

# Empowering your business, one transaction at a time.

### Innovative payment solutions delivered with a personal touch.

Accept payment in-person or online with our innovative terminal solutions. Whether you need a stationary, wireless, mobile, or virtual terminal, a payment gateway, or software integration, ECS is the right choice for you.



# Diverse solutions for every scenario.



## Credit & Debit

With a diverse range of credit and debit card processing solutions, we have what you need.



# ACH

Completely electronic, ACH transactions are efficient and low-cost.



## ATM

Connect to all major ATM networks.



# Banking

With a merchant bank account, you'll have access to our affordable rates and award-winning merchant services team.



# High-Risk

We're built to handle complex merchants, regardless of your industry.



# Lending

Lending your way to provide you with the instant capital you need.



# Merchant Cash Advance

Access the assets your business deserves.



# **Remote Deposit Capture**

With ECS, there's no need to go to the bank to cash payment checks.

# To find out more click here



# Quick Reference Guide



# ANDROID TERMINALS



These steps have been provided to assist you with your Dejavoo touch screen payment device with AURA software.

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

Access to the FAVORITES menu

prompt also displays the following icons:

Access to the CORE menu

**CALL ME feature** 

#### CHIP CREDIT SALE

- 1. Tap on the **CREDIT** icon on your terminal home screen.
- 2. Tap on the SALE icon.
- 3. Input the SALE AMOUNT and press OK.
- 4. Tap (contactless only) or insert chip card.
- If prompted, confirm the sale amount by tapping OK or NO. Conditional on the terminal's configuration.
- 6. 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 the SALE AMOUNT and press OK.
- 4. Tap (contactless only) or insert chip card.
- If prompted, confirm the sale amount by tapping OK or NO. Conditional on the terminal's configuration.
- 6. Customer enters PIN on encrypted terminal PIN Pad or encrypted external PIN Pad and presses OK.
- 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.
- 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.

#### MANUALLY ENTERED SALE

- 1. Tap on the CREDIT icon on your terminal home screen.
- 2. Tap on the SALE icon.
- 3. Input the SALE AMOUNT and press OK.
- 4. Manually input 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 CREDIT TRANSACTION (Card 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.
- 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.

#### VOID BY TRANSACTION # (Card NOT Present)

- 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**

- 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.

#### CALL ME FEATURE (Must be Enabled)

- 1. From the terminal main screen tap the  $\boldsymbol{\zeta}$  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.

Battery charge indicator.

#### **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.

#### SETTLE DAILY BATCH

- 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.

#### 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**

- 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.
- 2. Tap PROMPT.
- 7. Tap to select desired option.
- 8. Press the *⊲* key continually to return to the homescreen.



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