PRINTING REPORTS

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

TURN SERVER PROMPT ON/OFF

- 1. From the idle prompt, tap the \equiv icon to access the CORE menu.
- 2. Tap APPLICATIONS.
- 2. Tap CREDIT/DEBIT/EBT.
- 2. Tap SETUP.
- 3. If prompted, input Manager Password
 - (1234 default).
- 4. Tap TRANS PROMPTS.
- 5. Tap CLERKS.
- 6. Tap PROMPT.
- 7. Tap to select desired option.
- 8. press the \triangleleft key continually to return to the homescreen.

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.

EDIT TIPS BY TRANSACTION

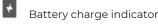
- 1. From the idle prompt, tap the \pm icon to access the FAVORITES menu.
- 2. Tap EDIT TIP.
- 3. If prompted, input Manager Password (1234 default).
- 4. Tap ALL.
- 5. Tap TRANSACTION #.
- 6. Input TRANSACTION # and press OK.
- 7. Transaction amount appears, input TIP AMOUNT and press OK.
- 8. If prompted, confirm the tip amount by tapping YES or NO. Conditional on the terminal's configuration.
- 9. Repeat steps 5 and 6 as needed.adjusted.
- 10. After all desired tips have been adjusted, press
- the <1 key continually to return to the homescreen.

CALL ME FEATURE (MUST BE ENABLED)

- 1. From the terminal main screen tap the icon.
- 2. If prompted, input Manager Password (1234 default).
- 3. Tap CALL ME, under the Support Menu.
- 4. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.

WIRELESS ICONS

🔿 Wi-Fi icon will blink when not connected. It will remain static when connected successfully.



Customer Support (630) 405- 9872 Hours: Monday - Friday 8:00AM - 6:00PM CST

PAYLO EPRO \bigcirc ----Dejavoo Quick Reference Guide for Models:

P-Line | Q-Line | ANDROID TERMINALS



Quick Reference Guide for models: ANDROID TERMINALS Default password is 1,2,3,4

CHIP CREDIT SALE

1. Tap on the CREDIT icon on your terminal home screen.

- Tap on the SALE icon.
 Input CLERK ID # and press OK. Conditional on
- the terminal's configuration.
- 4. Input the SALE AMOUNT and press OK.
- 5. Tap (contactless only) or insert chip card.
- 6. If prompted, confirm the sale amount by tapping OK or NO. Conditional on the terminal's configuration.
- 7. The transaction is processed. Sales receipts will print with details of the transaction.

DEBIT SALE

- 1. Tap on the DEBIT icon on your terminal home screen. 2. Tap on the SALE icon.
- 3. Input CLERK ID # and press OK. Conditional on the terminal's configuration.
- 4. Input the SALE AMOUNT and press OK.
- 5. Tap (contactless only), swipe or insert chip card.
- 6. If prompted, confirm the sale amount by tapping OK or NO. Conditional on the terminal's configuration.
- 7. Customer enters PIN on encrypted terminal PIN Pad or encrypted external PIN Pad and presses OK.
- 8. The transaction is processed. Sales receipts will print with details of the transaction.

IMPORTANT: As well as the payment icons (ie Credit, Debit, EBT Food, EBT Cash and Cash), the terminal's idle prompt also displays the following icons:

 \star Access to the FAVORITES menu Ξ Access to the CORE menu & CALL ME feature

MANUALLY ENTERED CREDIT SALE

- 1. Tap on the CREDIT icon on your terminal home screen. 2.Tap on the SALE icon.
- 3. Input CLERK ID # and press OK. Conditional on
- the terminal's configuration.
- 4. Input the SALE AMOUNT and press OK.
- 5. Manually input 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.

CREDIT CARD RETURN

- 1. Tap on the CREDIT icon on your terminal home screen. 2.Tap on the RETURN icon.
- 3. Input the RETURN AMOUNT and press OK.
- 4. If prompted, confirm the return amount by tapping OK or NO. Conditional on the terminal's
- configuration. 5. If prompted, input MANAGER PASSWORD
- (default password is 1234).
- 6. Tap (contactless only) or insert chip card.
- 7. The transaction is processed. Return receipts will print with details of the transaction.

VOID CREDIT TRANSACTION (Card Present)

VOID BY TRANSACTION # (Card Not Present)

- 1. Tap on the CREDIT icon on your terminal home screen.
- 2. Tap on the VOID icon.
- 3. Input the VOID AMOUNT and press OK.
- 4. If prompted, confirm the void amount by tapping OK or NO. Conditional on the terminal's configuration.
- 5. If prompted, input MANAGER PASSWORD (default password is 1234).
- 6. Tap (contactless only) or insert chip card.
- 7. Enter the void transaction # and press OK.
- 8. The transaction is processed. Void receipts will print with details of the transaction.

- 1. From the idle prompt, tap the 🗼 icon to access the FAVORITES menu.
- 2. Tap VOID TRANSACTION.
- 3. If prompted, input Manager Password (1234 default) 4. Tap BY TRANSACTION #.
- 5. Input TRANSACTION # to be voided and press OK.
- 6. Confirm the void transaction by tapping SELECT.
- 7. If prompted, confirm the void amount by tapping OK or CANCEL. Conditional on the terminal's configuration.
- 8. If prompted, input Manager Password (1234 default)
- 9. The void is processed. Void receipts will print with details of the transaction.

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 \star 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.