Credit Card Sale - Dual Pricing

1. From the idle screen, enter the sale amount, then press **OK**.

2. If tip amount is enabled, tip prompts will appear.

3. Select a tip amount, then press **OK**. (If there's no tip amount, select **PAY**.)

4. Select **CREDIT**.

5. Tap, insert, or swipe card, or choose an alternative payment option from **OTHER OPTIONS**.

6. If prompted, customer enters PIN # on terminal or PIN Pad. Press **OK**.

7. The transaction will process. If prompted, customer may sign on screen.

8. Select receipt option: SMS, Email, Print, or No Receipt.

9. Terminal will print receipts with transaction details.

Note: As the Dejavoo P5 does not have a printer, the only receipt options are SMS, Email, or No Receipt.*

Cash Sale - Dual Pricing

1. From the idle screen, enter the sale amount, then press **OK**.

2. If tip amount is enabled, tip prompts will appear.

3. Select a tip amount, then press **OK**. (If there's no tip amount, select **PAY**.)

4. Select **CASH**. Enter the amount of cash received under **CASH IN**. The balance will be displayed under **CHANGE**.

5. Select **OK**. The transaction will process.

6. Select receipt option: SMS, Email, Print, or No Receipt.

7. Terminal will print receipts with transaction details.

Credit Card Sale

1. From the idle screen, enter the sale amount, then press **OK**.

2. If tip amount is enabled, tip prompts will appear.

3. Select a tip amount, then press **OK**. (If there's no tip amount, select **PAY**.)

4. Tap, insert, or swipe card, or choose an alternative payment method from **OTHER OPTIONS**.

5. If prompted, customer enters PIN # on terminal or PIN pad. Press **OK**.

6. The transaction will process. If prompted, customer may sign on screen.

7. Select receipt option: SMS, Email, Print, or No Receipt.

8. Terminal will print receipts with transaction details.

Note: As the Dejavoo P5 does not have a printer, the only receipt options are SMS, Email, or No Receipt.*

Void Sale

1. From the idle screen, tap the ☰ icon and select **VOID**.

2. Previous transactions can be selected by **TRANSACTION ID** or the last four digits of the **CARD NUMBER**.

3. Select the transaction, then tap the **>** icon.

4. Select **YES** to void transaction. The transaction will process.

5. Select receipt option: SMS, Email, Print, or No Receipt.

6. Receipts will print with transaction details.

7. A **REFUND** transaction can also be voided.

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Refund Transaction

1. From the idle screen, tap the ☰ icon and select **REFUND**.

2. If prompted, input the Manager's Password (last 4 digits of TPN#).

3. Enter the refund amount, then tap **OK**.

4. Tap, insert, or swipe card.

5. If prompted, customer enters PIN # on terminal or PIN Pad. Press **OK**.

6. If no PIN # is required, press **OK** to bypass.

7. The transaction will process. If prompted, customer may sign on screen.

8. Select receipt option: SMS, Email, Print, or No Receipt.

9. Terminal will print receipts with transaction details.

Reprinting a Receipt

1. From the idle screen, tap the ★ icon and select **REPRINT**.

2. Previous transactions can be selected by **TRANSACTION ID** or the last four digits of the **CARD NUMBER**.

3. Select the transaction, then tap the **>** icon.

4. Select **YES** to reprint merchant receipt.

5. Merchant receipt will print. Option to reprint customer receipt.

Tip Adjust

1. From the idle screen, tap the ★ icon and select **ADJUST TIP**.

2. If prompted, input Manager's Password (last 4 digits of TPN #).

3. By default, the most recent transaction will be selected.

4. Enter tip amount under **TIP**, then press **OK**.

5. Repeat the previous step for all applicable transactions, then tap the **>** icon.

6. Select **YES** to complete tip adjust.

7. Select **TIPPED REPORT**, then print by selecting the **PRINTER** icon.

Show/Settle Batch

1. From the idle screen, tap the ★ icon and select **SHOW/SETTLE BATCH**.

2. Select **SETTLE**.

3. Any "untipped" transactions in the batch will prompt an alert.

4. Select **YES**.

5. Terminal will settle batch and print reports.

Pre-Sale Ticket

1. From the idle screen, tap the ☰ icon, then select **TICKET**.

2. By default, the most recent transaction will be selected.

3. Previous transactions can be selected by **TRANSACTION ID** or the last four digits of the **CARD NUMBER**.

4. Select the transaction, then tap the **>** icon.

5. Edit the final amount for ticketing.

6. The transaction will process.

7. Terminal will print pre-sale ticket receipts with transaction details.

Pre-Authorization Credit Sale

1. From the idle screen, tap the ☰ icon, then select **PRE AUTH**.

2. Enter the amount, then tap **OK**.

3. Tap, insert, or swipe card for pre-authorization.

4. If prompted, customer enters PIN # on terminal or PIN Pad. Press **OK**.

5. If no PIN # is required, press **OK** to bypass.

6. The transaction will process.

7. Receipts will print with transaction details.

Notable Settings

PIN PAD:
Allows for PIN pad connection setup.

COMM SETUP:
Configuration settings for internet connection options.

KEYBOARD:
Transaction sound configuration options.

LANGUAGE & THEME:
Allows for layout customization.

DISPLAY & TIME:
Allows for time zone change.

CHANGE PASSWORD:
Create a new password for system functions.

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Important Notes

Manager's Password is the last four digits of your download EPI ID. To access the EPI ID, go to your device and tap on the ⛑ icon from the Home Screen.

Merchant Notes/Merchant Number