




Quick Reference Guide EMV RESTAURANT with Dual Pricing

For non-touch screen Z-Line models
Z8 with AURA

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

IMPORTANT: The terminal's idle prompt displays CREDIT and SALE options and a prompt to enter the amount. To change payment type, press the down arrow key to select payment type you prefer. To change transaction type, press the  key to select the transaction type you prefer.



CREDIT SALE

1. Input the SALE AMOUNT and press OK.
2. Input your SERVER ID and press OK.
3. If prompted, confirm the SALE AMOUNT by pressing (OK) or X to (CANCEL). *Conditional on the terminal's configuration.*
4. Tap (contactless only) or insert chip card.
5. The transaction is processed. Sales receipts will print with details of the transaction.

MANUALLY ENTERED CREDIT SALE

1. Input the SALE AMOUNT and press OK.
2. Input your SERVER ID and press OK.
3. If prompted, confirm the SALE AMOUNT by pressing (OK) or X to (CANCEL). *Conditional on the terminal's configuration.*
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. From your terminal home screen, enter amount of RETURN and press OK.
2. Use F2 and F3 to navigate options to RETURN
3. Confirm return amount by pressing (OK) or X to (CANCEL).
4. If prompted input Manager Password (1234 default).
5. Tap (contactless only), insert, swipe or manually enter card #.
6. The transaction is processed. Return receipts will print with details of the transaction.

VOID CREDIT TRANSACTION (card present)

1. From your terminal home screen, enter amount to VOID and press OK.
2. Input VOID AMOUNT and press OK.
3. Confirm void amount by pressing (OK) or X to (CANCEL)
4. If prompted input Manager Password (1234 default).
5. Tap (contactless only), insert, swipe or manually enter card #.
6. Confirm void amount by pressing OK (YES) or X (NO)
7. The transaction is processed. Void receipts will print with details of the transaction.

VOID CREDIT TRANSACTION (card not present)


1. From the idle prompt, 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 TRANSACTION and press OK.
4. If prompted input Manager Password (1234 default).
5. Use the arrow keys to select BY TRANSACTION # and press OK.
6. Input TRANSACTION # to be voided and press OK.
7. Confirm the TRANSACTION details to be voided by pressing OK.
8. If prompted, confirm the VOID AMOUNT by pressing (OK) or X TO (CANCEL). *Conditional on the terminal's configuration.*
9. The transaction is processed. Void receipts will print with details of the transaction.



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REPRINT RECEIPT

1. From the idle prompt, 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, input 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.

PRINTING REPORTS

1. From the idle prompt, 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 REPORT and press OK.
4. If prompted, input Manager Password (1234 default).
5. Use the arrow keys to highlight desired report type (DAILY REPORT or SUMMARY REPORT) and press OK.
6. REPORT prints


POWER CYCLE TERMINAL

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

SETTLE DAILY BATCH

1. From the idle prompt, 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, input Manager Password (1234 default).
5. Terminal communicates with the host.
6. Settlement Report prints.

EDIT TIPS BY TRANSACTION

1. From the idle prompt, 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 TRANSACTION # and press OK.
4. Input TRANSACTION # and press OK.
5. Transaction will display, enter TIP AMOUNT and press OK.
6. Repeat Steps 3 and 4 as needed.
7. Transaction will display, enter TIP AMOUNT and press OK.
8. Press the  key after all desired tips have been adjusted.