

Gift Card

Quick Reference Guide


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




DejavooSM Systems

Rethinking Transactions.


GIFT CARD REDEMPTION

- 1 **Swipe Gift Card** OR Manually Enter Card #
- 2 Press the ↓ arrow once to highlight **GIFT**
- 3 Press the green **ENTER** button
- 4 **Input the \$ amount** of the Gift Redemption
- 5 Press the green **ENTER** button
- 6 Terminal communicates with the Host
- 7 Receipts Print 

RELOAD GIFT CARD

- 1 **Swipe Gift Card**
- 2 Press the ↓ arrow once to highlight **GIFT**
- 3 Press the green **ENTER** button
- 4 Press the ↓ arrow once for **RELOAD**
- 5 **Input \$ amount** to be reloaded on Gift Card
- 6 Press the green **ENTER** button
- 7 Terminal communicates with the Host
- 8 Receipts Print 


GIFT CARD BALANCE INQUIRY

- 1 **Swipe Gift Card**
- 2 Press the ↓ arrow once to highlight **GIFT**
- 3 Press the green **ENTER** button
- 4 Press the ↑ arrow once for **BALANCE INQUIRY**
- 5 Press the middle hot key for **SELECT**
- 6 Terminal communicates with the Host
- 7 Receipt Prints with Gift Card Balance. 


ACTIVATE NEW GIFT CARD

- 1 **Swipe Gift Card**
- 2 Press the ↓ arrow once to highlight **GIFT**
- 3 Press the green **ENTER** button
- 4 Press the ↑ arrow twice for **ACTIVATE**
- 5 **Input \$ amount** to be loaded on the new Gift Card
- 6 Press the green **ENTER** button
- 7 Terminal communicates with the Host
- 8 Receipt Prints 

GIFT CARD REFUND

- 1 **Swipe Gift Card**
- 2 Press the ↓ arrow once to highlight **GIFT**
- 3 Press the green **ENTER** button
- 4 Press the ↓ arrow twice for **REFUND**
- 5 **Input \$ amount** of the Gift Card Refund.
- 6 Press the green **ENTER** button
- 7 Terminal communicates with the Host
- 8 Receipts Print 

SETTLING THE CURRENT GIFT BATCH

- 1 From the idle prompt Press green **ENTER** button
- 2 Press the ↑ arrow once to highlight **Applications**
- 3 Press the green **ENTER** button
- 4 Press the ↓ arrow once to highlight **GIFT**
- 5 Press the green **ENTER** button
- 6 Press the ↓ arrow twice to highlight **Host Utility**
- 7 Press the green **ENTER** button twice.
- 8 Reports Print 

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ENABLE CLERK ID FOR GIFT TRANSACTIONS

- 1 From the idle prompt Press green ENTER button
- 2 Press the ↑ arrow once to highlight Applications
- 3 Press the green ENTER button
- 4 Press the ↓ arrow once to highlight GIFT
- 5 Press the green ENTER button
- 6 Press the ↓ arrow four times to highlight SETUP
- 7 Press the green ENTER button.
- 8 Press the ↓ arrow twice to highlight TRANS PROMPT
- 9 Press the green ENTER button twice.
- 10 Press the ↓ arrow once to highlight ON then Press the green ENTER button

ON SCREEN HELP

For immediate assistance with all terminal functions simply press the double zero key (00) on your Dejavoo keypad.



The help will appear on the terminal display assisting you with explanations and next steps.
Press the Green ENTER key to exit help.

MY FAVORITES

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, in addition to it being accessed in My Favorites.
- 4 Press the green ENTER button

Managing Favorites

- 1 Press the green ENTER button
- 2 Press ↓ arrow 3Xs to highlight Utility & Press ENTER
- 3 Input the Security Password & Press ENTER
- 4 Press ↓ arrow 3Xs to Favorites & Press ENTER
- 5 Select desired option & Press ENTER

Accessing Favorites

- 1 Press the middle "favorites" button
- 2 Highlight option from list & press ENTER

PRINT GIFT CARD SUMMARY REPORT

- 1 From idle Press the green ENTER button
- 2 Press the ↑ arrow once to highlight Applications
- 3 Press the green ENTER button
- 4 Press the ↓ arrow once to highlight GIFT
- 5 Press the green ENTER button
- 5 Press the ↓ arrow once to highlight Report
- 6 Press the green ENTER button twice.
- 7 Report Prints

REPRINT LAST GIFT RECEIPT

- 1 From idle Press the green ENTER button
- 2 Press the ↑ arrow once to highlight Applications
- 3 Press the green ENTER button
- 4 Press the ↓ arrow once to highlight GIFT
- 5 Press the green ENTER button
- 5 Press the ↓ arrow three times to Reprint Receipt
- 6 Press the green ENTER button twice.
- 7 Receipt Prints