

## Dejavoo Z8 Quick Reference Guide

### CREDIT SALE

- Enter the sale amount and press **Enter**
- Insert, Tap, Swipe or manually enter the card account number.
- Terminal dials out and receipt prints

### DAILY SETTLEMENT

- Press **Enter** (Green Button)
- Press **Enter** to select Settlement
- Press **Enter** to select Settle Daily Batch
- Enter Manager Password (1234)
- Press **Enter**
- Terminal dials out and receipt prints

### VOID

- Press the **Yellow** key
- Enter **number 3** (Void)
- Enter original sale amount, press **Enter**
- Press **Enter** to confirm amount
- Enter Manger Password (1234), press **Enter**
- Tap, insert, swipe or enter card number
- Terminal dials out and receipt prints

### REPRINT LAST

- Press **F3**
- Select **Reprint CR/DB RCPT**
- Enter Manager Password (1234)
- Press **Enter**
- Choose search option, press **Enter**
- Follow prompts

### REFUND

- From the idle screen, tap **Refund**
- Select the how the terminal will apply the refund. Select **[By Cardnum]** to use the original card number or select **[RefNo]** to use the original transaction reference number.
- Enter the refund amount and tap **Confirm**
- Swipe or manually enter card number
- *Enter Server ID and tap **Confirm***
- Sign card holder signature, tap **Confirm**
- Terminal dials out and receipt prints

### DAILY REPORT

- Press **Enter**
- Press number **2** on keypad
- Select **Daily**
- Enter Manager Password (1234)
- Press **Enter**
- Terminal dials out and receipt prints



## Dejavoo Z8 Quick Reference Guide

### INCLUDED IN YOUR BOX

- Dejavoo Z8 Terminal
- Power Supply
- IP Cabling - Phone Line | Ethernet
- Quick Reference Guide
- A Roll of Paper

### Merchant Support

- ☎ **888-708-8019**
- ✉ **support@rev19.net**
- 🏠 **www.rev19.net/support**

### KEYS

