Merchant Industry

Dējavoo Systems
Rethinking Transactions.

Restaurant Quick Reference Guide - Models, V8S, V8S PLUS, V9S, V9S Wi-Fi, V9S PLUS, Z Line

These steps have been provided as a guide for assistance. Your Dejavoo payment terminal is equipped with Event Driven software; The terminal will automatically choose the appropriate application based upon the swipe or entry of a card number.

Note: On **Z3 or Z8** Terminals, the [X] or [←] Keys, or Touching the **Z6**, **Z9** or **Z11** *Credit* or *Sale* ideal screen prompts change the payment Type and Transaction Type options.

CREDIT SALE

1. From the **CREDIT SALE ENTER AMOUNT** input **server ID** and press **OK**

2. Input the sale amount and press **OK**

3. **Insert Card, Tap, Swipe** or **Manually Enter** Card #
- If AVS prompts, input AVS information

4. Press **OK**

5. Terminal communicates with the Host

6. Receipts Print

SETTING UP SUGGESTED TIPS

1. From the **CREDIT SALE ENTER AMOUNT** Press **OK**

2. Scroll using the Arrow keys highlight **APPLICATIONS** and press **OK Twice**

3. Scroll using the ⬍ **Arrow** key to highlight **SETUP** press **OK**

4. **Input Password** (1234 is the Default) and press **OK**

5. Scroll using the ⬍ **Arrow** key to highlight **TIP** press **OK**

6. Scroll using the ⬍ **Arrow** key to highlight **SUGGESTED TIP** press **OK**

7. Press **OK** on highlighted **Line #1**, input desired **Tip %** press **OK**

8. Repeat steps for **Line #2 and #3 if needed**

TICKET ONLY (FORCED) SALE

1. From the **CREDIT SALE ENTER AMOUNT**

2. **Press** the yellow arrow key [←]

3. Scroll using the ⬍ **Arrow** key highlight **TICKET** press **OK**

4. Input **Amount** press **OK**

5. **Input Password** (1234 is the Default) and press **OK**

6. Input previously obtained **AUTH CODE**

7. **Tap, Swipe** or **Manually Enter** Card #
- If AVS prompts, input AVS information

8. Press **OK**

9. Receipts Print

VOID TRANSACTION

1. From the **CREDIT SALE ENTER AMOUNT**

2. **Press** the yellow arrow key [←]

3. Scroll using the ⬍ **Arrow** key highlight VOID and press OK

4. Input **VOID Amount** and press **OK**

5. **Press F2 to reconfirm void** or **F4 to cancel**

6. **Input Password** (1234 is the Default) and press **OK**

7. **Insert, Tap, Swipe** or **Manually Enter** Card #

8. Receipts Print

RETURN TRANSACTIONS

1. From the **CREDIT SALE ENTER AMOUNT**

2. **Press** the yellow arrow key [←]

3. Scroll using the ⬍ **Arrow** key highlight **RETURN** and press **OK**

4. Input **RETURN Amount** and press **OK**

5. **Press F2 to reconfirm return** or **F4 to cancel**

6. **Input Password** (1234 is the Default) and press **OK**

7. **Insert, Tap, Swipe, or Manually Enter** Card #

8. Receipts Print

SETTLE THE OPEN BATCH

1. From the **CREDIT SALE ENTER AMOUNT** screen press **F3**

2. Highlight **Core Settle Daily Batch** and press **OK**

3. **Input Password** (1234 is the Default) and press **OK** (Terminal warns if any untipped transactions) choose desired option

4. Terminal communicates with the Host

5. Reports Print

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AUTHORIZATION ONLY

1. From the **CREDIT SALE ENTER AMOUNT**

2. Press the yellow arrow [←]

3. Scroll using the ⬍ **Arrow** key to highlight **AUTH** press **OK**

4. **Input Amount** press **OK**

5. **Input Password** (1234 is the Default) and press **OK**

6. **Insert, Tap, Swipe** or **Manually Enter** Card #

7. Terminal communicates with host

8. Receipts Print

REPRINT RECEIPT COPY

1. From the **CREDIT SALE ENTER AMOUNT** screen press **F3**

2. Scroll using the ⬍ **Arrow** key to select **REPRINT CR/DB RCPT** and press **OK**

3. **Input Password** (1234 is the Default) and press **OK**

4. Scroll using the ⬍ **Arrow** key to select desired option(s) press **OK**

5. Receipt Prints

EDIT TIPS

1. Scroll using the ⬍ **Arrow** keys highlight **APPLICATIONS** press **OK Twice**

2. Scroll using the ⬍ **Arrow** keys highlight **TIPS AND TABS** press **OK**

3. **Input Password** (1234 is the Default) and press **OK**

4. Select **EDIT TIP** press **OK**

5. **Input Password** (1234 is the Default) and press **OK**

6. Highlight the desired option follow prompt

TURN SERVER PROMPT ON/OFF

1. From the **CREDIT SALE ENTER AMOUNT**

2. Scroll using the ⬍ **Arrow** key select **APPLICATIONS** press **OK Twice**

3. Scroll using the ⬍ **Arrow** key select **SETUP** press **OK**

4. **Input Password** (1234 is the Default) and press **OK**

5. Scroll using the ⬍ **Arrow** key select **TRANS PROMPTS** press **OK**

6. Press **OK** on **CLERKS**

7 Press **OK** on **PROMPT** to Make desired changes

ON SCREEN HELP

For Immediate assistance with all the Terminal Functions, simply Press the Dot key on your terminal keypad [•]

The Help will appear on the Terminal Display to assist with explanations and/or next steps

Press the **RED X** Key to exit help

ACCESSING MERCHANT PORTAL-TOUCH SCREEN

1. From the **CREDIT SALE ENTER AMOUNT**

2. Press the 👤 **icon** and choose desired options

USING FAVORITES

1. Highlight the menu item you wish to save to favorites. **Press** the ↑ key located on the bottom left side of the keypad

2. **Press** the **F2** to select **YES**

3. Highlight the menu placement you wish to assign favorite to

4. Press **OK**

ACCESSING FAVORITES

1. From the CREDIT SALE ENTER AMOUNT press F3

2. Scroll using the ⬍ Arrow key highlight desired option from the list of favorites and press OK

ACCESSING FAVORITES - TOUCH SCREEN

1. From the **CREDIT SALE ENTER AMOUNT** tap the ⭐icon

2. Tap the desired option from the list of favorites.

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