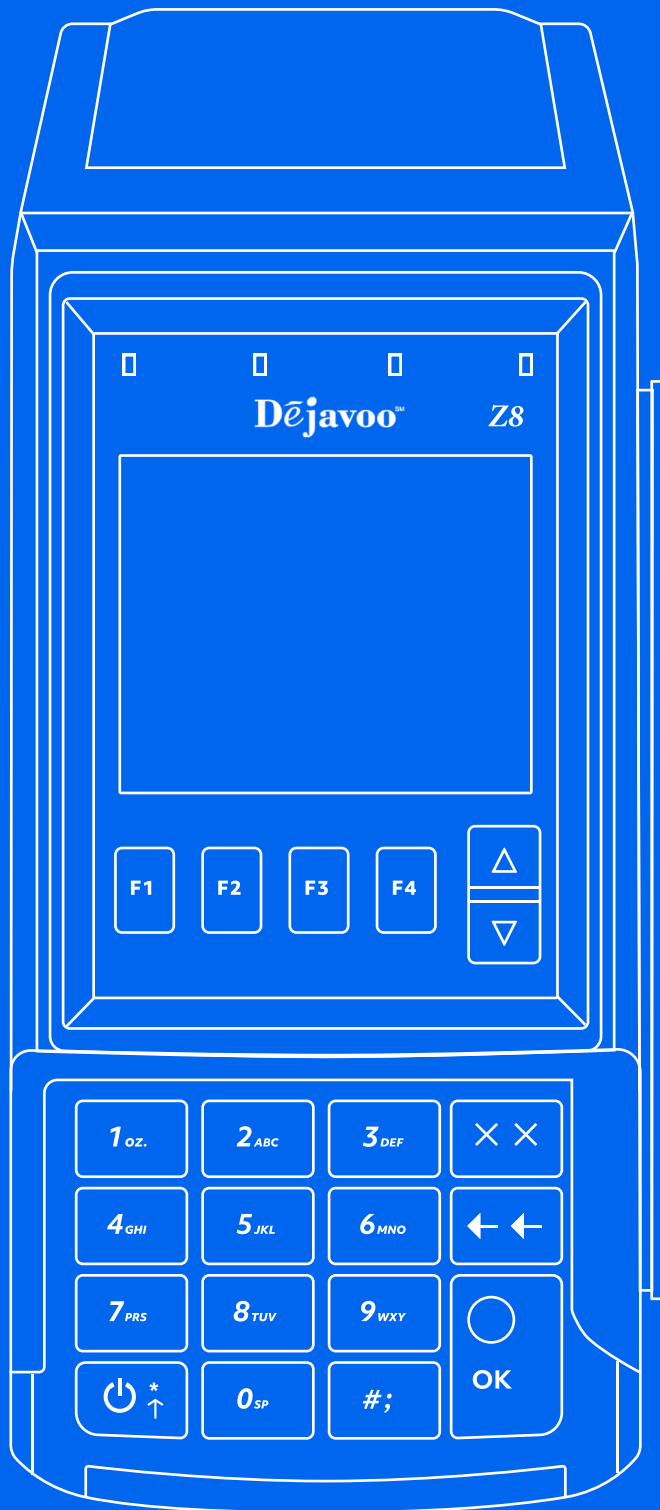


USER MANUAL

Dejavoo Z8



Please Note:

Steps that begin with "If prompted" indicate steps that may or may not be necessary depending on which version of software is being used in your card processing terminal.

