



**866 - 209 - 7356**  
**www.SimpFee.com**



## Dejavoo Z8 User Guide

### Included In Package



- Dejavoo Z8 Credit Card Terminal
- Power Supply (2 pcs)
- IP Cabling (Phone & Ethernet)
- User Guides
- Compliance Marketing
- Two Rolls of Receipt Paper

### Terminal Set-Up

Terminal will arrive programmed and ready for set-up. To begin use, plug terminal in and connect via Dial Up or Wireless Internet Connection.

### Main Keys



# USER GUIDE

## Run A Sale

- Enter "SALE" (\$) amount on terminal
- Press OK
- "Tap, insert, swipe or enter card #" will appear on the screen

## Tap-Mobile Pay Transaction

- Ask customer to hold or tap their mobile device over the terminal paper cover for approval
- (No signature is required for approved Tap-Mobile payments)
- First receipt in merchandising copy
- Press any key to print customer copy, or terminal will auto-print in 8 seconds

## EMV / Chip Transaction

- Insert chip into slot below the terminal's keypad (Do not remove until prompted)
- Once approved, have customer sign the receipt
- Press OK button
- First receipt in merchandising copy
- Press any key to print customer copy, or terminal will auto-print in 8 seconds

## Swipe Transaction

- Swipe card in slot on the right side of the terminal
- Once approved, have customer sign the receipt
- Press OK button
- First receipt in merchandising copy
- Press any key to print customer copy, or terminal will auto-print in 8 seconds

## Void Transaction

### Card Present

- Press the Yellow Key
- Choose VOID or press 3 on the keypad
- Enter original sale \$ amount and press OK
- Confirm amount and press F2
- "Tap, Insert, Swipe or Enter Card #" will appear on the screen
- Select method of payment and follow procedures
- First receipt in merchandising copy
- Press any key to print customer copy, or terminal will auto-print in 8 seconds

### Card Not Present

- Press F3
- Choose VOID and press OK
- Enter Manager Password (1234) and press OK
- Retrieve by Transaction number from original receipt
- Enter transaction number on keypad
- Select by pressing F3, then press OK
- Enter Manager Password (1234)

## Daily Functions

### Daily Report

- Press the OK Button
- Press 2 on the keypad
- Enter Manager Password (1234) and press OK
- Choose DAILY or press OK
- Daily Report will print (This report does not close the Open Batch)

### Daily Settlement

- Press the OK Button three times
- Enter Manager Password (1234) and press OK to settle the Daily Batch

OR

- Press F3 favorites Key
- Select settle daily batch
- Enter Manager Password (1234) and press OK
- Batch will close and batch report will print