



## **Dejavoo P Line:**

### **Credit Card Sale:**

1. Enter Sale Amount > OK.
2. Review Amount > Proceed.
3. Select payment type: Cash/Card.
4. Tap/Swipe/Insert Card.
5. (Depending on configuration) Send receipt via SMS/Email/Print/No receipt.
6. Transaction processes, receipt prints.

### **Debit Sale:**

1. Enter Sale Amount > OK.
2. Review Amount > Proceed.
3. Select payment type: Cash/Card.
4. Tap/Swipe/Insert Card.
5. Enter PIN on encrypted terminal > Enter.
6. (Depending on configuration) Send receipt via SMS/Email/Print/No receipt.
7. Transaction processes, receipt prints.

### **Manually Entered Sale:**

1. Enter Sale Amount > OK.
2. Review Amount > Proceed.
3. Select Card Payment.
4. Select Enter Card > Enter Card #.
5. Follow prompts (exp. date, ZIP code).
6. (Depending on configuration) Send

- receipt via SMS/Email/Print/No receipt.  
7. Transaction processes, receipt prints.

### **Credit Card Return:**

1. Tap Refund icon > Enter Password (last four digits of TPN).
2. Enter Return Amount > OK.
3. Tap/Insert Card.
4. (Depending on configuration) Send receipt via SMS/Email/Print/No receipt.
5. Transaction processes, receipt prints.

### **Void Credit Transaction:**

1. Tap Void icon > Enter Transaction #/ Last four digits of card.
2. Tap Confirm > Yes.
3. (If prompted) Enter Password.
4. Transaction voids, receipt options prompted.

### **Reprint Receipt:**

1. Access Favorites > Reprint Receipt.
2. (If prompted) Enter Password.
3. Select option: Last Transaction #/By Card Number.
4. Follow prompts, receipt prints.

## **SIGNAPAY | PAYLO**

### **Technical Support:**

Email: [support@signapay.com](mailto:support@signapay.com)

Phone: [\(800\) 944-1399](tel:(800)944-1399)

### **Support Hours:**

#### **Weekdays:**

Monday to Friday: 8 AM - 9 PM CST

#### **Weekends:**

Saturday and Sunday: 9 AM - 4 PM CST

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## Call Me Feature:

1. Tap icon > Call Me > Enter callback number.
2. Notification sent, assistance call received.

## Edit Tips by Transaction #:

1. Access Favorites > Adjust Tip.
2. (If prompted) Enter Password.
3. Enter Transaction # > Scroll/Swipe transactions.
4. Select Transaction # > Enter Tip Amount > Confirm.

## Settle Daily Batch:

1. Access Favorites > Show/Settle Daily Batch.
2. (If prompted) Enter Password.
3. View summary report > Swipe left for details.
4. Tap Settle > (Prompt if untipped transactions) Yes/No.
5. Settlement Report prints.

## Printing Reports:

1. Access Favorites > Reports.
2. Select Open/Closed Batch.
3. Select report type > Group transactions > Next for summary report.
4. Swipe left for details > Print.

## Terminal Power Off/Reboot:

1. Press button on side of terminal > Menu appears.
2. Select option: Power Off/Reboot.



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