

Credit/Debit

### Restaurant Quick Reference Guide

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











| CREDIT CARD SALE  | SUGGESTED TIPS   | SETTLING THE CURRENT BATCH   |
|---|--|--|
| <ol style="list-style-type: none"><li>1 Swipe Credit Card OR Manually Enter Card</li><li>2 Press the ↓ arrow to select CREDIT</li><li>3 Input Server ID</li><li>4 Press the green ENTER button</li><li>5 Input the \$ amount of the sale</li><li>6 Press the green ENTER button</li><li>7 Terminal communicates with the Host</li><li>8 Receipts Print </li></ol>                           | <ol style="list-style-type: none"><li>1 From the idle prompt Press green ENTER button</li><li>2 Press the ↑ arrow to highlight Applications</li><li>3 Press the green ENTER button twice</li><li>4 Press the ↑ arrow twice then ENTER on Setup</li><li>5 Press the ↑ arrow twice. Press ENTER on Tips</li><li>6 Press the ↑ arrow to highlight Suggested Tips.</li><li>7 Press the ENTER button</li><li>8 Press the ↓ arrow to Line # , Input desired Tip %</li><li>9 Press the green ENTER button.</li><li>10 Repeat steps for Line # 2 and # 3 if needed. </li></ol> | <ol style="list-style-type: none"><li>1 From the idle prompt Press green ENTER button</li><li>2 Press the ↑ arrow to highlight Applications</li><li>3 Press the green ENTER button twice</li><li>4 Press the ↓ arrow twice to highlight Host Utility</li><li>5 Press the green ENTER button three times</li><li>6 Terminal communicates with the Host</li><li>7 Reports Print </li></ol> |
| VOID CREDIT TRANSACTION   | TICKET ONLY SALE   | AUTHORIZATION ONLY   |
| <ol style="list-style-type: none"><li>1 Swipe Credit Card OR Manually Enter Card</li><li>2 Press the ↓ arrow to select CREDIT</li><li>3 Press the ↓ arrow twice for VOID</li><li>4 Input the exact \$ amount to be Voided</li><li>5 Press the green ENTER button</li><li>6 Press the ↑ arrow to select OK</li><li>7 Terminal communicates with the Host</li><li>8 Receipt Prints </li></ol> | <ol style="list-style-type: none"><li>1 Swipe Credit Card OR Manually Enter Card</li><li>2 Press the ↓ arrow to select CREDIT</li><li>3 Press the ↑ arrow once for TICKET</li><li>4 Input \$ amount of the ticket</li><li>5 Press the green ENTER button</li><li>6 Input previously obtained auth code</li><li>7 Press the green ENTER button</li><li>8 Receipts Print </li></ol>  | <ol style="list-style-type: none"><li>1 Swipe Credit Card OR Manually Enter Card</li><li>2 Press the ↓ arrow to select CREDIT</li><li>3 Press the ↑ arrow twice for AUTHORIZATION</li><li>4 Input the \$ amount to be authorized</li><li>5 Press the green ENTER button</li><li>6 Terminal communicates with the Host</li><li>7 Receipt Prints </li></ol>                                |

Credit/Debit

## Restaurant Quick Reference Guide

*These steps have been provided as a guide for assistance with your Dejavoo Payment Device.*



| VALUE ADDED SERVICES  | MY FAVORITES  | ON SCREEN HELP  |
|---|---|---|
| <ol style="list-style-type: none"><li>1 From the idle prompt Press the green ENTER button</li><li>2 Press the <b>↑</b> arrow to highlight Applications</li><li>3 Press the green ENTER button to select</li><li>4 Press ENTER on Credit/Debit</li><li>5 Press <b>↓</b> arrow twice to highlight Host Utility</li><li>6 Press <b>↓</b> arrow twice to highlight Value Added Srv</li><li>7 Press ENTER on Manual Request</li><li>8 Report Prints </li></ol>  | <p><b>Adding Favorites</b></p> <ol style="list-style-type: none"><li>1 Press the <b>★</b> key on any menu item</li><li>2 Press the <b>↑</b> arrow to select YES</li><li>3 Highlight the hotkey option to assign favorite to</li><li>4 Press the green ENTER button </li></ol> <p><b>Accessing Favorites</b></p> <ol style="list-style-type: none"><li>1 Press the middle "favorites" button </li><li>2 Highlight option from list &amp; press ENTER </li></ol> | <p>For Immediate assistance with all the Terminal Functions, simply Press the <b>Double Zero (00)</b> on your Dejavoo keypad.</p> <p></p> <p>The Help will appear on the Terminal Display assisting you with the explanations and next steps.</p> <p>Press the Green ENTER button to exit help</p>   |
| TURN SERVER PROMPT ON/OFF   | RETURN TRANSACTION  | EDIT TIP  |
| <ol style="list-style-type: none"><li>1 From the idle prompt Press the green ENTER button</li><li>2 Press the <b>↑</b> arrow to highlight Applications</li><li>3 Press the green ENTER button twice</li><li>4 Press <b>↑</b> arrow twice. Press ENTER on Setup</li><li>5 Press <b>↓</b> arrow 3x's. Press ENTER on Trans Prompts</li><li>6 Press ENTER on Clerks</li><li>7 Press ENTER on Prompt</li><li>8 Press the arrows <b>↑ ↓</b> to make selection</li><li>9 Press the green ENTER button to select </li></ol> | <ol style="list-style-type: none"><li>1 <b>Swipe</b> Debit or Credit Card</li><li>2 Press the arrows <b>↑ ↓</b> to select Credit or Debit</li><li>3 Press the <b>↓</b> arrow once for RETURN</li><li>4 <b>Input \$ amount</b> of the Return</li><li>5 Press the green ENTER button</li><li>6 *Terminal communicates with the Host</li><li>7 Receipts Print </li></ol> <p>*Denotes: Dependant on capture type</p>   | <ol style="list-style-type: none"><li>1 From the idle prompt Press the green ENTER button</li><li>2 Press the <b>↑</b> arrow to highlight Applications</li><li>3 Press the green ENTER twice</li><li>4 Highlight <b>Tips and Tabs</b>. Press ENTER twice</li><li>5 Press arrow <b>↓</b> to select <b>Untipped</b>. Press ENTER</li><li>6 Press the arrow <b>↓</b> to select "Add Tip By" method</li><li>7 Input the transaction specific info and press ENTER</li><li>8 Input \$ amount of <b>Tip</b> to be added. Press ENTER</li><li>9 Press the <b>↑</b> arrow and select Yes to confirm </li></ol> |