REPRINT RECEIPT

1. From the idle prompt, tap the ⭐ icon to access the **FAVORITES** menu.
2. Tap **REPRINT RECEIPT**.
3. If prompted, input Manager Password (1234 default).
4. Tap desired option (**LAST, BY TRANSACTION #** or **BY CARD NUMBER**).
5. Follow prompts and transaction receipt prints.

SETTLE DAILY BATCH

1. From the idle prompt, tap the ⭐ icon to access the **FAVORITES** menu.
2. Tap **SETTLE DAILY BATCH**.
3. If prompted, input Manager Password (1234 default).
4. Terminal communicates with the host.
5. Settlement Report prints.

ATTENTION: Automatic settlement is pre-configured and should not require manual intervention. The terminal must be powered on in order to initiate the automatic settlement process.

PRINTING REPORTS

1. From the idle prompt, tap the ⭐ icon to access the **FAVORITES** menu.
2. Tap the desired report type (**DAILY REPORT** or **SUMMARY REPORT**).
3. If prompted, input Manager Password (1234 default).
4. **REPORT** prints.

UPDATE DATE AND TIME

1. Tap on the **SETTINGS** icon on your terminal home screen.
2. Tap the ≡ icon to open .
3. Scroll down and tap "**DATE & TIME**"
4. Tap **SET TIME** to update the time (military time is required).
5. Tap **SET DATE** to update the date.
6. Then, enable the "**AUTOMATIC DATE & TIME**" and "**AUTOMATIC TIME ZONE**" options at the top.
7. Press the ◀ key continually to return to the homescreen.

Dejavoo QD Series
Quick Reference Guide
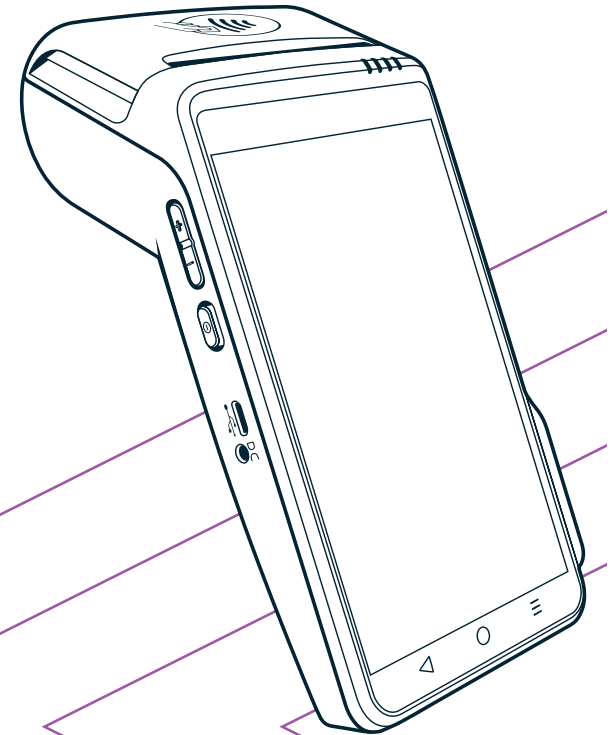
SYMBOL LEGEND

★ Access to the **FAVORITES** menu

☰ Access to the **CORE** menu

▭ **BATTERY** charge indicator

📶 **WI-FI** indicator (The Wi-Fi icon will blink when not connected and remains static when connected)

WIFI CONNECTION

1. Tap on the **SETTINGS** icon on your terminal home screen.
2. Select **WLAN**.
3. Select your network to connect.
4. If prompted, enter the network password (check Show Password to view characters).

ETHERNET CONNECTION (QD4 only)

1. Start by connecting your Ethernet adapter to the available USB socket connector on your device.
2. Once the adapter is connected, proceed to plug one end of the Ethernet cable into the adapter and the other end into the LAN port on your router.

TAKE PAYMENT

1. **LOGIN** to your Payment Processing platform.
2. **INITIATE** payment.
3. Customer will complete payment.

ATTENTION: Please refrain from manually processing payments through the terminal without first initiating the charge from your designated payment processing platform. Failure to do so may result in payment discrepancies that cannot be resolved easily.

ATTENTION: To obtain further details, kindly refer to the instructions provided by your payment processing platform.

PIN PAD CONNECTION (if applicable)

1. Please ensure the power is **OFF** on your terminal and pin pad.
2. Connect the QD5 USB connector to the QD4 Connector Box.
3. Connect the QD5 USB to the QD5 power adapter.
4. Power on both devices.
5. Select **AURA APP** on QD4 (the terminal should display "Waiting for PINpad". Press the back button to cancel).
6. Select **AURA APP** on QD5.

   6.1. After a few seconds the devices will connect to each other.

VOID / REFUND TRANSACTION

1. **LOGIN** to your Payment Processing platform.
2. **INITIATE** void or refund.

   2.1. Voids do not need the customer to be present.

   2.2. Refunds will require the customer to be present.

ATTENTION: Please refrain from manually voiding or refunding transactions through the terminal without first initiating the process from your designated payment processing platform. Failure to do so may result in voids or refunds that cannot be properly reconciled.

ATTENTION: To obtain further details, kindly refer to the instructions provided by your payment processing platform.

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.