# QUICK REFERENCE GUIDE // Non-touch screen Z8





These steps have been provided to assist you with your Dejavoo non-touch screen payment device with AURA software. IMPORTANT: When the device is idle, it will display Credit and Sale. To change transaction type, press the key until the preferred transaction type appears. To change payment type, use the arrow keys to select between the payment types. In addition to the payment options, you can access the Services Menu with the (F1) key.





# **CREDIT CARD SALE**

- 1. Enter the Sale Amount and press Ok.
- 2. Enter **Server** # and press **Ok**. Conditional on the terminal's configuration.
- If configured, terminal will prompt to Select or Enter Tip amount.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- 5. **Tap** (contactless only) or **insert** chip card.
- 6. The transaction is processed. Sales receipts will print with details of the transaction.



## **DEBIT SALE**

- Use the ↓ arrow key to highlight Debit on your terminal home screen and press Ok.
- 2. Enter the Sale Amount and press Ok.
- 3. Enter **Server** # and press **Ok**. *Conditional on the terminal's configuration*.
- If configured, terminal will prompt to Select or Enter Tip amount.
- 5. **Tap** (contactless only), **swipe** or **insert** chip card.
- If prompted, confirm the Sale Amount by pressing F2 (YES) or F4 (CANCEL). Conditional on the terminal's configuration.
- Cardholder enters PIN on terminal or PIN Pad and presses Ok.
- 8. The transaction is processed. Sales receipt will print with details of the transaction.



### **CREDIT CARD RETURN**

- 1. Press the key until **Return** appears.
- 2. Enter the Return Amount and press Ok.
- Confirm the return amount by pressing F2 (YES) or F4 (CANCEL).
- 4. If prompted, enter Manager Password. (1234 default)
- Tap (contactless only), insert, swipe or manually enter card number.
- 6. The transaction is processed. Return receipt will print with details of the transaction.



# **MANUALLY ENTERED CREDIT SALE**

- 1. Enter the Sale Amount and press Ok.
- Enter Server # and press Ok. Conditional on the terminal's configuration.
- If configured, terminal will prompt to Select or Enter Tip amount.
- 4. Prompt to insert card appears, press **Ok**.
- 5. Manually enter **Card** #.
- 6. Follow the CNP prompts (input exp. date, ZIP code etc). *Conditional on the terminal's configuration.*
- 7. The transaction is processed. Sales receipts will print with details of the transaction.

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#### **VOID BY TRANSACTION NUMBER**

- 1. Press F1 to access the Services menu.
- 2. Use the  $\uparrow \downarrow$  arrow keys to highlight **Favorites** and press
- 3. Use the ↑ ↓ arrow keys to highlight Void CR/DB Trans and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ ↓ arrow keys to select **By Transaction** # and press Ok.
- 6. Enter Transaction # to be voided and press Ok.
- 7. If prompted, confirm the **Void Amount** by pressing **F2** (YES) or **F4** (CANCEL). Conditional on the terminal's configuration.
- 8. If prompted, enter Manager Password. (1234 default)
- 9. The void is processed. Void receipt will print with details of the transaction.



# REPRINT RECEIPT

- 1. Press F1 to access the Services menu.
- 2. Use the  $\uparrow \downarrow$  arrow keys to highlight **Favorites** and press
- 3. Use the  $\uparrow \downarrow$  arrow keys to highlight **Reprint CR/DB** Receipt and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the ↑ ↓ arrow keys to highlight desired option (Last. By Transaction # or By Card Number) and press Ok.
- 6. Transaction receipt prints.



### **CALL ME FEATURE (MUST BE ENABLED)**

- 1. Press the F1 key.
- 2. Use the ↑ arrow keys to highlight **Managed Services** and press Ok.
- 3. Use the  $\uparrow \downarrow$  arrow keys to highlight **Call Me** and press **Ok**.
- 4. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.



# **EDIT TIPS BY TRANSACTION NUMBER**

- 1. Press F1 to access the Services menu.
- 2. Use the ↑ ↓ arrow keys to highlight **Favorites** and press
- 3. Use the  $\uparrow \downarrow$  arrow keys to highlight **Edit Tip** and press
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Use the  $\uparrow \downarrow$  arrow keys to select **By Transaction** # and press Ok.
- 6. Transaction amount appears, enter **Tip Amount** and
- 7. If prompted, confirm the **Tip Amount** by pressing **F2** (YES) or F4 (CANCEL). Conditional on the terminal's configuration.



9. Press the key XX after all desired tips have been adjusted.



#### **TURN SERVER PROMPT ON/OFF**

- 1. Press F1 to access the Services menu.
- 2. Use the  $\uparrow \downarrow$  arrow keys to highlight **Core** and press **Ok**.
- 3. Use the  $\uparrow \downarrow$  arrow keys to highlight **Applications** and press Ok.
- 4. Use the ↑ arrow keys to highlight CREDIT/DEBIT/EBT and press Ok.
- 5. Use the  $\uparrow \downarrow$  arrow keys to highlight **Setup** and press **Ok**.
- 6. If prompted, enter Manager Password. (1234 default)
- 7. Use the  $\uparrow \downarrow$  arrow keys to highlight **Trans Prompts** and press Ok.
- 8. Press Ok to select Clerks.
- 9. Press Ok to select Prompt.
- 10. Use the  $\uparrow \downarrow$  arrow keys to highlight desired option and
- 11. To return to the home screen press the



# **SETTLE DAILY BATCH**

- 1. Press F1 to access the Services menu.
- 2. Use the  $\uparrow \downarrow$  arrow keys to highlight **Settlement** and press Ok.
- and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Terminal communicates with the host.
- 6. Settlement Report prints.



#### PRINTING REPORTS

- 1. Press F1 to access the Services menu.
- 2. Use the  $\uparrow \downarrow$  arrow keys to highlight **Reports** and press
- 3. Use the  $\uparrow \downarrow$  arrow keys to highlight desired report type (Daily Report or Summary Report) and press Ok.
- 4. If prompted, enter Manager Password. (1234 default)
- 5. Report prints.



# **POWER CYCLE TERMINAL**

1. Press and hold the (C \*) key on the keyboard and release once terminal starts to reboot.



#### **WIRELESS ICONS**

Wi-Fi icon will blink when not connected.











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