

Dejavoo Z8/Z9/Z11 Quick Reference Guide

Credit Card Sale

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

00/00/00	00:00
Credit	SALE
Enter Amount	

2. Key in sale amount, then press **OK**.

Confirm	
Amount:	\$0.00
CUST SVC FEE:	\$0.00
Total:	\$0.00
OK	CANCEL

3. Press **OK** to confirm sale amount.

PROMPT WILL ONLY SHOW FOR MERCHANTS EMPLOYING A CUSTOMER SERVICE FEE.

SALE
Tap, Insert, Swipe or Enter Card # Sale: \$0.00

4. Tap, insert, or swipe credit card.

CUSTOMER RECEIPT	
Print Customer Copy?	
Yes	No

5. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Settle an Open Batch

00/00/00	00:00			
Credit	SALE			
Enter Server ID				
F1	F2	F3	F4	▲ ▼

1. Press **F3** for the **FAVORITES** menu.

*For Dejavoo Z11: Tap the **STAR** icon for the **FAVORITES** menu.*

Favorites
0: Core Settle Daily Batch

2. Press **OK** to choose **CORE SETTLE DAILY BATCH**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

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Setup Auto Batch

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. From the main page press **OK**.

Core Menu
Settlement ->
Reports ->
Favorites ->
Utility ->
Retrieve Password

2. Press **OK** to choose **SETTLEMENT**.

Settlement
Settle Daily Batch
Batch Settings

3. Use the **UP/DOWN ARROW KEYS** to navigate to **BATCH SETTINGS**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Batch Settings
CR/DB Automatic?
Dial NoDial Off
F1 F2 F3 F4 ↑ ↓

4. Press **F2** to select **DIAL**.

Batch Time
Time [HHMM]
11:00

5. Using the number pad, set the auto batch time, then press **OK**.

Batch Time
Interval [HHMM]
11:00

6. Using the number pad, set the interval time to 00:10, then press **OK**.

Batch Time
Period [HHMM]
11:00

7. Using the number pad, set the period time to 00:55, then press **OK**.

Batch Settings
Gift Automatic?
On Off

8. Terminal will prompt for auto batch settings for gift cards. Press **F2** to select **ON**, or **F4** for **OFF**. If you select **ON**, follow same settings as credit/debit auto batch.

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Manual Entry Card Sale

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

00/00/00	00:00
Credit	SALE
Enter Amount	

2. Key in sale amount, then press **OK**.

Confirm	
Amount:	\$0.00
CUST SVC FEE:	\$0.00
Total:	\$0.00
OK	CANCEL

3. Press **OK** to confirm sale amount.

PROMPT WILL ONLY SHOW FOR MERCHANTS EMPLOYING A CUSTOMER SERVICE FEE.

SALE
Tap, Insert, Swipe or Enter Card # Sale: \$0.00

4. Manually enter card #, then press **OK**.

EXP DATE [MMYY]
00/00

5. Enter the card's exp. date following the format of MMY.

IS CARD PRESENT?
Yes No

6. If customer card is present, press **OK**. If customer card is not present, press **CANCEL** and go to next step.

ENTER CVV2

7. Enter CVV2 #, then press **OK**.

ENTER ZIP CODE

8. Enter zip code, then press **OK**.

ENTER ADDRESS

9. Enter address, then press **OK**.

CUSTOMER RECEIPT
Print Customer Copy?
Yes No

10. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

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Debit Card Sale

00/00/00	00:00
Debit	SALE
Enter Server ID	

1. Press the **UP/DOWN ARROW KEYS** to select **DEBIT**, then press **OK**.

Key in Server ID and press **OK**.

RESTAURANT ONLY.

00/00/00	00:00
Debit	SALE
Enter Amount	

2. Key in sale amount, then press **OK**.

RESTAURANT ONLY.

Confirm	
Amount:	\$0.00
CUST SVC FEE:	\$0.00
Total:	\$0.00
OK	CANCEL

3. Press **OK** to confirm sale amount.

PROMPT WILL ONLY SHOW FOR MERCHANTS EMPLOYING A CUSTOMER SERVICE FEE.

