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 access the SERVICES menu (F1). To change payment type, use the arrow keys to select the payment type you prefer. To change transaction type, press the ⬅ key until the transaction type you prefer appears.

CHIP CREDIT SALE

1. Input the SALE AMOUNT and press OK.

2. Tap (contactless only) or insert chip card.

3. If prompted, confirm the SALE AMOUNT by pressing (OK) or X (NO). *Conditional on the terminal's configuration.*

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. Input your SERVER ID and press OK.

3. If prompted, confirm the SALE AMOUNT by pressing (OK) or X to (CANCEL). *Conditional on the terminal's configuration.*

4. Manually input card #.

6. The transaction is processed. Sales receipts will print with details of the transaction.

CREDIT CARD RETURN

1. From your terminal home screen, enter amount of RETURN and press OK.

2. Use F2 and F3 to navigate options to RETURN

3. Confirm return amount by pressing (OK) or X to (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 TRANSCATION (card present)

1. From your terminal home screen, enter amount of RETURN and press OK.

2. Input VOID AMOUNT and press OK.

3. Confirm void amount by pressing (OK) or X to (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 (OK) or X to (CANCEL)

7. The transaction is processed. Void receipts will print with details of the transaction.

VOID CREDIT TRANSCATION (card not present)

1. From the idle prompt, press F1 to access the SERVICES men

2. Use the arrow keys to highlight FAVORITES and press OK.

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. Input TRANSACTION # to be voided and press OK.

6. If prompted input Manager Password (1234 default).

7. If prompted, confirm the VOID AMOUNT by pressing (OK) or X to (CANCEL). *Conditional on the terminal's configuration.*

8. The transaction is processed. Void receipts will print with details of the transaction.

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 access the SERVICES menu (F1). To change payment type, use the arrow keys to select the payment type you prefer. To change transaction type, press the ⬅ key until the transaction type you prefer appears.

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 CR/DB 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. Transaction receipt prints.

PRINTING REPORTS

1. From the idle prompt, press F1 to access the SERVICES menu.

2. Use the arrow keys to highlight REPORTS and press OK.

3. Use the arrow keys to highlight desired report type (DAILY REPORT or SUMMARY REPORT) and press OK.

4. If prompted, input Manager Password (1234 default).

5. REPORT prints.

SETTLE DAILY BATCH

1. From the idle prompt, 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, input Manager Password (1234 default).

5. Terminal communicates with the host.

6. Settlement Report prints.

POWER CYCLE TERMINAL

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