









Quick Reference Guide

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

GIFT CARD REDEMPTION	RELOAD GIFT CARD	GIFT CARD BALANCE INQUIRY
<ol style="list-style-type: none"> 1 Swipe Gift Card OR Manually Enter Card # 2 Press the ↓ until highlight GIFT is highlighted 3 Press the green ENTER button 4 Press the ↑ arrow to Select GIFT 5 Input the \$ amount of the Gift Redemption 6 Press the green ENTER button 7 Terminal communicates with the Host 8 Receipts Print  	<ol style="list-style-type: none"> 1 Swipe Gift Card OR Manually Enter Card # 2 Press the ↓ until highlight GIFT is highlighted 3 Press the green ENTER button 4 Press the ↑ arrow to Select GIFT 5 Press the ↓ until screen says ADD VALUE 6 Input \$ amount to be reloaded on Gift Card 7 Press the green ENTER button 8 Terminal communicates with the Host 9 Receipts Print  	<ol style="list-style-type: none"> 1 Swipe Gift Card OR Manually Enter Card # 2 Press the ↓ until highlight GIFT is highlighted 3 Press the green ENTER button 4 Press the ↑ arrow to Select GIFT 5 Press the ↓ until screen says BALANCE INQUIRY 6 Press the green ENTER button 7 Terminal communicates with the Host 8 Receipt Prints with Gift Card Balance. 
ACTIVATE NEW GIFT CARD	GIFT CARD REFUND/VOID	SETTLING THE CURRENT GIFT/LOYALTY BATCH
<ol style="list-style-type: none"> 1 Swipe Gift Card OR Manually Enter Card # 2 Press the ↓ until highlight GIFT is highlighted 3 Press the green ENTER button 4 Press the ↑ arrow to Select GIFT 5 Press the ↓ until screen says ACTIVATE 6 Input \$ amount to be loaded on the new Gift Card 7 Press the green ENTER button 8 Terminal communicates with the Host 9 Receipt Prints  	<ol style="list-style-type: none"> 1 Swipe Gift Card OR Manually Enter Card # 2 Press the ↓ until highlight GIFT is highlighted 3 Press the green ENTER button 4 Press the ↑ arrow to Select GIFT 5 Press the ↓ until screen says VOID 6 Press the green ENTER button 7 Enter Auth Code from Original Sale Receipt, then Press the green ENTER button 8 Terminal communicates with the Host 9 Receipts Print  	<ol style="list-style-type: none"> 1 From the idle prompt Press green ENTER button 2 Press the green ENTER button twice 3 Terminal communicates with the Host 4 Reports Print 







There are two additional GIFT transaction types available:
1. Replace and 2. Deactivate. They can be accessed by pressing the ↓ until screen says Replace or Deactivate

CLERK ID # must be entered on Each Transaction



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ENABLE CLERK ID FOR GIFT TRANSACTIONS(REQUIRED)	LOYALTY REDEEM POINTS	LOYALTY CARD BALANCE INQUIRY
<ol style="list-style-type: none"> ➊ From the idle prompt Press green ENTER button ➋ Press the ↑ arrow until highlight Applications ➌ Press the green ENTER button ➍ Press the ↓ arrow until highlight GIFT ➎ Press the green ENTER button ➏ Press the ↓ arrow four times to highlight SETUP ➐ Press the green ENTER button. ➑ Press the ↓ arrow to highlight TRANS PROMPT ➒ Press the green ENTER button three times. ➓ Press the ↓ arrow once to highlight ON then Press the green ENTER button  	<ol style="list-style-type: none"> ➊ Swipe Gift Card OR Manually Enter Card # ➋ Press the ↓ until highlight GIFT is highlighted ➌ Press the green ENTER button ➍ Press the ↓ arrow to Select LOYALTY ➎ Input the \$ amount of the Points Redemption ➏ Press the green ENTER button ➐ Terminal communicates with the Host ➑ Receipts Print  	<ol style="list-style-type: none"> ➊ Swipe Gift Card OR Manually Enter Card # ➋ Press the ↓ until highlight GIFT is highlighted ➌ Press the green ENTER button ➍ Press the ↓ arrow to Select LOYALTY ➎ Press the ↓ until screen says BALANCE INQUIRY ➏ Press the green ENTER button ➐ Terminal communicates with the Host ➑ Receipt Prints with Gift Card Balance. 
LOYALTY CARD REFUND/VOID	LOYALTY ADD POINTS	ACTIVATE NEW LOYALTY CARD
<ol style="list-style-type: none"> ➊ Swipe Gift Card OR Manually Enter Card # ➋ Press the ↓ until highlight GIFT is highlighted ➌ Press the green ENTER button ➍ Press the ↓ arrow to Select LOYALTY ➎ Press the ↓ until screen says VOID ➏ Press the green ENTER button ➐ Enter Auth Code from Original Sale Receipt, then Press the green ENTER button ➑ Terminal communicates with the Host ➒ Receipts Print  	<ol style="list-style-type: none"> ➊ Swipe Gift Card OR Manually Enter Card # ➋ Press the ↓ until highlight GIFT is highlighted ➌ Press the green ENTER button ➍ Press the ↓ arrow to Select LOYALTY ➎ Press the ↓ until screen says ADD POINTS ➏ Input \$ amount to be added on Loyalty Card ➐ Press the green ENTER button ➑ Terminal communicates with the Host ➒ Receipts Print  	<ol style="list-style-type: none"> ➊ Swipe Gift Card OR Manually Enter Card # ➋ Press the ↓ until highlight GIFT is highlighted ➌ Press the green ENTER button ➍ Press the ↓ arrow to Select LOYALTY ➎ Press the ↓ until screen says ACTIVATE ➏ Input \$ amount to be loaded on the new Loyalty Card ➐ Press the green ENTER button ➑ Terminal communicates with the Host ➒ Receipt Prints 
<p>There are two additional LOYALTY transaction types available: 1.Replace and 2. Deactivate. They can be accessed by pressing the ↓ until screen says Replace or Deactivate CLERK ID # must be entered on Each Transaction</p>		
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