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**).
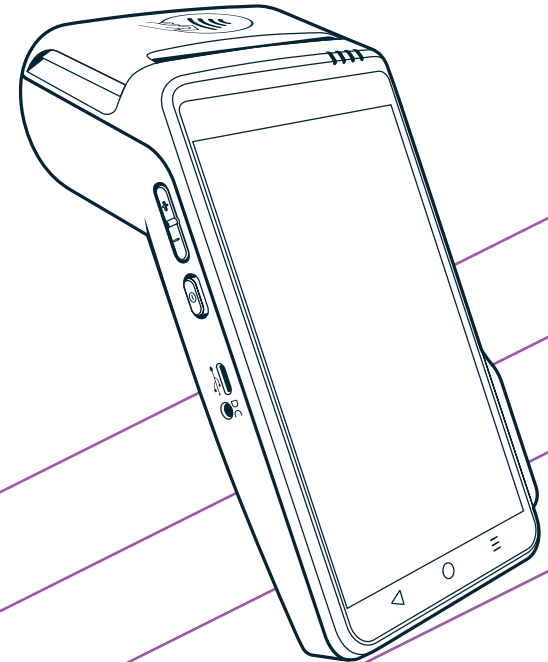5. Follow prompts and transaction receipt prints.

PRINTING REPORTS

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

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.

stax

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. Log into **Stax Pay**.
2. Click the "**+**" in the upper right hand corner.
3. Select **Take Payment**.
4. Select **Send to Terminal**.
5. Select the **Destination Terminal**.
6. Fill in the **Amount**.
7. Click **Charge**.
8. The terminal will receive transaction and prompt **Debit** or **Credit**.
9. Select **Debit** or **Credit**.
10. Insert card.
11. Have customer sign if applicable.
12. The terminal will prompt "**Would you like to go green?**"
13. Select **Yes** or **No** to enter in the customer's phone number to text the receipt.
14. Sale is complete and will show successful within Stax Pay.

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.

VOID / REFUND TRANSACTION

1. Select **PAYMENTS** tab within **Stax Pay**.
2. Select the transaction to expand its details.
3. Select **REFUND/VOID** button.
4. Select **REFUND/VOID** button from popup prompt.
5. Stax Pay will indicate to complete the **REFUND/VOID** on terminal.
6. Follow prompts on terminal.
7. The terminal will prompt "**Would you like to go green?**"
8. Select **Yes** or **No** to enter in the customer's phone number to text the receipt.
9. Void is complete and will show successful within Stax Pay.

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.