

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
1 Swipe Credit Card OR Manually Enter Card 2 Press the ↓ arrow to select CREDIT 3 Input Server ID 4 Press the green ENTER button 5 Input the \$ amount of the sale 6 Press the green ENTER button 7 Terminal communicates with the Host 8 Receipts Print 	1 From the idle prompt Press green ENTER button 2 Press the ↑ arrow to highlight Applications 3 Press the green ENTER button twice 4 Press the ↑ arrow twice then ENTER on Setup 5 Press the ↑ arrow twice. Press ENTER on Tips 6 Press the ↑ arrow to highlight Suggested Tips. 7 Press the ENTER button 8 Press the ↓ arrow to Line # , Input desired Tip % 9 Press the green ENTER button. 10 Repeat steps for Line # 2 and # 3 if needed. 	1 From the idle prompt Press green ENTER button 2 Press the ↑ arrow to highlight Applications 3 Press the green ENTER button twice 4 Press the ↓ arrow twice to highlight Host Utility 5 Press the green ENTER button three times 6 Terminal communicates with the Host 7 Reports Print 
VOID CREDIT TRANSACTION	TICKET ONLY SALE	AUTHORIZATION ONLY
1 Swipe Credit Card OR Manually Enter Card 2 Press the ↓ arrow to select CREDIT 3 Press the ↓ arrow twice for VOID 4 Input the exact \$ amount to be Voided 5 Press the green ENTER button 6 Press the ↑ arrow to select OK 7 Terminal communicates with the Host 8 Receipt Prints 	1 Swipe Credit Card OR Manually Enter Card 2 Press the ↓ arrow to select CREDIT 3 Press the ↑ arrow once for TICKET 4 Input \$ amount of the ticket 5 Press the green ENTER button 6 Input previously obtained auth code 7 Press the green ENTER button 8 Receipts Print 	1 Swipe Credit Card OR Manually Enter Card 2 Press the ↓ arrow to select CREDIT 3 Press the ↑ arrow twice for AUTHORIZATION 4 Input the \$ amount to be authorized 5 Press the green ENTER button 6 Terminal communicates with the Host 7 Receipt Prints 
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VALUE ADDED SERVICES	MY FAVORITES	ON SCREEN HELP
1 From the idle prompt Press the green ENTER button 2 Press the ↑ arrow to highlight Applications 3 Press the green ENTER button to select 4 Press ENTER on Credit/Debit 5 Press ↓ arrow twice to highlight Host Utility 6 Press ↓ arrow twice to highlight Value Added Srv 7 Press ENTER on Manual Request 8 Report Prints 	Adding Favorites 1 Press the ★ key on any menu item 2 Press the ↑ arrow to select YES 3 Highlight the hotkey option to assign favorite to 4 Press the green ENTER button  Accessing Favorites 1 Press the middle "favorites" button  2 Highlight option from list & press ENTER 	For Immediate assistance with all the Terminal Functions, simply Press the Double Zero (00) on your Dejavoo keypad.  The Help will appear on the Terminal Display assisting you with the explanations and next steps. Press the Green ENTER button to exit help
TURN SERVER PROMPT ON/OFF	RETURN TRANSACTION	EDIT TIP
1 From the idle prompt Press the green ENTER button 2 Press the ↑ arrow to highlight Applications 3 Press the green ENTER button twice 4 Press ↑ arrow twice. Press ENTER on Setup 5 Press ↓ arrow 3x's. Press ENTER on Trans Prompts 6 Press ENTER on Clerks 7 Press ENTER on Prompt 8 Press the arrows ↑ ↓ to make selection 9 Press the green ENTER button to select 	1 Swipe Debit or Credit Card 2 Press the arrows ↑ ↓ to select Credit or Debit 3 Press the ↓ arrow once for RETURN 4 Input \$ amount of the Return 5 Press the green ENTER button 6 *Terminal communicates with the Host 7 Receipts Print  *Denotes: Dependant on capture type	1 From the idle prompt Press the green ENTER button 2 Press the ↑ arrow to highlight Applications 3 Press the green ENTER twice 4 Highlight Tips and Tabs. Press ENTER twice 5 Press arrow ↓ to select Untipped. Press ENTER 6 Press the arrow ↓ to select "Add Tip By" method 7 Input the transaction specific info and press ENTER 8 Input \$ amount of Tip to be added. Press ENTER 9 Press the ↑ arrow and select Yes to confirm 