## Credit Card Sale

1. **Swipe Credit Card** OR Manually Enter Card  
2. If prompted Select CREDIT  
3. Input Server ID  
4. Press the green ENTER button  
5. Input the $ amount of the sale  
6. Press the green ENTER button  
7. Terminal communicates with the Host  
8. Receipts Print  

## Suggested Tips

1. From the idle prompt Press green ENTER button  
2. Press twice to highlight Applications  
3. Press the green ENTER button twice  
4. Press twice then Press ENTER on Setup  
5. Press twice. Press ENTER on Tips  
6. Press to highlight Suggested Tips  
7. Press the ENTER button  
8. Press to highlight Line #, Input desired Tip %  
9. Press the green ENTER button.  
10. Repeat steps for Line #2 and #3 if needed.  

## 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

---

Credit/Debit

COUNTERTOP Models V5, V8, V8 PLUS

Restaurant Quick Reference Guide - V Series

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.

---

WWW.DEJAVOOSYSTEMS.COM

DocV0501.12
# COUNTERTOP Models V5, V8, V8 PLUS
## Restaurant Quick Reference Guide - V Series

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

### Adding Favorites
1. Press the key on any menu item
2. Press the F2 button to select Yes
3. Highlight the hotkey option to assign favorite to
4. Press the green ENTER button

### Accessing Favorites
1. Press the F3 button
2. Highlight option from list & press ENTER

### On Screen Help
For Immediate assistance with all the Terminal Functions, simply 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

### Turn Server Prompt On/Off
1. From the idle prompt Press the green ENTER button
2. Press 2 times to highlight Applications
3. Press the green ENTER button twice
4. Press 2 times then Press ENTER on Setup
5. Press 3 times. Press ENTER on Trans Prompts
6. Press ENTER on Clerks
7. Press ENTER on Prompt
8. Press the ▲ ▼ to make selection
9. Press the green ENTER button to select

### 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

### Edit Tip
1. From the idle prompt Press the green ENTER button
2. Press 2 times to highlight Applications
3. Press the green ENTER button twice
4. Highlight Tips and Tabs. Press ENTER twice
5. Press ▼ to select Untipped. Press ENTER
6. Press ▼ to select “Add Tip By” method
7. Input the transaction specific info and press ENTER
8. Input $ amount of Tip to be added. Press ENTER
9. Press F2 F2 Key to select Yes to confirm

---

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

WWW.DEJAVOOSYSTEMS.COM