







Credit/Debit

### Retail Quick Reference Guide

*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.*



CREDIT CARD SALE	DEBIT CARD SALE	SETTLING THE CURRENT BATCH
<ol style="list-style-type: none"><li>1 Swipe Credit Card OR Manually Enter Card</li><li>2 Press the ↓ arrow to select CREDIT</li><li>3 Input the \$ amount of the sale - If AVS is on, input AVS information</li><li>4 Press the green ENTER button</li><li>5 Terminal communicates with the Host</li><li>6 Receipts Print </li></ol>	<ol style="list-style-type: none"><li>1 Swipe Debit Card</li><li>2 Press the ↑ arrow to select DEBIT</li><li>3 Input \$ amount of the sale</li><li>4 Press the green ENTER button</li><li>5 Customer Inputs PIN # on the PIN Pad</li><li>6 Press the green ENTER button</li><li>7 Terminal communicates with the Host</li><li>8 Receipts Print </li></ol>	<ol style="list-style-type: none"><li>1 From the idle prompt Press green ENTER button</li><li>2 Press the ↑ arrow to highlight Applications</li><li>3 Press the green ENTER button twice</li><li>4 Press the ↓ arrow twice to highlight Host Utility</li><li>5 Press the green ENTER button three times</li><li>6 Terminal communicates with the Host</li><li>7 Reports Print </li></ol>
VOID CREDIT TRANSACTION	TICKET ONLY SALE	AUTHORIZATION ONLY
<ol style="list-style-type: none"><li>1 Swipe Credit Card OR Manually Enter Card</li><li>2 Press the ↓ arrow to select CREDIT</li><li>3 Press the ↓ arrow twice for VOID</li><li>4 Input the exact \$ amount to be Voided</li><li>5 Press the green ENTER button</li><li>6 Press the ↑ arrow to select OK</li><li>7 Terminal communicates with the Host</li><li>8 Receipt Prints </li></ol>	<ol style="list-style-type: none"><li>1 Swipe Credit Card OR Manually Enter Card</li><li>2 Press the ↓ arrow to select CREDIT</li><li>3 Press the ↑ arrow once for TICKET</li><li>4 Input \$ amount of the ticket</li><li>5 Press the green ENTER button</li><li>6 Input previously obtained auth code</li><li>7 Press the green ENTER button</li><li>8 Receipts Print </li></ol>	<ol style="list-style-type: none"><li>1 Swipe Credit Card OR Manually Enter Card</li><li>2 Press the ↓ arrow to select CREDIT</li><li>3 Press the ↑ arrow twice for AUTHORIZATION</li><li>4 Input the \$ amount to be authorized</li><li>5 Press the green ENTER button</li><li>6 Terminal communicates with the Host</li><li>7 Receipt Prints </li></ol>

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### VALUE ADDED SERVICES

- 1 From idle Press the green ENTER button
- 2 Press the  arrow to highlight Applications
- 3 Press the green ENTER button to select
- 4 Press ENTER on Credit/Debit
- 5 Press  arrow twice to highlight Host Utility
- 6 Press  arrow twice to highlight Value Added Srv
- 7 Press ENTER on Manual Request
- 8 Report Prints 

### ON SCREEN HELP

For Immediate assistance with all the Terminal Functions, simply Press the **Double Zero (00)** on your Dejavoo keypad for Magic Terminals 




or  
Press the **Dot** key for V Series Terminals 

The **Help** will appear on the Terminal Display to assist with explanations/ next steps




Press the **RED X** Key to exit help

### MY FAVORITES



#### Adding Favorites

- 1 Press the **★** key or  on any menu item
- 2 Press the  arrow or **F2** to select YES
- 3 Highlight the hotkey option to assign favorite to
- 4 Press the green ENTER button 


#### Managing Favorites

- 1 Press the green ENTER button
- 2 Press  arrow 3Xs to highlight Utility & Press ENTER
- 3 Input the Security Password & Press ENTER
- 4 Press  arrow 3Xs to Favorites & Press ENTER
- 5 Select desired option & Press ENTER 





#### Accessing Favorites

- 1 Press the middle "favorites" button  or **F3**
- 2 Highlight option from list & press ENTER 

### PRINT DAILY REPORT

- 1 From idle Press the green ENTER button
- 2 Press the  arrow to highlight Applications
- 3 Press the green ENTER button to select
- 4 Press ENTER on Credit/Debit
- 5 Press the  arrow to highlight Report
- 6 Press the green ENTER button twice
- 7 Report Prints 

### RETURN TRANSACTION

- 1 Swipe Debit or Credit Card
- 2 Press the arrows   to select Credit or Debit
- 3 Press the  arrow once for RETURN
- 4 Input \$ amount of the Return
- 5 Press the green ENTER button
- 6 \*Terminal communicates with the Host
- 7 Receipts Print 

\*Denotes: Dependant on capture type

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**Dejavoo**