

Dejavoo Z8 Quick Reference Guide



MERCHANT MANAGEMENT GROUP

Restaurant Credit Card Sale

- 1 Enter Server #**
Key in transaction amount (\$.\$\$)
(Default is a SALE but if REFUND or VOID is needed press down arrow keys to highlight desired option on top of screen)
- 2 INSERT/ TAP/ SWIPE CARD**
If card needs to be manually entered:
Answer card not present when keying
Key in card number and press **Green** key.
Key in expiration date and press **Green** key.
(Example: December 2025, enter 1225)
Key **CVV2** (3 digit on back of card)
Address (Street # of card billing Addr)
Zip (Zip code of card billing address)
If terminal prompts for "CUSTOMER CODE"
enter 4 digits or press **GREEN** key to buy pass

The Customer Code/PO Number is a four digit number that appears on the cardholder's credit card billing statement that allows the cardholder to track purchases made with the card number.
- 3 Once approved receipt will print.**

To add TIP after sale

Press **F3** button under Favorites, Press down arrow to **EDIT TIP** press **GREEN** button
MANAGER PASSWORD is 1234 press **GREEN** button
Choose by server # or Transaction #

Void Sale or Return

Press **F3** Key
Choose **VOID**, Use Transaction #
Or use method below

- 1 Press Yellow ← Key**
press down arrow keys to highlight Void or Return (shown on top of screen)
- 2 Enter transaction # to be voided.**
- 3 INSERT/ TAP/ SWIPE CARD**

Once approved receipt will print.

Ticket Only Sale

- 1 Press Yellow ← Key**
press down arrow keys to highlight Ticket
- 2 Key in transaction amt \$.\$\$**
- 3 Enter Manager password 1234**
- 4 Key in obtained approval number from voice auth center**
- 5 Insert/ Tap/ Swipe Card**

Gift Card

- 1 Swipe gift card or manually enter card**
- 2 Press the arrow key to select Gift Card**
- 3 Press the arrow up/down button to select desired selection.**

Redeem=Sale/purchase applied to gift card

Balance Inquiry=Check available balance

Issuance=New gift card with \$.\$\$ Applied

Add Value= Increase current balance

Void= Cancels current sale placed on card.



Close Batch

Close Batch.

- Press **Green (OK) Button**
- Highlight SETTLEMENT press **Green (OK) Button**.
Highlight
SETTLE DAILY BATCH then press **Green (OK) Button**
MANAGER PASSWORD, 1234, press **Green (OK) Button**
- Batch will settle and report will print..

NOTE: All reports must be printed prior to settlement. If your terminal is set for AUTO CLOSE, it will automatically close and print a closing report at the preset time each day.

Place label here

Visa/ MasterCard Voice approval # 800.228.1122

Discover Voice approval # 800.347.1111

American Express Voice approval # 800.528.2121

Dejavoo Help Desk 877.358.6797

Local Terminal Help 850.747.0664

877.664.1122

24/7 Customer Support 800.228.0210

Additional Terminal Functions

Print Terminal Totals.

- Press F3 Key, then scroll to print details or Press OK then **Reports** key, then chose report type needed.

Reprint a Receipt.

- Press F3 key
- Highlight **Reprint &** Enter Item #.
- Key the appropriate information, then press the **OK** key.

Alternate tip adjust

Press Green **OK** button,
then press up arrow button until **Applications** highlighted
Press Green **OK** button, then press Green **OK** button on
Credit/Debit, press down arrow key until **TIPS and TABS**
is highlighted, press Green **OK** button, manager password
1234, then highlight **EDIT TIP**, press Green **OK** button,
input item number and enter tip amount, then press Green
OK button.

WiFi Settings

Press **Green (OK) button**

Touch **UTILITY** on screen

Manager password **1234**

Touch **COMMUNICATION**

Touch **LOCAL PARMS**

Touch **WiFi**

(Terminal scans for network)

Touch or Highlight desired network

Touch **CONFIGURE**

Touch **SET PASSWORD**

(Input network key)

Press **Green (OK) Button**

Then press **RED X** key once

Touch **CONNECT**

Terminal displays:

Connecting WiFi Network

WiFi Network displays on screen

Then press **RED X** 5 Times to get to
main screen.

Ready for Transactions