SALE
Tap, Insert, Swipe or Enter Card # Sale: \$0.00

4. Tap, insert, or swipe debit card.

Enter PIN

5. Key in PIN, then press **OK**.

CUSTOMER RECEIPT	
Print Customer Copy?	
Yes	No

6. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Void Transaction

00/00/00	00:00
Credit	SALE
Enter Server ID	
F1	F2
F3	F4
↑	↓

1. Press **F3** for the **FAVORITES** menu.

*For Dejavoo Z11: Tap the **STAR** icon for the **FAVORITES** menu.*

Favorites
0: Core Settle Daily Batch
1: Edit All Trans#
2: Void CR/DB Trans
3: Reprint CR/DB Rcpt
4: Rpts CR/DB Host

2. Use the **UP/DOWN ARROW KEYS** to navigate to **VOID CR/DB TRANS**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

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Void Transaction (Cont.)

Void Transaction	
View All	
By Transaction #	
Reference Number	
Invoice #	
Approval	

3. Press **OK** if the sale was just run, otherwise use the **UP/DOWN ARROW KEYS** to navigate to **BY TRANSACTION #**, then press **OK** to void a previously run sale from the current batch.

Void Transaction	
Enter Trans Num:	

4. Key in transaction number, then press **OK**.

Select Trans	
#000	Sale
Amt:	\$0.00
Tip:	\$0.00
Tot:	\$0.00
VIS	***

Select				
F1	F2	F3	F4	↑
				↓

5. Confirm voiding transaction by pressing **F3**.

VOID	
Amount: \$0.00	

OK	Cancel
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6. Press **OK** to void the transaction, or press **CANCEL** to stop.

CUSTOMER RECEIPT	
Print Customer Copy?	

Yes	No
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7. Transaction will be voided. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

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Return Transaction

00/00/00	00:00
Credit	RETURN
Enter Server ID	

1. Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **RETURN**, then press **OK**.

Key in the return amount and press **OK**.

RETURN	
Amount: \$-0.00	
OK	Cancel

2. Press **OK** to confirm the returned amount, or press **CANCEL** to stop.

RETURN
Tap, Insert, Swipe or Enter Card # Return: \$-0.00

3. Tap, insert, swipe, or manually enter card #, then press **OK**.

CUSTOMER RECEIPT	
Print Customer Copy?	
Yes	No

4. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Print Reports

00/00/00	00:00				
Credit	SALE				
Enter Server ID					
F1	F2	F3	F4	↑	↓

1. Press **F3** for the **FAVORITES** menu.

*For Dejavoo Z11: Tap the **STAR** icon for the **FAVORITES** menu.*

Favorites	
0: Core Settle Daily Batch	
1: Edit All Trans#	
2: Void CR/DB Trans	
3: Reprint CR/DB Rcpt	
4: Rpts CR/DB Host	

2. Use the **UP/DOWN ARROW KEYS** to navigate to **RPRTS CR/DB HOST**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Report
Daily Report
Summary Report ->
Detailed Report ->
History Report ->
Report Generator ->

3. Use the **UP/DOWN ARROW KEYS** to navigate to the type of report you would like to print, then press **OK**. Next, press **OK** to select **PRINT SUMMARY**.

Daily Report: Shows each transaction with dollar amount.

Summary Report: Shows a total for each transaction type.

Detailed Report: Shows each transaction in a more granular breakdown.

History Report: Shows each transaction within a specified date range.

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Print Last Receipt

00/00/00	00:00				
Credit	SALE				
Enter Server ID					
F1	F2	F3	F4	↑	↓

1. Press **F3** for the **FAVORITES** menu.

*For Dejavoo Z11: Tap the **STAR** icon for the **FAVORITES** menu.*

Favorites
0: Core Settle Daily Batch
1: Edit All Trans#
2: Void CR/DB Trans
3: Reprint CR/DB Rcpt
4: Rpts CR/DB Host

2. Use the **UP/DOWN ARROW KEYS** to navigate to **REPRINT CR/DB RCPT**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Reprint Receipt
Last
By Transaction #
By Card Number

3. Press **OK** if the sale was just run, otherwise use the **UP/DOWN ARROW KEY** to navigate to **BY TRANSACTION #**, then press **OK** to reprint a receipt from a previously run sale from the current batch.

