EMV Restaurant with True Cash Discount

QUICK REFERENCE GUIDE // Non-touch screen Z8

Dejavoo
an IPOS systems company

AURA

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 **"Enter amount"**. Enter the transaction amount and press **Ok**. To change transaction type, press the **(F2)** or **(F3)** key until the preferred transaction type appears. Use the ↑↓ arrow keys to select the desired payment option. 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. The default transaction will be **Sale**.
3. Select the payment method using the ↑↓ arrow keys and press **Ok**. Options are **Card** and **Cash**. If Card is selected; options are **Card** and **PIN Debit**. Press **Ok** once you have highlighted your selection.
4. Enter **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
5. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
6. **Tap** (contactless only) or **insert** chip card. If required (debit), enter PIN number.
7. The transaction is processed. Sales receipt will print with details of the transaction.

CREDIT CARD RETURN

1. Enter the **Return Amount** and press **Ok**.
2. The default transaction will be Sale. Press **F2** of **F3** to navigate the options and select **Return**.
3. Select the payment method using the ↑↓ arrow keys and press **Ok**. Options are **Card** and **Cash**. If Card is selected; options are **Card** and **PIN Debit**. Press **Ok** once you have highlighted your selection.
4. Confirm the amount of the Return.
5. If prompted, enter **Manager Password**. (1234 default)
6. **Tap** (contactless only), **insert**, **swipe** or **manually enter** card number.
7. 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**.
2. Select the payment method using the ↑↓ arrow keys and press **Ok**. Options are **Card** and **Cash**. If Card is selected; options are **Card** and **PIN Debit**. Press **Ok** once you have highlighted your selection.
3. Enter **Server #** and press **Ok**. *Conditional on the terminal's configuration.*
4. If configured, terminal will prompt to **Select** or **Enter Tip** amount.
5. When the prompt to insert card appears, press **Ok**.
6. Manually enter **Card #**.
7. Follow the CNP prompts (input exp. date, ZIP code etc). *Conditional on the terminal's configuration.*
8. The transaction is processed. Sales receipts will print with details of the transaction.

VOID BY TRANSACTION NUMBER

1. Press **F1** to access the **Services** menu.
2. Use the ↑↓ arrow keys to highlight **Favorites** and press **Ok**.
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 ↑↓ arrow keys to highlight **Favorites** and press **Ok**.

3. Use the ↑↓ 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 ↑↓ 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 **Ok**.

3. Use the ↑↓ arrow keys to highlight **Edit Tip** and press **Ok**.

4. If prompted, enter **Manager Password**. (1234 default)

5. Use the ↑↓ arrow keys to select **By Transaction #** and press **Ok**.

6. Transaction amount appears, enter **Tip Amount** and press **Ok**.

7. If prompted, confirm the **Tip Amount** by pressing **F2** (YES) or **F4** (CANCEL). *Conditional on the terminal's configuration.*

8. Repeat steps 5 and 6 as needed.

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

TURN SERVER PROMPT ON/OFF

1. Press **F1** to access the **Services** menu.

2. Use the ↑↓ arrow keys to highlight **Core** and press **Ok**.

3. Use the ↑↓ arrow keys to highlight **Applications** and press **Ok**.

4. Use the ↑↓ arrow keys to highlight **CREDIT/DEBIT/EBT** and press **Ok**.

5. Use the ↑↓ arrow keys to highlight **Setup** and press **Ok**.

6. If prompted, enter **Manager Password**. (1234 default)

7. Use the ↑↓ arrow keys to highlight **Trans Prompts** and press **Ok**.

8. Press **Ok** to select **Clerks**.

9. Press **Ok** to select **Prompt**.

10. Use the ↑↓ arrow keys to highlight desired option and press **Ok**.

11. To return to the home screen press the **X X** key 3 times.

SETTLE DAILY BATCH

1. Press **F1** to access the **Services** menu.

2. Use the ↑↓ arrow keys to highlight **Settlement** and press **Ok**.

3. Use the ↑↓ arrow keys to highlight **Settle Daily Batch** 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 ↑↓ arrow keys to highlight **Reports** and press **Ok**.

3. Use the ↑↓ 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 ⏻ key on the keyboard and release once terminal starts to reboot.

WIRELESS ICONS

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

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