

USER MANUAL

Dejavoo Z8



Universal
PROCESSING

Please Note:

Steps that begin with "if prompted" indicate steps that may or may not be necessary depending on which version of software is being used in your card processing terminal.

TIP ADJUST

Screen	Action
8/15/22 12:00 Credit Sale Enter Amount	Press F1 to access the services menu.
Services Favorites Comm. Status Core Menu	Use the arrows to highlight "Favorites" then press OK .
Favorites Settle Daily Batch Transaction # Void Transaction	Use the arrows to highlight "Transaction #" then press OK .
Edit Tip Input Trans. #:	Input Transaction # then press OK .
Edit All Subtotal: 1.04 \$0.01	Input tip amount, then press OK .
Confirm Add Tip Subtotal: 1.04 Tip: 0.10 Total: 1.14 Yes No	Confirm the total amount by pressing F2/OK (Yes) or F4/Cancel (No).

REPRINT

Screen	Action
8/15/22 12:00 Credit Sale Enter Amount	Press F1 to access the services menu.
Services Favorites Comm. Status Core Menu	Use the arrows to highlight "Favorites" then press OK .
Favorites Transaction # Void Transaction Reprint Receipt ->	Use the arrows to highlight "Reprint Receipt" then press OK .
MANAGER PASSWORD	If prompted, input manager password (default is 1234) then press OK .
Reprint Receipt Last By Transaction # By Card Number	Use the arrows to highlight "By Transaction #" then press OK .
TRANSACTION #	Input transaction number then press OK .
Receipt Type: Merchant Copy Customer Copy	Use the arrows to highlight "Merchant Copy" or "Customer Copy" then press OK .

SALE (DEBIT)

Screen	Action
8/15/22 12:00 Debit Enter Amount	Use the Down Arrow to highlight "Debit" on the terminal screen.
Credit Sale Enter Amount \$1.00	Input the sale amount then press OK .
Confirm Amount \$1.00 SVC \$0.04 Total \$1.04 OK Cancel	If prompted, confirm the sale amount by pressing F2/OK (Yes) or F4/Cancel (No).
Credit Sale Enter Amount \$1.04	Tap, insert, or key-in card number, then press OK .
Enter PIN or Press OK	If prompted, allow customer to input PIN then press OK .
CUSTOMER RECEIPT Press Any Key	Choose whether to print receipt with OK or Cancel .

VOID

Screen	Action
8/15/22 12:00 Credit Sale Enter Amount	Press F1 to access the services menu.
Services Favorites Comm. Status Core Menu	Use the arrows to highlight "Favorites" then press OK .
Favorites Settle Daily Batch Transaction # Void Transaction	Use the arrows to highlight "Void Transaction" then press OK .
MANAGER PASSWORD	If prompted, input manager password (default is 1234) then press OK .
Favorites Settle Daily Batch By Transaction # Void Transaction	Use the arrows to highlight "By Transaction #" then press OK .
Void Transaction Enter Trans. Num:	Input transaction number to be voided, then press OK .
Select Trans. # Amt: Sale \$1.00 Amt: \$1.00 Tip: \$0.10 M/C: \$1.14 Code: ***** Select	If prompted, confirm the void procedure by pressing OK .
VOID Amount: \$1.14 OK Cancel	If prompted, confirm the void amount by pressing F2/OK (Yes) or F4/Cancel (No).
MANAGER PASSWORD	If prompted, input manager password (default is 1234) then press OK .

SALE (CREDIT)

Screen	Action
	Input the sale amount, then press OK .
	If prompted, confirm the sale amount by pressing F2/OK (Yes) or F4/Cancel (No).
	Tap, insert, or key-in card number, then press OK .
	If prompted, press OK .
	Choose whether to print receipt with OK or Cancel .

PARTIAL DOWNLOAD

Screen	Action
	Press F1 to access the services menu.
	Use the arrows to highlight "Core Menu" and press OK .
	Use the arrows to highlight "Utility" and press OK .
	If prompted, input manager password (default is 1234) and press OK .
	Use the arrows to highlight "Software Download" and press OK .
	Use the arrows to highlight "Connect" and press OK .
	Use the arrows to highlight either "Ethernet" or "WiFi" and press OK .
	Use the arrows to highlight "Partial" and press OK .
	Check or input the TPN# and press OK .
	Confirm whether to confirm the update by pressing F2/OK (Yes) or F4/Cancel (No).

SALE (MANUAL KEY-IN)

Screen	Action
	Input the sale amount and press OK .
	If prompted, confirm the sale amount by pressing F2/OK (Yes) or F4/Cancel (No).
	Input card number and press OK .
	Enter card expiration date as MMYY, then press OK .
	If prompted, confirm if Card Present by pressing F2/OK (Yes) or F4/Cancel (No).
	If prompted, input the security code found on the back card or press OK to skip.
	If prompted, select the reason for skip using the arrows then press OK .
	Enter zip code or press OK to skip.
	Enter street address or press OK to skip.
	Choose whether to print receipt with OK or Cancel .

SETTLEMENT

Screen	Action
	Press F1 to access the services menu.
	Use the arrows to highlight "Favorites" and press OK .
	Use the arrows to highlight "Settle Daily Batch" and press OK .
	If prompted, input manager password (default is 1234) and press OK .
	To batch with untipped transaction press OK or press Cancel .



IMPORTANT INFO

1. The default password should be set to **1234**.
2. If using an internet connection, please ensure that your Ethernet cable is properly plugged into the LAN port at the back of the terminal.
3. You must batch out (close the batch/settle the batch) in order to get funding from card transactions processed by your terminal. This should be done daily to ensure timely receipt of funds. In cases of extended delays to the batch process, loss funds may occur.
4. Wi-Fi Connection:

Step 1:

F1 --> Core Menu --> Utility --> "1234" --> Communications --> Local Parm. --> WiFi --> Settings --> Choose the WiFi network --> Input the password (Press number key several times for upper/lower letter and press 0 for symbols) --> Connect

Step 2:

F1 --> Core Menu --> Utility --> "1234" --> Communications --> Remote Parm. --> Credit/Debit/EBT --> TSYS/FDO --> Priority --> Wi-Fi

Function menu.

Use the function menu to access other advanced functions in your terminal such as tip adjustments, refunds, detailed reports, and more.

REFUND	
Screen	Action
	Press the Clear button to summon the return menu.
	Input the return amount and press OK .
	Confirm the sale amount by pressing F2/OK (Yes) or F4/Cancel (No).
	If prompted, input manager password (default is 1234) and press OK .
	Tap, insert, or key-in card number, then press OK .
	Choose whether to print customer copy with OK or Cancel .

DETAILED REPORT	
Screen	Action
	Press F1 to access the services menu.
	Use the arrows to highlight "Favorites" and press OK .
	Use the arrows to highlight "Report" and press OK .
	If prompted, input manager password (default is 1234) and press OK .
	Use the arrows to highlight "Detailed Report" and press OK .
	Use the arrows to highlight "Print Detailed" and press OK .