TRANSACTION #

4. If **BY TRANSACTION #** is selected, enter the transaction number and press **OK**.

Receipt Type
1. Merchant Copy
2. Customer Copy

5. Use the **UP/DOWN ARROW KEYS** to navigate to the receipt you need, then press **OK**. Terminal will print automatically and return to the previous screen. Press **CANCEL** to exit.

Tip Adjust

00/00/00	00:00				
Credit	SALE				
Enter Server ID					
F1	F2	F3	F4	↑	↓

1. Press **F3** for the **FAVORITES** menu.

*For Dejavoo Z11: Tap the **STAR** icon for the **FAVORITES** menu.*

Favorites
0: Core Settle Daily Batch
1: Edit All Trans#
2: Void CR/DB Trans
3: Reprint CR/DB Rcpt
4: Rpts CR/DB Host

2. Use the **UP/DOWN ARROW KEYS** to navigate to **EDIT ALL TRANS#**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

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Tip Adjust (Cont.)

Edit Tip
Input Trans #:

3. Enter the transaction #, then press **OK**.

Edit All
SubTotal: 0.00
Server ID: 0
\$0.00

4. Enter the desired tip amount, then press **OK**.

Confirm Adj Tip
SubTotal: 0.00
Tip: 0.00
Total: 0.00
Yes No

5. Press **OK** to confirm tip amount, or press **CANCEL** and return to the previous screen.

Switch Between Profiles (For Multi-Merchant Accounts)

00/00/00	00:00
Credit/Debit/EBT	
Enter Merchant #	
Num 0 for List	

1. Press **0** to access merchant profile list.

Select Merchant
1: MERCHANT ONE
2: MERCHANT TWO

2. Use the **UP/DOWN ARROW KEYS** to select the merchant profile you would like to select, then press **OK**.

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Change Comms Type

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. From the main page press **OK**.

Core Menu
Settlement ->
Reports ->
Favorites ->
Utility ->
Retrieve Password

2. Use the **UP/DOWN ARROW KEYS** to navigate to **UTILITY**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Utility
Setting ->
Software Download ->
Communications ->
Favorites ->
Security ->

3. Use the **UP/DOWN ARROW KEYS** to navigate to **COMMUNICATIONS**, then press **OK**.

Communications
Print Details
Local Params ->
Remote Params ->

4. Use the **UP/DOWN ARROW KEYS** to navigate to **REMOTE PARAMS**, then press **OK**.

Remote Parameters
STEAM
Credit/Debit/EBT
Gift

5. Use the **UP/DOWN ARROW KEYS** to navigate to **WIFI**, then press **OK**.

Comm. Services
AuditLog
FDO
FTP_EdcTypeMgr
VAS

6. Use the **UP/DOWN ARROW KEYS** to navigate to **FDO**, then press **OK**.

Comm. Parameters
Priority ->
Modem ->
Ethernet ->

7. Press **OK** to choose **PRIORITY**.

Priority
Primary
Secondary
Tertiary

8. Press **OK** to choose **PRIMARY**.

Priority
Dial
Ethernet
*WiFi
ModemTcp

9. Use the **UP/DOWN ARROW KEYS** to navigate to your preferred communication type, then press **OK**.

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Setting Up WiFi Connection

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. From the main page press **OK**.

