

Credit/Debit

COUNTERTOP Models V5, V8, V8 PLUS

Retail Quick Reference Guide



Dejavoo Systems

Rethinking Transactions.

Press and hold **F1** the F1 Key to power on your terminal.
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

- 1 **Swipe Credit Card** OR Manually Enter Card
- 2 If prompted Select **CREDIT**
- 3 **Input the \$ amount** of the sale
- If AVS is on, input AVS information
- 4 **Press** the green **ENTER** button
- 5 Terminal communicates with the Host
- 6 Receipts Print

DEBIT CARD SALE

- 1 **Swipe Debit Card**
- 2 If prompted Select **DEBIT**
- 3 **Input \$ amount** of the sale
- 4 **Press** the green **ENTER** button
- 5 Customer **Inputs PIN #** on the PIN Pad
- 6 **Press** the green **ENTER** button
- 7 Terminal communicates with the Host
- 8 Receipts Print

SETTLING THE CURRENT BATCH

- 1 From the idle prompt **Press** green **ENTER** button
- 2 **Press** the green **ENTER** button twice
- 3 Input password if prompted
- 4 Terminal communicates with the Host
- 5 Reports Print

VOID CREDIT TRANSACTION

- 1 **Swipe Credit Card** OR Manually Enter Card
- 2 If prompted Select **CREDIT**
- 3 **Press** twice until Display says **VOID**
- 4 **Input** the exact **\$ amount** to be Voided
- 5 **Press** the green **ENTER** button
- 6 **Press** **F2** to select OK
- 7 Terminal communicates with the Host
- 8 Receipts Print

TICKET ONLY SALE

- 1 **Swipe Credit Card** OR Manually Enter Card
- 2 If prompted Select **CREDIT**
- 3 **Press** once until Display says **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

AUTHORIZATION ONLY

- 1 **Swipe Credit Card** OR Manually Enter Card
- 2 If prompted Select **CREDIT**
- 3 **Press** twice Display says **AUTHORIZATION**
- 4 **Input** the **\$ amount** to be authorized
- 5 **Press** the green **ENTER** button
- 6 Terminal communicates with the Host
- 7 Receipts Print

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

REPRINT RECEIPT COPY

- 1 From idle Press the green ENTER button
- 2 Press **▲** 2 times to highlight APPLICATIONS
- 3 Press the green ENTER button 2 times.
- 4 Press **▼** 3 times for REPRINT RECEIPT
- 5 Press the green ENTER button
- 6 Select desired option & Press ENTER
- 7 Receipt Prints **STOP**

ON SCREEN HELP

For Immediate assistance with all the Terminal Functions, simply Press the 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

MY FAVORITES

Adding Favorites

- 1 Press the **↑** key on any menu item
- 2 Press the **F2** F2 to select YES
- 3 Highlight the hotkey option to assign favorite to
- 4 Press the green ENTER button **STOP**

Managing Favorites

- 1 Press the green ENTER button
- 2 Press **▼** 3 times to highlight UTILITY
- 3 Press the green ENTER button
- 4 If prompted input Password & Press ENTER
- 5 Press **▼** 3 times highlight MANAGE FAVORITES
- 6 Press the green ENTER button
- 7 Select desired option to edit & Press ENTER

Accessing Favorites

- 1 Press the **F3** F3 "favorites" button
- 2 Highlight option from list & press ENTER **STOP**

PRINT DAILY REPORT

- 1 From idle Press the green ENTER button
- 2 Press **▼** 1 Time to highlight REPORTS
- 3 Press the green ENTER button 2 times.
- 7 Report Prints **STOP**

RETURN TRANSACTION

- 1 Swipe Debit or Credit Card
- 2 If prompted Select CREDIT
- 3 Press **▼** 1 Time until Display says RETURN
- 4 Input \$ amount of the Return
- 5 Press the green ENTER button
- 6 *Terminal communicates with the Host
- 7 Receipts Print **STOP**

*Denotes: Dependent on capture type

Dejavoo Systems
1129 Northern Blvd – Ste 303
Manhasset, NY 11030

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WWW.DEJAVOOSYSTEMS.COM

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