

# COUNTERTOP Models V5, V8, V8 PLUS

## Restaurant Quick Reference Guide - V Series



*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.*

### CREDIT CARD SALE

- 1 **Swipe Credit Card** OR Manually Enter Card
- 2 If prompted Select CREDIT
- 3 **Input Server ID**
- 4 Press the green **ENTER** button
- 5 **Input the \$ amount** of the sale
- 6 Press the green **ENTER** button
- 7 Terminal communicates with the Host
- 8 Receipts Print

### SUGGESTED TIPS

- 1 From the idle prompt Press green **ENTER** button
- 2 Press **twice** to highlight **Applications**
- 3 Press the green **ENTER** button twice
- 4 Press **twice** then Press **ENTER** on Setup
- 5 Press **twice**. Press **ENTER** on Tips
- 6 Press to highlight **Suggested Tips**
- 7 Press the **ENTER** button
- 8 Press to highlight Line #, Input desired Tip %
- 9 Press the green **ENTER** button.
- 10 Repeat steps for **Line #2** and **#3** if needed.

### SETTLING THE CURRENT BATCH

- 1 From the idle prompt Press green **ENTER** button
- 2 Press the green **ENTER** button twice
- 3 Input password if prompted
- 4 Terminal communicates with the Host
- 5 Reports Print

### VOID CREDIT TRANSACTION

- 1 **Swipe Credit Card** OR Manually Enter Card
- 2 If prompted Select CREDIT
- 3 Press **twice** until Display says **VOID**
- 4 **Input the exact \$ amount** to be Voided
- 5 Press the green **ENTER** button
- 6 Press to select OK
- 7 Terminal communicates with the Host
- 8 Receipts Print

### TICKET ONLY SALE

- 1 **Swipe Credit Card** OR Manually Enter Card
- 2 If prompted Select CREDIT
- 3 Press **once** until Display says **TICKET**
- 4 **Input \$ amount** of the ticket
- 5 Press the green **ENTER** button
- 6 Input previously obtained **auth code**
- 7 Press the green **ENTER** button
- 8 Receipts Print

### AUTHORIZATION ONLY

- 1 **Swipe Credit Card** OR Manually Enter Card
- 2 If prompted Select CREDIT
- 3 Press **twice** Display says **AUTHORIZATION**
- 4 **Input the \$ amount** to be authorized
- 5 Press the green **ENTER** button
- 6 Terminal communicates with the Host
- 7 Receipts Print

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### REPRINT RECEIPT COPY


- 1 From idle **Press** the green **ENTER** button
- 2 **Press**  **2 times** to highlight **APPLICATIONS**
- 3 **Press** the green **ENTER** button **2 times**
- 4 **Press**  **3 times** for **REPRINT RECEIPT**
- 5 **Press** the green **ENTER** button
- 6 **Select** desired **option & Press ENTER**
- 7 Receipt Prints 

### MY FAVORITES

#### Adding Favorites

- 1 **Press** the  key on any menu item
- 2 **Press** the  **F2** to select Yes
- 3 Highlight the hotkey option to assign favorite to
- 4 **Press** the green **ENTER** button 

#### Accessing Favorites

- 1 **Press** the  **F3** "favorites" button
- 2 **Highlight** option from list & press **ENTER** 

### ON SCREEN HELP







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





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

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





### TURN SERVER PROMPT ON/OFF

- 1 From the idle prompt **Press** the green **ENTER** button
- 2 **Press**  **2 times** to highlight **Applications**
- 3 **Press** the green **ENTER** button twice
- 4 **Press**  **2 times** then **Press ENTER** on **Setup**
- 5 **Press**  **3 times**. **Press ENTER** on **Trans Prompts**
- 6 **Press ENTER** on **Clerks**
- 7 **Press ENTER** on **Prompt**
- 8 **Press** the   to make selection
- 9 **Press** the green **ENTER** button to select 

### RETURN TRANSACTION

- 1 **Swipe** Debit or Credit **Card**
- 2 If prompted Select **CREDIT**
- 3 **Press**  **1 Time** until Display says **RETURN**
- 4 Input \$ **amount** of the Return
- 5 **Press** the green **ENTER** button
- 6 \*Terminal communicates with the Host
- 7 Receipts Print 

### EDIT TIP

- 1 From the idle prompt **Press** the green **ENTER** button
- 2 **Press**  **2 times** to highlight **Applications**
- 3 **Press** the green **ENTER** button twice
- 4 Highlight **Tips and Tabs**. **Press ENTER** twice
- 5 **Press**  to select **Untipped**. **Press ENTER**
- 6 **Press**  to select "Add Tip By" method
- 7 Input the transaction specific info and **press ENTER**
- 8 Input \$ **amount** of **Tip** to be added. **Press ENTER**
- 9 **Press**  **F2 Key** to select Yes to confirm 