



## **Dejavoo QD Line:**

### **Credit Card Sale:**

1. Enter Sale Amount > OK.
2. Default: Sale.
3. (If prompted) Enter Server # > OK.
4. Select payment type: Card/PIN Debit.
5. (If configured) Enter Tip Amount > OK.
6. Confirm Sale Amount > OK.
7. Tap/Insert Card. (Enter PIN if required).
8. Transaction processes, receipt prints.

### **Credit Card Return:**

1. Enter Return Amount > OK.
2. Default: Sale > Select Return.
3. Select payment type: Card/PIN Debit.
4. Confirm Return Amount.
5. (If prompted) Enter Manager Password (default: 1234).
6. Tap/Insert/Manually Enter Card.
7. Transaction processes, receipt prints.

### **Manually Entered Sale:**

1. Enter Sale Amount > OK.
2. Default: Sale.
3. Select payment type: Card/Cash.

4. (If prompted) Enter Server # > OK.
5. (If configured) Enter Tip Amount.
6. Select Credit Card Icon > Enter Card #.
7. Follow prompts (exp. date, ZIP code).
8. Transaction processes, receipt prints.

### **Void Credit Card Transaction:**

1. Enter Void Amount > OK.
2. Default: Sale > Select Void.
3. Select payment type: Card/PIN Debit.
4. Confirm Void Amount.
5. (If prompted) Enter Manager Password.
6. Tap/Insert/Manually Enter Card.
7. Transaction processes, receipt prints.

### **Void by Transaction Number:**

1. Access Favorites > Void Transaction.
2. (If prompted) Enter Manager Password.
3. Select By Transaction # > Enter Transaction # > OK.
4. Confirm Void Transaction > OK.
5. (If prompted) Enter Manager Password.

## **SIGNAPAY | PAYLO**

### **Technical Support:**

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

Phone: (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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6. Transaction processes, receipt prints.

### Reprint Receipt:

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

### Call Me Feature:

1. Tap icon > (If prompted) Enter Manager Password.
2. Select Call Me > Notification sent, assistance call received.

### Edit Tips by Transaction Number:

1. Access Favorites > Select Transaction #.
2. (If prompted) Enter Manager Password.
3. Enter Transaction # > OK.
4. Enter Tip Amount > OK.
5. Confirm Tip Amount > Yes/No.
6. Repeat for each transaction if required.

### Settle Daily Batch:

1. Access Favorites > Settle Daily Batch.
2. (If prompted) Enter Manager Password.
3. Terminal communicates with host, Settlement Report prints.

### Printing Reports:

1. Access Favorites > Reports.
2. (If prompted) Enter Manager Password.
3. Select report type (Daily/Summary).
4. View/print report.

### Turn Server Prompt On/Off:

1. Access Core Menu > Applications > Credit/Debit/EBT > Setup.
2. (If prompted) Enter Manager Password.
3. Select Trans Prompts > Clerks > Prompt.
4. Select desired option.

### Terminal Power Off/Reboot:

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



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