

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">1 Swipe Credit Card OR Manually Enter Card2 Press the ↓ arrow to select CREDIT3 Input Server ID4 Press the green ENTER button5 Input the \$ amount of the sale6 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 then ENTER on Setup5 Press the ↑ arrow twice. Press ENTER on Tips6 Press the ↑ arrow to highlight Suggested Tips.7 Press the ENTER button8 Press the ↓ arrow to Line # , Input desired Tip %9 Press the green ENTER button.10 Repeat steps for Line # 2 and # 3 if needed. 	<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	MY FAVORITES	ON SCREEN HELP
<ol style="list-style-type: none">1 From the idle prompt Press the green ENTER button2 Press the ↑ arrow to highlight Applications3 Press the green ENTER button to select4 Press ENTER on Credit/Debit5 Press ↓ arrow twice to highlight Host Utility6 Press ↓ arrow twice to highlight Value Added Srv7 Press ENTER on Manual Request8 Report Prints 	<p>Adding Favorites</p> <ol style="list-style-type: none">1 Press the ★ key on any menu item2 Press the ↑ arrow to select YES3 Highlight the hotkey option to assign favorite to4 Press the green ENTER button  <p>Accessing Favorites</p> <ol style="list-style-type: none">1 Press the middle "favorites" button 2 Highlight option from list & press ENTER 	<p>For Immediate assistance with all the Terminal Functions, simply Press the Double Zero (00) 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">1 From the idle prompt Press the green ENTER button2 Press the ↑ arrow to highlight Applications3 Press the green ENTER button twice4 Press ↑ arrow twice. Press ENTER on Setup5 Press ↓ arrow 3x's. Press ENTER on Trans Prompts6 Press ENTER on Clerks7 Press ENTER on Prompt8 Press the arrows ↑ ↓ to make selection9 Press the green ENTER button to select 	<ol style="list-style-type: none">1 Swipe Debit or Credit Card2 Press the arrows ↑ ↓ to select Credit or Debit3 Press the ↓ arrow once for RETURN4 Input \$ amount of the Return5 Press the green ENTER button6 *Terminal communicates with the Host7 Receipts Print  <p>*Denotes: Dependant on capture type</p>	<ol style="list-style-type: none">1 From the idle prompt Press the green ENTER button2 Press the ↑ arrow to highlight Applications3 Press the green ENTER twice4 Highlight Tips and Tabs. Press ENTER twice5 Press arrow ↓ to select Untipped. Press ENTER6 Press the arrow ↓ to select "Add Tip By" method7 Input the transaction specific info and press ENTER8 Input \$ amount of Tip to be added. Press ENTER9 Press the ↑ arrow and select Yes to confirm 