











**Restaurant Quick Reference Guide**

*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  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	SETTING UP SUGGESTED TIPS	TICKET ONLY (FORCED) SALE
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| <ol style="list-style-type: none"> <li>1. From the <b>CREDIT SALE ENTER AMOUNT</b> input <b>server ID</b> and press <b>OK</b></li> <li>2. Input the sale amount and press <b>OK</b></li> <li>3. <b>Insert Card, Tap, Swipe or Manually Enter Card #</b><br/>- If AVS prompts, input AVS information</li> <li>4. Press <b>OK</b></li> <li>5. Terminal communicates with the Host</li> <li>6. Receipts Print </li> </ol> | <ol style="list-style-type: none"> <li>1. From the <b>CREDIT SALE ENTER AMOUNT</b> Press <b>OK</b></li> <li>2. Scroll using the <b>Arrow</b> keys highlight <b>APPLICATIONS</b> and press <b>OK Twice</b></li> <li>3. Scroll using the  <b>Arrow</b> key to highlight <b>SETUP</b> press <b>OK</b></li> <li>4. <b>Input Password</b> (1234 is the Default) and press <b>OK</b></li> <li>5. Scroll using the  <b>Arrow</b> key to highlight <b>TIP</b> press <b>OK</b></li> <li>6. Scroll using the  <b>Arrow</b> key to highlight <b>SUGGESTED TIP</b> press <b>OK</b></li> <li>7. Press <b>OK</b> on highlighted <b>Line #1</b>, input desired <b>Tip %</b> press <b>OK</b></li> <li>8. Repeat steps for <b>Line #2</b> and <b>#3</b> if needed </li> </ol> | <ol style="list-style-type: none"> <li>1. From the <b>CREDIT SALE ENTER AMOUNT</b></li> <li>2. Press the yellow arrow key </li> <li>3. Scroll using the  <b>Arrow</b> key highlight <b>TICKET</b> press <b>OK</b></li> <li>4. Input <b>Amount</b> press <b>OK</b></li> <li>5. <b>Input Password</b> (1234 is the Default) and press <b>OK</b></li> <li>6. Input previously obtained <b>AUTH CODE</b></li> <li>7. <b>Tap, Swipe OR Manually Enter Card #</b><br/>- If AVS prompts, input AVS information</li> <li>8. Press <b>OK</b></li> <li>9. Receipts Print </li> </ol> |
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VOID TRANSACTION	RETURN TRANSACTION	SETTLE THE OPEN BATCH
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|--|--|---|
| <ol style="list-style-type: none"> <li>1. From the <b>CREDIT SALE ENTER AMOUNT</b></li> <li>2. Press the yellow arrow key </li> <li>3. Scroll using the  <b>Arrow</b> key highlight <b>VOID</b> and press <b>OK</b></li> <li>4. Input <b>VOID Amount</b> and press <b>OK</b></li> <li>5. Press <b>F2</b> to reconfirm void OR <b>F4</b> to cancel</li> <li>6. <b>Input Password</b> (1234 is the Default) and press <b>OK</b></li> <li>7. <b>Insert, Tap, Swipe OR Manually Enter Card #</b></li> <li>8. Receipts Print </li> </ol> | <ol style="list-style-type: none"> <li>1. From the <b>CREDIT SALE ENTER AMOUNT</b></li> <li>2. Press the yellow arrow key </li> <li>3. Scroll using the  <b>Arrow</b> key highlight <b>RETURN</b> and press <b>OK</b></li> <li>4. Input <b>RETURN Amount</b> and press <b>OK</b></li> <li>5. Press <b>F2</b> to reconfirm return OR <b>F4</b> to cancel</li> <li>6. <b>Input Password</b> (1234 is the Default) and press <b>OK</b></li> <li>7. <b>Insert, Tap, Swipe, OR Manually Enter Card #</b></li> <li>8. Receipts Print </li> </ol> | <ol style="list-style-type: none"> <li>1. From the <b>CREDIT SALE ENTER AMOUNT</b> screen press <b>F3</b></li> <li>2. Highlight <b>Core Settle Daily Batch</b> and press <b>OK</b></li> <li>3. <b>Input Password</b> (1234 is the Default) and press <b>OK</b><br/>(Terminal warns if any untipped transactions)<br/>choose desired option</li> <li>4. Terminal communicates with the Host</li> <li>5. Reports Print </li> </ol> |
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USA Models, V8S, V8S PLUS, V9S, V9S Wi-Fi, V9S PLUS, Z Line




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







AUTHORIZATION ONLY	REPRINT RECEIPT COPY	EDIT TIPS
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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 


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 

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	ON SCREEN HELP	USING FAVORITES
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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 


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

- Adding 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 **Credit Sale ENTER AMOUNT** Tap the  icon
  2. Tap the desired **option** from the list of favorites.