Core Menu
Settlement ->
Reports ->
Favorites ->
Utility ->
Retrieve Password

2. Use the **UP/DOWN ARROW KEYS** to navigate to **UTILITY**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Utility
Settings ->
Software Download ->
Communications ->
Favorites ->
Security ->

3. Use the **UP/DOWN ARROW KEYS** to navigate to **COMMUNICATIONS**, then press **OK**.

Communications
Print Details
Local Params ->
Remote Params ->

4. Use the **UP/DOWN ARROW KEYS** to navigate to **LOCAL PARAMS**, then press **OK**.

Local Params
Modem ->
Ethernet ->
WiFi ->

5. Use the **UP/DOWN ARROW KEYS** to navigate to **WIFI**, then press **OK**.

WiFi
Scan Network
Enable/Disable WiFi

6. Press **OK** to **SCAN NETWORK**.

WiFi APs Found
YourWiFiNetwork
5/5 WPA2

7. Screen will display available networks. Use the **UP/DOWN ARROW KEYS** to navigate to your desired network, then press **OK**.

YourWiFiNetwork
Connect
Configure
Delete

8. Use the **UP/DOWN ARROW KEYS** to navigate to **CONFIGURE**, then press **OK**.

YourWiFiNetwork
Set Password
Set DHCP Mode

9. Press **OK** to **SET PASSWORD**.

Network Key

10. Using T9 text input, key in the network password, then press **OK**.

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Disable 3G/GPRS Connection (Dejavoo Z9 Only)

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. From the main page press **OK**.

Core Menu
Settlement ->
Reports ->
Favorites ->
Utility ->
Retrieve Password

2. Use the **UP/DOWN ARROW KEYS** to navigate to **UTILITY**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Utility
Setting ->
Software Download ->
Communications ->
Favorites ->
Security ->

3. Use the **UP/DOWN ARROW KEYS** to navigate to **COMMUNICATIONS**, then press **OK**.

Communications
Print Details
Local Params ->
Remote Params ->

4. Use the **UP/DOWN ARROW KEYS** to navigate to **LOCAL PARAMS**, then press **OK**.

Local Params
Modem ->
Ethernet ->
WiFi ->
3G/GPRS ->

5. Use the **UP/DOWN ARROW KEYS** to navigate to **3G/GPRS**, then press **OK**.

3G/GPRS
Settings ->
Status ->

6. Select Status

Status
Connection ->
Disconnect ->

7. Select Disconnect

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Set Date and Time

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. From the main page press **OK**.

Core Menu
Settlement ->
Reports ->
Favorites ->
Utility ->

2. Use the **UP/DOWN ARROW KEYS** to navigate to **UTILITY**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Utility
Settings ->
Software Download ->
Communications ->

3. Press **OK** to choose **SETTINGS**.

Settings
Date and Time
Display
Keyboard

4. Press **OK** to choose **DATE AND TIME**.

Current Date:
12/31/19

5. Using the number pad, set the current date, using the format of MM/DD/YY.

Local Time:
12:00:00

6. Using the number pad, set the local time, using military time format.

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Toggle Key Beep

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. From the main page press **OK**.

Core Menu
Settlement ->
Reports ->
Favorites ->
Utility ->

2. Use the **UP/DOWN ARROW KEYS** to navigate to **UTILITY**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Utility
Settings ->
Software Download ->
Communications ->

3. Press **OK** to choose **SETTINGS**.

Settings
Date and Time
Display
Keyboard

4. Use the **UP/DOWN ARROW KEYS** to navigate to **KEYBOARD**, then press **OK**.

Warning!		
Keyboard beep?		
Yes	No	Cancel

5. To make your selection, press **F2** for **YES**, **F3** for **NO**, or **F4** for **CANCEL**.

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Reset Favorites

00/00/00	00:00
Credit	SALE
Enter Server ID	

1. From the main page press **OK**.

Core Menu
Settlement ->
Reports ->
Favorites ->
Utility ->

2. Use the **UP/DOWN ARROW KEYS** to navigate to **UTILITY**, then press **OK**.

IF PROMPTED, ENTER MANAGER'S PASSWORD (DEFAULT: 1234).

