok.
- 3. Use the $1\downarrow$ arrow keys to highlight **Settle Daily Batch** and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Terminal communicates with the host.
- 6. Settlement Report prints.



PRINTING REPORTS

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ arrow keys to highlight **Reports** and press
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight desired report type (Daily Report or Summary Report) and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Report prints.



POWER CYCLE TERMINAL

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



WIRELESS ICONS















These steps have been provided to assist you with your Dejavoo non-touch screen payment device with AURA software. IMPORTANT: When the device is idle, it will display **Credit** and **Sale**. To change transaction type, press the key until the preferred transaction type appears. To change payment type, use the transaction type appears to the payment type, use the transaction type appears. In addition to the payment options, you can access the **Services Menu** with the **(F1)** key.





CREDIT CARD SALE

- 1. Enter the Sale Amount and press Ok.
- Enter Server # and press Ok. Conditional on the terminal's configuration.
- If configured, terminal will prompt to Select or Enter Tip amount.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 5. **Tap** (contactless only) or **insert** chip card.
- 6. The transaction is processed. Sales receipts will print with details of the transaction.



DEBIT SALE

- Use the ↓ arrow key to highlight Debit on your terminal home screen and press Ok.
- 2. Enter the Sale Amount and press Ok.
- 3. Enter **Server** # and press **Ok**. Conditional on the terminal's configuration.
- 4. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
- 5. **Tap** (contactless only), **swipe** or **insert** chip card.
- 6. If prompted, confirm the **Sale Amount** by pressing **F2** (YES) or **F4** (CANCEL). *Conditional on the terminal's configuration.*
- Cardholder enters PIN on terminal or PIN Pad and presses Ok.
- 8. The transaction is processed. Sales receipt will print with details of the transaction.



CREDIT CARD RETURN

- 1. Press the key until **Return** appears.
- 2. Enter the **Return Amount** and press **Ok**.
- Confirm the return amount by pressing F2 (YES) or F4 (CANCEL).
- 4. If prompted, enter Manager Password. (1234 default)
- Tap (contactless only), insert, swipe or manually enter card number.
- 6. The transaction is processed. Return receipt will print with details of the transaction.



MANUALLY ENTERED CREDIT SALE

- 1. Enter the Sale Amount and press Ok.
- 2. Enter **Server** # and press **Ok**. Conditional on the terminal's configuration.
- If configured, terminal will prompt to Select or Enter Tip amount.
- 4. Prompt to insert card appears, press Ok.
- 5. Manually enter Card #.
- 6. Follow the CNP prompts (input exp. date, ZIP code etc). Conditional on the terminal's configuration.
- 7. The transaction is processed. Sales receipts will print with details of the transaction.





VOID BY TRANSACTION NUMBER

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight Favorites and press
- 3. Use the ↑ arrow keys to highlight **Void CR/DB Trans** and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ ↓ arrow keys to select **By Transaction** # and press Ok.
- 6. Enter **Transaction** # to be voided and press **Ok**.
- 7. If prompted, confirm the Void Amount by pressing F2 (YES) or F4 (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. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ ↓ arrow keys to highlight Reprint CR/DB Receipt and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ arrow keys to highlight desired option (Last, By Transaction # or By Card Number) and press Ok.
- 6. Transaction receipt prints.



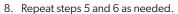
CALL ME FEATURE (MUST BE ENABLED)

- 1. Press the **F1** key.
- 2. Use the ↑ ↓ arrow keys to highlight Managed Services
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight **Call Me** and press **Ok**.
- 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. Press F1 to access the Services menu.
- 2. Use the ↑ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ ↓ arrow keys to highlight **Edit Tip** and press
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ ↓ arrow keys to select **By Transaction** # and press Ok.
- 6. Transaction amount appears, enter Tip Amount and
- 7. If prompted, confirm the **Tip Amount** by pressing **F2** (YES) or F4 (CANCEL). Conditional on the terminal's configuration.



9. Press the key after all desired tips have been adjusted.



TURN SERVER PROMPT ON/OFF

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Core** and press **Ok**.
- 3. Use the ↑ arrow keys to highlight **Applications** and press Ok.
- Use the ↑↓ arrow keys to highlight CREDIT/DEBIT/EBT and press Ok.
- 5. Use the $\uparrow \downarrow$ arrow keys to highlight **Setup** and press **Ok**.
- 6. If prompted, enter Manager Password. (1234 default)
- 7. Use the $\uparrow \downarrow$ arrow keys to highlight **Trans Prompts** and press Ok.
- 8. Press Ok to select Clerks.
- 9. Press Ok to select Prompt.
- 10. Use the $\uparrow \downarrow$ arrow keys to highlight desired option and press Ok.
- 11. To return to the home screen press the times.



SETTLE DAILY BATCH

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Settlement** and press Ok.
- 3. Use the ↑ arrow keys to highlight Settle Daily Batch and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Terminal communicates with the host.
- 6. Settlement Report prints.



