

## CALL ME FEATURE (MUST BE ENABLED)

1. From the terminal main screen tap the 📞 icon.
2. If prompted, input Manager Password (1234 default).
3. Tap **CALL ME**.
4. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.

## TURN CLERK PROMPT ON/OFF

1. From the idle prompt, tap the ☰ icon to access the
2. Tap **CORE**.
3. Tap **APPLICATIONS**.
4. Tap **DVCREDITAPP**.
5. Tap **SETUP**.
6. If prompted, input Manager Password (1234 default). Tap **TRANS PROMPTS**.
7. Tap **CLERKS**.
8. Tap **PROMPT**.
9. Tap to select desired option and press **OK**.
10. To return to the home screen press the **✖** key 2 times

## TERMINAL POWER OPTIONS

### Power on Z9 Only

1. Press **🔌** key to turn on terminal.

### Powering off Z9 Only

1. Tap the ☆ icon to access the FAVORITES menu.
2. Tap on POWER OFF to turn off terminal.

### To power cycle all terminals

1. Press and hold the **🔌** key on the keyboard and release once terminal starts to reboot.

## PRINTING REPORTS

1. From the idle prompt, tap the icon to access the **FAVORITES** menu.
2. Tap desired report type (**DAILY REPORT** or **SUMMARY REPORT**).
3. If prompted, input Manager Password (1234 default).
4. **REPORT** prints.

## REPRINT RECEIPT

1. From the idle prompt, tap the icon to access the **FAVORITES** menu.
2. Tap **REPRINT RECEIPT**
3. If prompted, input Manager Password (1234 default)
4. Tap desired option (**LAST, BY TRANSACTION #** or **BY CARD NUMBER**)
5. Follow prompts and transaction receipt prints.

## WIRELESS INDICATORS (FOR ENABLED UNITS)



Wi-Fi icon will blink when not connected. It will remain static when connected successfully.



GPRS signal strength indicator (the more bars, the better your signal GPRS).



Battery strength indicator.



Indicates issue with SIM card (GPRS)

# SIGNAPAY

## Dejavoo

### Retail Quick Reference Guide for models: Z9, Z11, touch screen Z-Line Models



## Customer Support

**800.944.1399**

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



## Retail Quick Reference Guide for models: Z9, Z11, touch screen Z-Line Models

These steps have been provided as a guide for assistance with your Dejavoo touch screen payment device with **AURA** software.

**IMPORTANT:** The terminal's idle prompt displays a selection of payment type icons. The ☆ icon will take you to your **FAVORITES** menu, the ≡ icon will take you to the terminal's **SERVICES** menu and when configured, use the 📞 icon for a **CALL ME** request.

### CHIP CREDIT SALE

1. Tap on the **CREDIT** icon on your terminal home screen.
2. Tap on the **SALE** icon.
3. Input the **SALE AMOUNT** and press **OK**.
4. Tap (contactless only) or insert chip card.
5. If prompted, confirm the sale amount by tapping **YES** or **NO**. Conditional on the terminal's configuration.
6. The transaction is processed. Sales receipts will print with details of the transaction.

### DEBIT SALE

1. Tap on the **DEBIT** icon on your terminal home screen.
2. Tap on the **SALE** icon.
3. Input the **SALE AMOUNT** and press **OK**.
4. Tap (contactless only), swipe or insert chip card.
5. If prompted, confirm the sale amount by tapping **YES** or **NO**. Conditional on the terminal's configuration.
6. Cardholder inputs **PIN** on terminal **PIN** Pad or external **PIN** Pad and presses **OK**.
7. The transaction is processed. Sales receipts will print with details of the transaction.

### MANUALLY ENTERED CREDIT SALE

1. Tap on the **CREDIT** icon on your terminal home screen.
2. Tap on the **SALE** icon.
3. Input the **SALE AMOUNT** and press **OK**.
4. Manually input card #.
5. Follow the **CNP** prompts (input exp. date, **ZIP** code etc). Conditional on the terminal's configuration.
6. The transaction is processed. Sales receipts will print with details of the transaction.

### CREDIT CARD RETURN

1. Tap on the **CREDIT** icon on your terminal home screen.
2. Tap on the **RETURN** icon.
3. Input the **RETURN AMOUNT** and press **OK**.
4. Tap (contactless only), swipe, insert chip card or manually enter card #.
5. If prompted, confirm the sale amount by tapping **YES** or **NO**. Conditional on the terminal's configuration.
6. The transaction is processed. Sales receipts will print with details of the transaction.

### VOID TRANSACTION (CARD PRESENT)

1. Tap on the **CREDIT** icon on your terminal home screen.
2. Tap on the **VOID** icon.
3. Input the **VOID AMOUNT** and press **OK**.
4. If prompted, confirm the void amount by tapping **OK** or **CANCEL**. Conditional on the terminal's configuration.
5. If prompted, input Manager Password (1234 default).
6. Tap (contactless only) or insert chip card.
7. The transaction is processed. Void receipts will print with details of the transaction.

### SETTLE DAILY BATCH

1. From the idle prompt, tap the 📞 icon to access the **FAVORITES** menu.
2. Tap **SETTLE DAILY BATCH**.
3. If prompted, input Manager Password (1234 default).
4. Terminal communicates with the host.
5. Settlement Report prints.

### VOID TRANSACTION (CARD NOT PRESENT)

1. From the idle prompt, tap the ☆ icon to access the **FAVORITES** menu.
2. Tap **VOID TRANSACTION**.
3. If prompted, input Manager Password (1234 default).
4. Tap **BY TRANSACTION #**.
5. Input **TRANSACTION #** to be voided and press **OK**.
6. Confirm the void transaction by tapping **SELECT**.
7. If prompted, confirm the void amount by tapping **OK** or **CANCEL**. Conditional on the terminal's configuration.
8. If prompted, input Manager Password (1234 default).
9. The void is processed. Void receipts will print with details of the transaction.