Utility
Settings ->
Software Download ->
Communications ->
Favorites ->

3. Use the **UP/DOWN ARROW KEYS** to navigate to **FAVORITES**, then press **OK**.

Favorites
List
Delete
Add All Apps
Print
Reset

4. Use the **UP/DOWN ARROW KEYS** to navigate to **RESET**, then press **OK**.

Favorites	
Reset to default?	
Yes	No

5. To make your selection, press **F2** for **YES**, **F4** for **NO**.

Add To Favorites

Settings
Date and Time
Display
Keyboard
Printer

1. Highlight desired function, then press **POWER/*** key.

Favorites Menu	
Do you want to add a favorite to this item?	
Yes	No

2. To make your selection, press **F2** for **YES**, **F4** for **NO**.

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Gift Card Redeem

00/00/00	00:00
Gift	Redeem
Enter Amount	

1. Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK** to redeem a gift card.

Enter the amount to be redeemed, then press **OK**.

ENTER SERVER ID

2. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

Tip Amount
Enter Amount
\$0.00

3. Key in tip amount, then press **OK**.

RESTAURANT ONLY.

Swipe or Enter Card # Redeem: \$0.00
--

4. Swipe or manually enter the gift card number, then press **OK**.

CUSTOMER RECEIPT	
Print Customer Copy?	
Yes	No

5. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Gift Card Balance Inquiry

00/00/00	00:00				
Gift	Bal Inq				
Enter Amount					
F1	F2	F3	F4	↑	↓

1. Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **BAL INQ** function, then press **OK**.

PRESS F2 TO START.

ENTER SERVER ID

2. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

Swipe or Enter Card # Bal Inq: \$0.00

3. Swipe or manually enter the gift card number, then press **OK**. Balance will print, then return terminal to the home screen.

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Gift Card Activate

00/00/00	00:00
Gift	Activate
Enter Amount	

1. Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **ACTIVATE** function, then press **OK**.

Enter the amount to be activated, then press **OK**.

Swipe or Enter Card # Activate: \$0.00
--

3. Swipe or manually enter the gift card number, then press **OK**.

ENTER SERVER ID

2. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

CUSTOMER RECEIPT	
Print Customer Copy?	
Yes	No

4. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Gift Card Deactivate

00/00/00	00:00			
Gift	Deactivate			
Press F2 to Start				
F1	F2	F3	F4	↑ ↓

1. Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **DEACTIVATE** function, then press **OK**.

PRESS F2 TO START.

Swipe or Enter Card # Deactivate: \$0.00
--

3. Swipe or manually enter the gift card number, then press **OK**.

ENTER SERVER ID

2. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

DEACTIVATE	
With Refund?	
Yes	No

4. Press **OK** to refund the customer the remaining balance, or press **F4** to skip this step.

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Gift Card Deactivate (Cont.)

CUSTOMER RECEIPT	
Print Customer Copy?	
Yes	No

- Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Issue Store Credit

00/00/00	00:00				
Gift	StoreCR				
Enter Amount					
F1	F2	F3	F4	↑	↓

- Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **STORE CR** function, then press **OK**.

Enter the amount to be credited, then press **OK**.

ENTER SERVER ID

- Key in Server ID, then press **OK**.

RESTAURANT ONLY.

Swipe or Enter Card # Store Cr: \$0.00
--

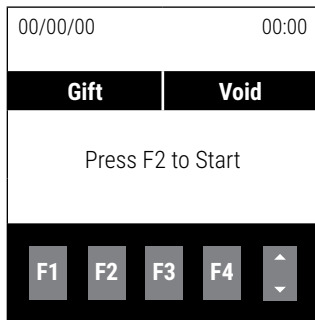
- Swipe or manually enter the gift card number, then press **OK**.

CUSTOMER RECEIPT	
Print Customer Copy?	
Yes	No

- Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

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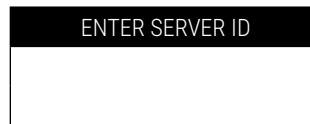
Void Gift Card Sale



1. Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

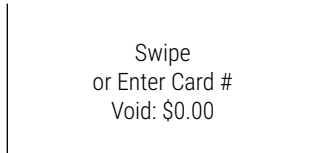
Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **VOID** function, then press **OK**.

