

Credit/Debit

Retail 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.



CREDIT CARD SALE	DEBIT CARD SALE	SETTLING THE CURRENT BATCH
<ol style="list-style-type: none">1 Swipe Credit Card OR Manually Enter Card2 Press the ↓ arrow to select CREDIT3 Input the \$ amount of the sale - If AVS is on, input AVS information4 Press the green ENTER button5 Terminal communicates with the Host6 Receipts Print 	<ol style="list-style-type: none">1 Swipe Debit Card2 Press the ↑ arrow to select DEBIT3 Input \$ amount of the sale4 Press the green ENTER button5 Customer Inputs PIN # on the PIN Pad6 Press the green ENTER button7 Terminal communicates with the Host8 Receipts Print 	<ol style="list-style-type: none">1 From the idle prompt Press green ENTER button2 Press the ↑ arrow to highlight Applications3 Press the green ENTER button twice4 Press the ↓ arrow twice to highlight Host Utility5 Press the green ENTER button three times6 Terminal communicates with the Host7 Reports Print
VOID CREDIT TRANSACTION	TICKET ONLY SALE	AUTHORIZATION ONLY
<ol style="list-style-type: none">1 Swipe Credit Card OR Manually Enter Card2 Press the ↓ arrow to select CREDIT3 Press the ↓ arrow twice for VOID4 Input the exact \$ amount to be Voided5 Press the green ENTER button6 Press the ↑ arrow to select OK7 Terminal communicates with the Host8 Receipt Prints 	<ol style="list-style-type: none">1 Swipe Credit Card OR Manually Enter Card2 Press the ↓ arrow to select CREDIT3 Press the ↑ arrow once for TICKET4 Input \$ amount of the ticket5 Press the green ENTER button6 Input previously obtained auth code7 Press the green ENTER button8 Receipts Print 	<ol style="list-style-type: none">1 Swipe Credit Card OR Manually Enter Card2 Press the ↓ arrow to select CREDIT3 Press the ↑ arrow twice for AUTHORIZATION4 Input the \$ amount to be authorized5 Press the green ENTER button6 Terminal communicates with the Host7 Receipt Prints

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VALUE ADDED SERVICES	ON SCREEN HELP	MY FAVORITES
<ol style="list-style-type: none">From idle Press the green ENTER buttonPress the ↑ arrow to highlight ApplicationsPress the green ENTER button to selectPress ENTER on Credit/DebitPress ↓ arrow twice to highlight Host UtilityPress ↓ arrow twice to highlight Value Added SrvPress ENTER on Manual RequestReport Prints 	<p>For immediate assistance with all terminal functions simply press the double zero key (00) on your Dejavoo keypad.</p>  <p>The help will appear on the terminal display assisting you with explanations and next steps.</p> <p>Press the Green ENTER key to exit help.</p>	<p>Adding Favorites</p> <ol style="list-style-type: none">Press the ★ key on any menu itemPress the ↑ arrow to select YESHighlight the hotkey option to assign favorite to, in addition to it being accessed in My Favorites.Press the green ENTER button  <p>Managing Favorites</p> <ol style="list-style-type: none">Press the green ENTER buttonPress ↓ arrow 3Xs to highlight Utility & Press ENTERInput the Security Password & Press ENTERPress ↓ arrow 3Xs to Favorites & Press ENTERSelect desired option & Press ENTER  <p>Accessing Favorites</p> <ol style="list-style-type: none">Press the middle "favorites" button Highlight option from list & press ENTER 
PRINT DAILY REPORT	RETURN TRANSACTION	
<ol style="list-style-type: none">From idle Press the green ENTER buttonPress the ↑ arrow to highlight ApplicationsPress the green ENTER button to selectPress ENTER on Credit/DebitPress the ↓ arrow to highlight ReportPress the green ENTER button twiceReport Prints 	<ol style="list-style-type: none">Swipe Debit or Credit CardPress the arrows ↑ ↓ to select Credit or DebitPress the ↓ arrow once for RETURNInput \$ amount of the ReturnPress the green ENTER button*Terminal communicates with the HostReceipts Print  <p>*Denotes: Dependant on capture type</p>	

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