PRINTING REPORTS

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight Reports and press
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight desired report type (Daily Report or Summary Report) and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Report prints.



POWER CYCLE TERMINAL

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



WIRELESS ICONS















These steps have been provided to assist you with your Dejavoo non-touch screen payment device with AURA software. IMPORTANT: When the device is idle, it will display Credit and Sale. To change transaction type, press the key until the preferred transaction type appears. To change payment type, use the arrow keys to select between the payment types. In addition to the payment options, you can access the Services Menu with the (F1) key.





CREDIT CARD SALE

- 1. Enter the Sale Amount and press Ok.
- 2. Tap (contactless only) or insert chip card.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 4. The transaction is processed. Sales receipt will print with details of the transaction.



DEBIT SALE

- Use the ↓ arrow key to select **Debit** on your terminal home screen and press **Ok**.
- 2. Press Ok key to select Sale.
- 3. Enter the Sale Amount and press Ok.
- 4. Tap (contactless only), swipe or insert chip card.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 6. Cardholder enters **PIN** on terminal or PIN Pad and presses **Ok**.
- 7. The transaction is processed. Sales receipt will print with details of the transaction.



MANUALLY ENTERED CREDIT SALE

- 1. Enter the Sale Amount and press Ok.
- 2. Prompt to insert card appears, press **Ok**.
- 3. Manually enter Card #.
- 4. Follow the CNP prompts (input exp. date, ZIP code etc). Conditional on the terminal's configuration.
- 5. The transaction is processed. Sales receipt will print with details of the transaction.



CREDIT CARD RETURN

- 1. Press the + key until **Return** appears.
- 2. Enter the **Return Amount** and press **Ok**.
- Confirm the return amount by pressing F2 (YES) or F4 (CANCEL).
- 4. If prompted, enter Manager Password. (1234 default)
- Tap (contactless only), insert, swipe or manually enter card number.
- 6. The transaction is processed. Return receipt will print with details of the transaction.





VOID CREDIT TRANSACTION

- 1. Press the key until **Void** appears.
- 2. Enter Void Amount and press Ok.
- 3. Confirm void amount by pressing F2 (YES) or F4 (CANCEL).
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Tap (contactless only), insert, swipe or manually enter card number.
- 6. Confirm void amount by pressing F2 (YES) or F4 (CANCEL).
- 7. The transaction is processed. Void receipt will print with details of the transaction.



VOID BY TRANSACTION NUMBER

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ arrow keys to highlight **Void CR/DB Trans** and press Ok.
- 4. Use the ↑ ↓ arrow keys to select **By Transaction** # and press Ok.
- 5. Enter Transaction # to be voided and press Ok.
- 6. If prompted, confirm the **Void Amount** by pressing **F2** (YES) or **F4** (CANCEL). Conditional on the terminal's configuration.
- 7. If prompted, enter Manager Password. (1234 default)
- 8. The void is processed. Void receipt will print with details of the transaction.



REPRINT RECEIPT

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ arrow keys to highlight Reprint CR/DB Receipt and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ arrow keys to highlight desired option (Last, By Transaction # or By Card Number) and press Ok.
- 6. Transaction receipt prints.



CALL ME FEATURE (MUST BE ENABLED)

- 1. Press the F1 key.
- Use the ↑ arrow keys to highlight Managed Services
- 3. Use the ↑ ↓ arrow keys to highlight Call Me and press
- 4. 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. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Core** and press **Ok**.
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight **Applications** and
- 4. Use the ↑ arrow keys to highlight CREDIT/DEBIT/ EBT and press Ok.
- 5. Use the $\uparrow \downarrow$ arrow keys to highlight **Setup** and press
- 6. If prompted, enter Manager Password. (1234 default)
- 7. Use the $\uparrow \downarrow$ arrow keys to highlight **Trans Prompts** and
- 8. Press Ok to select Clerks.
- 9. Press Ok to select Prompt.
- 10. Use the $\uparrow \downarrow$ arrow keys to highlight desired option and press Ok.
- 11. To return to the home screen press the **XX** key 3



SETTLE DAILY BATCH

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Settlement** and press Ok.
- 3. Use the ↑ ↓ arrow keys to highlight **Settle Daily Batch** and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Terminal communicates with the host.
- 6. Settlement Report prints.



PRINTING REPORTS

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Reports** and press
- 3. Use the $1\downarrow$ arrow keys to highlight desired report type (Daily Report or Summary Report) and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Report prints.



POWER CYCLE TERMINAL

1. Press and hold the (4) key on the keyboard and release once terminal starts to reboot.



WIRELESS ICONS

Wi-Fi icon will blink when not connected.

It will remain static when connected successfully.