PRESS F2 TO START.

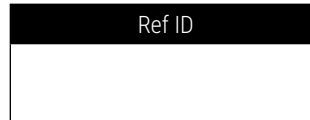


2. Key in Server ID, then press **OK**.

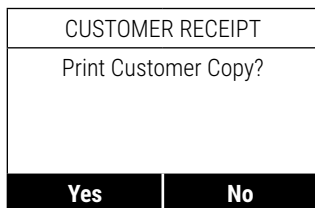
RESTAURANT ONLY.



3. Swipe or manually enter the gift card number, then press **OK**.

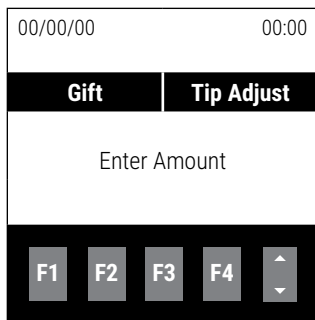


4. Enter the **REFERENCE ID (PNREF)** from the receipt, then press **OK**.



5. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

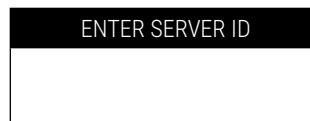
Gift Card Tip Adjustment



1. Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **TIP ADJUST** function, then press **OK**.

Enter the tip amount to be added, then press **OK**.



2. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

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Gift Card Tip Adjustment (Cont.)

Swipe
or Enter Card #
Tip Adjust: \$0.00

- Swipe or manually enter the gift card number, then press **OK**.

Ref ID

- Enter the **REFERENCE ID (PNREF)** from the receipt, then press **OK**.

CUSTOMER RECEIPT
Print Customer Copy?

- Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Yes

No

Add Gift Card Funds

00/00/00 00:00

Gift

Add

Enter Amount

F1

F2

F3

F4



- Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **ADD** function, then press **OK**.

Enter the amount to be added, then press **OK**.

ENTER SERVER ID

- Key in Server ID, then press **OK**.

RESTAURANT ONLY.

Swipe
or Enter Card #
Add: \$0.00

- Swipe or manually enter the gift card number, then press **OK**.

CUSTOMER RECEIPT
Print Customer Copy?

- Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Yes

No

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Reissue Gift Card

00/00/00 00:00

Gift Reissue

Enter Amount

F1 F2 F3 F4

1. Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **ADD** function, then press **OK**.

Enter the amount to be added, then press **OK**.

ENTER SERVER ID

2. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

Swipe
or Enter Card #
Reissue: \$0.00

3. Swipe or manually enter the old gift card number, then press **OK**.

Enter New Card #
Swipe or Enter Card #

4. Swipe or manually enter the new gift card number, then press **OK**.

CUSTOMER RECEIPT
Print Customer Copy?

Yes No

5. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.

Gift Card Balance Transfer

00/00/00 00:00

Gift Bal Xfer

Enter Amount

F1 F2 F3 F4

1. Use the **UP/DOWN ARROW KEYS** to select **GIFT**, then press **OK**.

Press **BACK** then use the **UP/DOWN ARROW KEYS** to select **BAL XFER** function, then press **OK**.

Enter the amount to be transferred, then press **OK**.

ENTER SERVER ID

2. Key in Server ID, then press **OK**.

RESTAURANT ONLY.

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Gift Card Balance Transfer (Cont.)

Swipe
or Enter Card #
Bal Xfer: \$0.00

3. Swipe or manually enter the old gift card number, then press **OK**.

Enter New Card #
Swipe or Enter Card #

4. Swipe or manually enter the new gift card number, then press **OK**.

CUSTOMER RECEIPT	
Print Customer Copy?	
Yes	No

5. Transaction will process. Receipt prompt will appear on screen. Press **OK** for a customer copy. Press **CANCEL** to return to the home screen.