









**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.*



SWIPED / MANUAL SALE	SUGGESTED TIPS	TICKET ONLY SALE
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| <ol style="list-style-type: none"> <li>1. From the <b>CREDIT SALE ENTER AMOUNT</b> enter <b>server ID</b> and press <b>OK</b></li> <li>2. Enter sale amount press <b>OK</b><br/><b>Tap, Swipe OR Manually Enter Card #</b><br/>- If AVS prompts, input AVS information</li> <li>3. Terminal communicates with the Host</li> <li>4. 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 select <b>APPLICATIONS</b> press <b>OK</b> <b>Twice</b></li> <li>3. Scroll using  the <b>Arrow</b> key select <b>SETUP</b> press <b>OK</b></li> <li>4. <b>Input Password</b> (1234 Default) and press <b>OK</b></li> <li>5. Scroll using the <b>Arrow</b>  key select <b>TIP</b> press <b>OK</b></li> <li>6. .Scroll using the <b>Arrow</b>  key select <b>SUGGESTED TIP</b> press <b>OK</b></li> <li>7. <b>Press 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. <b>Press</b> the yellow arrow key </li> <li>3. Scroll using the <b>Arrow</b> key select <b>TICKET</b> press <b>OK</b></li> <li>4. <b>Input Amount</b> press <b>OK</b></li> <li>5. <b>Input Password</b> (1234 Default) and press <b>OK</b></li> <li>6. <b>Input</b> previously obtained <b>AUTH CODE</b></li> <li>7. <b>Tap, Swipe OR Manually Enter Card #</b></li> <li>8. 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. <b>Press</b> the yellow arrow key </li> <li>3. Scroll using the <b>Arrow</b> key  select <b>VOID</b> press <b>OK</b></li> <li>4. <b>Input VOID Amount</b> and press <b>OK</b></li> <li>5. <b>Press F2</b> to reconfirm void OR <b>F4</b> to cancel</li> <li>6. <b>Input Password</b> (1234 Default) and press <b>OK</b></li> <li>7. <b>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. <b>Press</b> the yellow arrow key </li> <li>3. Scroll using the <b>Arrow</b> key  select <b>RETURN</b> press <b>OK</b></li> <li>4. <b>Input RETURN Amount</b> and press <b>OK</b></li> <li>5. <b>Press F2</b> to reconfirm return OR <b>F4</b> to cancel</li> <li>6. <b>Input Password</b> (1234 Default) and press <b>OK</b></li> <li>7. <b>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> press <b>OK</b></li> <li>3. <b>Input Password</b> (1234 Default) and press <b>OK</b> (Terminal warns of any untipped trans choose desired option)</li> <li>4. Terminal communicates with the Host</li> <li>5. Reports Print </li> </ol> |
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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 key  select **AUTH** press **OK**
4. Input **Amount** press **OK**
5. Input **Password** (1234 Default) and press **OK**
6. Tap, Swipe OR Manually Enter Card #
7. Terminal communicates with
8. Receipts Print 


1. From the **CREDIT SALE ENTER AMOUNT** screen press **F3**
2. Scroll using the **Arrow** key  select **REPRINT CR/DB RCPT** press **OK**
3. Input **Password** (1234Default) and press **OK**
4. Scroll using the **Arrow** key  select desired **option(s)** press **OK**
5. Receipt Prints 

1. Scroll using the **Arrow** keys  select **APPLICATIONS** press **OK Twice**
2. Scroll using the **Arrow** key select **TIPS AND TABS** press **OK**
3. Input **Password** (1234 Default) and press **OK**
4. Select **EDIT TIP** press **OK**
5. Input **Password** (1234 Default) and press **OK**
6. Highlight the desired option follow prompt

SERVER PROMPT ON/OFF	ON SCREEN HELP	MY 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 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** 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/ next steps

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

**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 to the left of the zero key)
  2. Press the **F2** to select **YES**
  3. Highlight the menu placement to assign favorite to
  4. Press **OK** 
- Accessing Favorites
1. From the **CREDIT SALE ENTER AMOUNT** press **F3**
  - 2 Scroll using the **Arrow** key  select desired **option** from the list of favorites and press **OK**
- Accessing Favorites-TOUCH SCREEN
- 1.From **Credit Sale ENTER AMOUNT** Tap the  Tap the desired **option** from the list of favorites.