# Z1 Restaurant Quick Reference Guide

## CREDIT SALES

1. From the CREDIT SALE ENTER AMOUNT enter credit sale amount and press **OK**
2. Insert, Tap, Swipe OR Manually Enter Card #
   - If AVS prompts, input AVS information
   - If Prompted for TIP input TIP Amount
3. Terminal communicates with the Host
4. Response Displays **STOP**

## DEBIT SALES

1. From the CREDIT SALE ENTER AMOUNT Press the F3 Key
2. Press the F3 Key to highlight DEBIT and press **OK**
3. Input the Debit Sale Amount and press **OK**
   - If Prompted for TIP input TIP Amount
4. Insert, Tap or Swipe Card #
5. Input PIN # on PIN Pad and press **OK**
6. Response Displays **STOP**

## TICKET ONLY SALES

1. From the CREDIT SALE ENTER AMOUNT
2. Press the **yellow arrow key**
3. Scroll using the F3 Key to highlight **VOID** and press **OK**
4. Input the Amount to be Voided and press **OK**
5. Press F1 to confirm Void Amount
6. Insert, Tap, Swipe OR Manually Enter Card #
7. Response Displays **STOP**
   **If/when prompted for Password, default is 1234**

## VOID TRANSACTION

1. From the CREDIT SALE ENTER AMOUNT
2. Press the **yellow arrow key**
3. Scroll using the F3 Key to highlight **RETURN** and press **OK**
4. Input the Amount to be RETURNED and press **OK**
5. Press F1 to confirm Void Amount
6. Insert, Tap, Swipe OR Manually Enter Card #
7. Response Displays **STOP**
   **If/when prompted for Password, default is 1234**

## RETURN TRANSACTION

1. From the CREDIT SALE ENTER AMOUNT press the **OK** button three (3) times.
2. Input Password (1234 Default) and press **OK**
3. Terminal communicates with the Host
4. Response Displays **STOP**

## SETTLE THE OPEN BATCH

1. From the CREDIT SALE ENTER AMOUNT press the **OK** button three (3) times.
2. Input Password (1234 Default) and press **OK**
3. Terminal communicates with the Host
4. Response Displays **STOP**
# Z1 Retail Quick Reference Guide

## VIEW DAILY REPORT

1. From the CREDIT SALE ENTER AMOUNT screen press the OK button
2. Scroll using the F3 key to highlight REPORTS and press OK
3. Highlight DAILY REPORT and press OK
4. Use the F3 button to scroll

## POWER ON/OFF

**POWER ON:**
Press and hold F1 until unit powers on

**POWER OFF:**
Press and hold F1 until unit powers off

## MY FAVORITES

### Adding Favorites

1. Highlight the menu item you wish to save to favorites. Press the F1 Key
2. Press the F1 to select YES
3. Use the F3 key to highlight the menu placement to assign this favorite to.
4. Press OK

### Managing Favorites

1. From the CREDIT SALE ENTER AMOUNT screen press F1
2. Use the F3 button Highlight FAVORITES, press OK
3. Highlight Cr/Db Edit Tips and press OK
4. Highlight Desired Edit Method and press OK
5. Add tip amount to desired transaction and press OK

### Accessing Favorites

1. From the CREDIT SALE ENTER AMOUNT screen press F1
2. Use the F3 key to highlight Favorites and press OK

## INDICATOR ICONS

- **Battery Strength Indicator**
- **Needs Charging**
- **WiFi Connected**
- **WiFi Not Connected**

### BlueTooth Connectivity

When the Z1 is connected to your mobile device via bluetooth it will read “Bluetooth Connected” on the display.

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Rethinking Transactions

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