

## Print Summary Report

1. From the **CREDIT SALE ENTER AMOUNT** screen press **F3**
2. Scroll using the **Arrow** key select **CORE SUMMARY REPORT** press **OK**
3. Report Prints - **STOP**

## On Screen Help

For Immediate assistance with all the Terminal Functions, simply **Press** the **Dot** key on your terminal keypad

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

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

### ACCESSING MERCHANT PORTAL TOUCH SCREEN

1. From the **CREDIT SALE ENTER AMOUNT**
2. **Press** the **lock icon** and choose desired options

## Power On / Off

### Power On: (V SERIES)

Press and hold **F1** until unit powers on.

### Power Off

1. From the **ENTER AMOUNT** Screen Press **OK**
2. Use the **Up Arrow** to highlight **Power Off** and Press **OK**

## My Favorites

### Adding Favorites

1. Highlight the menu item you wish to save to favorites. **Press** the **Up Arrow** key (located on the bottom left side of the keypad )
2. **Press** the **F2** to select **YES**
3. Highlight the menu placement you wish to assign favorite to
4. Press **OK**

### Managing Favorites

1. From the **CREDIT SALE ENTER AMOUNT** press **F3**
- 2 Scroll using the **Arrow key** select **UTILITY** and press **OK**
3. **Input Password** (1234 is the Default) and press **OK**
4. Scroll using the **Arrow** key select **Favorites** and press **OK**
5. Scroll using the **Arrow** key select the desired **option** to edit and press **OK**

### Accessing Favorites

1. From the **CREDIT SALE ENTER AMOUNT** press **F3**
- 2 Scroll using the **Arrow key** highlight desired option from the list of favorites and press **OK - STOP**

### Accessing Favorites - TOUCH SCREEN

1. From **CREDIT SALE ENTER AMOUNT** Tap the **STAR icon** ★
2. Tap the desired **option** from the list of favorites.

# SIGNAPAY

## Dejavoo

### Retail Quick Reference Guide for models: Z8, Z9, Z11 Models



## Customer Support



**800.944.1399**

Hours: Monday - Friday 8:00AM - 6:00PM CST



**Retail Quick Reference Guide for models:**  
V8S, V8S PLUS, V9S, V9S Wi-Fi, V9S PLUS, Z Line


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.

**Note:** On Z3 or Z8 terminals, the  or  keys, or touching the Z6, Z9 or Z11 Credit or Sale ideal screen prompts change the payment type and Transaction type options.


### Swiped | Manual Sale

1. From the **CREDIT SALE ENTER AMOUNT** enter sale amount and press **OK**
2. **Tap, Swipe** OR **Manually Enter** Card #  
- If AVS prompts, input AVS information
3. Terminal communicates with the Host
4. Receipts Print - **STOP**


### Ticket Only Sale

1. From the **CREDIT SALE ENTER AMOUNT**
2. **Press** the **yellow arrow** key
3. Scroll using the **Arrow**  key highlight **TICKET** press **OK**
4. Input Amount press **OK**
5. **Input Password** (1234 is the Default) and press **OK**
6. Input previously obtained **AUTH CODE**
7. **Tap, Swipe** OR **Manually Enter** Card #
8. Receipts Print - **STOP**



### Return Transaction

1. From the **CREDIT SALE ENTER AMOUNT**
2. Press the **yellow arrow** key
3. Scroll using the **Arrow**  key highlight **RETURN** and press **OK**
4. Input **RETURN Amount** and press **OK**
5. **Press F2 to reconfirm return** OR **F4 to cancel**
6. **Input Password** (1234 is the Default) and press **OK**
7. **Tap, Swipe,** OR **Manually Enter** Card #
8. Receipts Print - **STOP**


### Print Daily Report

1. From the **CREDIT SALE ENTER AMOUNT** screen press **F3**
2. Scroll using the **Arrow**  key select **DAILY REPORT** press **OK**
3. **Input Password** (1234Default) and press **Ok**
4. Receipt Prints - **STOP**

### Debit Sale

1. From the **CREDIT SALE ENTER AMOUNT**
2. Press the 
3. Scroll using the **Arrow**  keys select **DEBIT** press **OK**
4. Input **Amount** press **OK**
5. **Tap, Swipe** OR **Manually Enter** Card #  
- If AVS prompts, input AVS information
6. **Input PIN** and press **OK**
7. Terminal communicates with the Host
8. Receipts Print - **STOP**



### Void Transaction

1. From the **CREDIT SALE ENTER AMOUNT**
2. **Press** the **yellow arrow** key
3. Scroll using the **Arrow**  key highlight **VOID** and press **OK**
4. Input **VOID** Amount and press **OK**
5. **Press F2 to reconfirm void** OR **F4 to cancel**
6. **Input Password** (1234 is the Default) and press **OK**
7. **Tap, Swipe** OR **Manually Enter** Card #
8. Receipts Print - **STOP**

### Settle The Open Batch

1. From the **CREDIT SALE ENTER AMOUNT** screen press **F3**
2. Highlight **Core Settle Daily Batch** and press **OK**
3. **Input Password** (1234 is the Default) and press **OK**
4. Terminal communicates with the Host
5. Reports Print - **STOP**

### Reprint Receipt Copy

1. From the **CREDIT SALE ENTER AMOUNT** screen press **F3**
2. Scroll using the **Arrow**  key to select **REPRINT CR/DB RCPT** and press **OK**
3. **Input Password** (1234 is the Default) and press **OK**
4. Scroll using the **Arrow**  key to select desired **option(s)** press **OK**
5. Receipt Prints - **STOP**