These steps have been provided to assist you with your Dejavoo non-touch screen payment device with AURA software. IMPORTANT: When the device is idle, it will display "Enter amount". Enter the transaction amount and press Ok. To change transaction type, press the (F2) or (F3) key until the preferred transaction type appears. Use the $\uparrow \downarrow$ arrow keys to select the desired payment option. In addition to the payment options, you can access the Services Menu with the (F1) key.





CREDIT CARD SALE

- 1. Enter the Sale Amount and press Ok.
- 2. The default transaction will be Sale.
- Select the payment method using the ↑↓ arrow keys and press Ok. Options are Card and Cash. If Card is selected; options are Card and PIN Debit. Press Ok once you have highlighted your selection.
- 4. **Tap** (contactless only) or **insert** chip card. If required (debit), enter PIN number.
- 5. The transaction is processed. Sales receipt will print with details of the transaction.



CREDIT CARD RETURN

- 1. Enter the **Return Amount** and press **Ok**.
- The default transaction will be Sale. Press F2 of F3 to navigate the options and select Return.
- Select the payment method using the ↑↓ arrow keys and press Ok. Options are Card and Cash. If Card is selected; options are Card and PIN Debit. Press Ok once you have highlighted your selection.
- 4. Confirm the amount of the Return.
- 5. If prompted, enter Manager Password. (1234 default)
- Tap (contactless only), insert, swipe or manually enter card number.
- 7. The transaction is processed. Return receipt will print with details of the transaction.



MANUALLY ENTERED CREDIT SALE

- 1. Enter the Sale Amount and press Ok.
- 2. Select the payment method using the ↑↓ arrow keys and press Ok. Options are Card and Cash. If Card is selected; options are Card and PIN Debit. Press Ok once you have highlighted your selection.
- 3. When the prompt to insert card appears, press **Ok**.
- 4. Manually enter Card #.
- 5. Follow the CNP prompts (input exp. date, ZIP code etc). Conditional on the terminal's configuration.
- 6. The transaction is processed. Sales receipts will print with details of the transaction.



VOID BY TRANSACTION NUMBER

- 1. Press F1 to access the Services menu.
- 2. Use the ↑↓ arrow keys to highlight **Favorites** and press
- 3. Use the ↑↓ arrow keys to highlight Void CR/DB Trans and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- Use the ↑↓ arrow keys to select By Transaction # and press Ok.
- 6. Enter **Transaction** # to be voided and press **Ok**.
- If prompted, confirm the Void Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 8. If prompted, enter Manager Password. (1234 default)
- The void is processed. Void receipt will print with details of the transaction.





REPRINT RECEIPT

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ ↓ arrow keys to highlight Reprint CR/DB Receipt and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the $\uparrow \downarrow$ arrow keys to highlight desired option (Last, By Transaction # or By Card Number) and press Ok.
- 6. Transaction receipt prints.



CALL ME FEATURE (MUST BE ENABLED)

- 1. Press the F1 key.
- 2. Use the ↑ ↓ arrow keys to highlight Managed Services and press Ok.
- 3. Use the $\uparrow \downarrow$ arrow keys to highlight **Call Me** and press **Ok**.
- 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. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight **Favorites** and press
- 3. Use the ↑ ↓ arrow keys to highlight **Edit Tip** and press
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the $\uparrow \downarrow$ arrow keys to select **By Transaction** # and
- 6. Transaction amount appears, enter **Tip Amount** and
- 7. If prompted, confirm the **Tip Amount** by pressing **F2** (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 8. Repeat steps 5 and 6 as needed.
- 9. Press the key XX after all desired tips have been adjusted.



TURN SERVER PROMPT ON/OFF

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Core** and press **Ok**.
- 3. Use the ↑ ↓ arrow keys to highlight **Applications** and
- 4. Use the ↑ arrow keys to highlight CREDIT/DEBIT/EBT and press Ok.
- 5. Use the $\uparrow \downarrow$ arrow keys to highlight **Setup** and press **Ok**.
- 6. If prompted, enter Manager Password. (1234 default)
- 7. Use the $\uparrow \downarrow$ arrow keys to highlight **Trans Prompts** and press Ok.

- 8. Press Ok to select Clerks.
- 9. Press Ok to select Prompt.
- 10. Use the $\uparrow \downarrow$ arrow keys to highlight desired option and
- 11. To return to the home screen press the times.



SETTLE DAILY BATCH

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ arrow keys to highlight **Settlement** and press Ok.
- 3. Use the ↑ ↓ arrow keys to highlight Settle Daily Batch and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Terminal communicates with the host.
- 6. Settlement Report prints.



PRINTING REPORTS

- 1. Press F1 to access the Services menu.
- 2. Use the $\uparrow \downarrow$ arrow keys to highlight **Reports** and press
- 3. Use the ↑ ↓ arrow keys to highlight desired report type (Daily Report or Summary Report) and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Report prints.



POWER CYCLE TERMINAL

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



WIRELESS ICONS

Wi-Fi icon will blink when not connected.

It will remain static when connected successfully.