TIP ADJUST

Screen	Action
	F1 Press F1 to access the services menu
	Use the arrows to highlight "Favorites" then press OK
	Use the arrows to highlight "Transaction #" then press OK
	Input Transaction # then press OK
	Input tip amount, then press OK
	Confirm the total amount by pressing F2/OK (Yes) or F4/Cancel (No)

REPRINT

Screen	Action
	F1 Press F1 to access the services menu
	Use the arrows to highlight "Favorites" then press OK
	Use the arrows to highlight "Reprint Receipt" then press OK
	If prompted, input manager password (default is 1234) then press OK
	Use the arrows to highlight "By Transaction #" then press OK
	Input Transaction # then press OK
	Use the arrows to highlight "Merchant Copy" or "Customer Copy" then press OK

SALE (DEBIT)

Screen	Action
	Use the Down Arrow to highlight "Debit" on the terminal screen.
	Input the sale amount then press OK
	If prompted, use the Down Arrow to highlight "Credit" and then press OK
	Tap, insert, or key-in card number, then press OK
	If prompted, allow customer to input PIN then press OK
	Choose whether to print receipt with OK or Cancel

VOID

Screen	Action
	F1 Press F1 to access the services menu
	Use the arrows to highlight "Favorites" then press OK
	Use the arrows to highlight "Void Transaction" then press OK
	If prompted, input manager password (default is 1234) then press OK
	Use the arrows to highlight "By Transaction #" then press OK
	Input transaction number to be voided, then press OK
	If prompted, confirm the void procedure by pressing OK
	If prompted, confirm the void amount by pressing F2/OK (Yes) or F4/Cancel (No)
	If prompted, input manager password (default is 1234) then press OK

SALE (CREDIT)

Screen	Action
	Input the sale amount, then press OK
	If prompted, use the Down Arrow to highlight "Credit" and then press OK
	Tap, insert, or key-in card number, then press OK
	If prompted, press OK
	Choose whether to print receipt with OK or Cancel

SALE (MANUAL KEY-IN)

Screen	Action
	Input the sale amount and press OK
	If prompted, use the Down Arrow to highlight "Credit" and then press OK
	Input card number and press OK
	Enter card expiration date as MMY, and then press OK
	If prompted, confirm if card is present by pressing F2/OK (Yes) or F4/Cancel (No)
	If prompted, input the security code found on the back of the card or press OK to skip.

PARTIAL DOWNLOAD

Screen	Action
	Press F1 to access the services menu
	Use the arrows to highlight "Core Menu" and press OK
	Use the arrows to highlight "Utility" and press OK
	If prompted, input manager password (default is 1234) and press OK
	Use the arrows to highlight "Software Download" and press OK
	Use the arrows to highlight "Connect" and press OK
	Use the arrows to highlight either "Ethernet" or "WiFi" and press OK
	Use the arrows to highlight "Partial" and press OK
	Check or input the TPN# and press OK
	Confirm whether to confirm the update by pressing F2/OK (Yes) or F4/Cancel (No)

	If prompted, select the reason for skip using the arrows , then press OK
	Enter ZIP code or press OK to skip
	Enter street address or press OK to skip
	Choose whether to print receipt with OK or Cancel

SETTLEMENT

Screen	Action
	Press F1 to access the services menu
	Use the arrows to highlight "Favorites" and press OK
	Use the arrows to highlight "Settle Daily Batch" and press OK
	If prompted, input manager password (default is 1234) and press OK
	To batch with untipped transactions, press F2/OK (Yes). Otherwise, press F4/Cancel (No).

IMPORTANT INFO

1. The default password should be set to **1234**.
2. If using an internet connection, please ensure that your Ethernet cable is properly plugged in to the LAN port at the back of the terminal.
3. You must batch out (close the batch/settle the batch) in order to get funding from card transactions processed by your terminal. This should be done daily to ensure timely receipt of funds. In cases of extended delays to the batch process, loss funds may occur.

4. Wi-Fi Connection:

Step 1: F1 → Core Menu → Utility "1234" → Communications → Local Parm. → WiFi → Settings → Choose the WiFi network → Input the password (Press number key several times for uppercase/lowercase letter and press 0 for symbols) → Connect

Step 2: F1 → Core Menu → Utility "1234" → Communications → Remote Parm. → Credit/Debit/EBT → TSYS/FDO → Priority → Primary → WiFi



F1

Function menu

Use the function menu to access other advanced functions in your terminal such as tip adjustments, refunds, detailed reports, and more.

REFUND

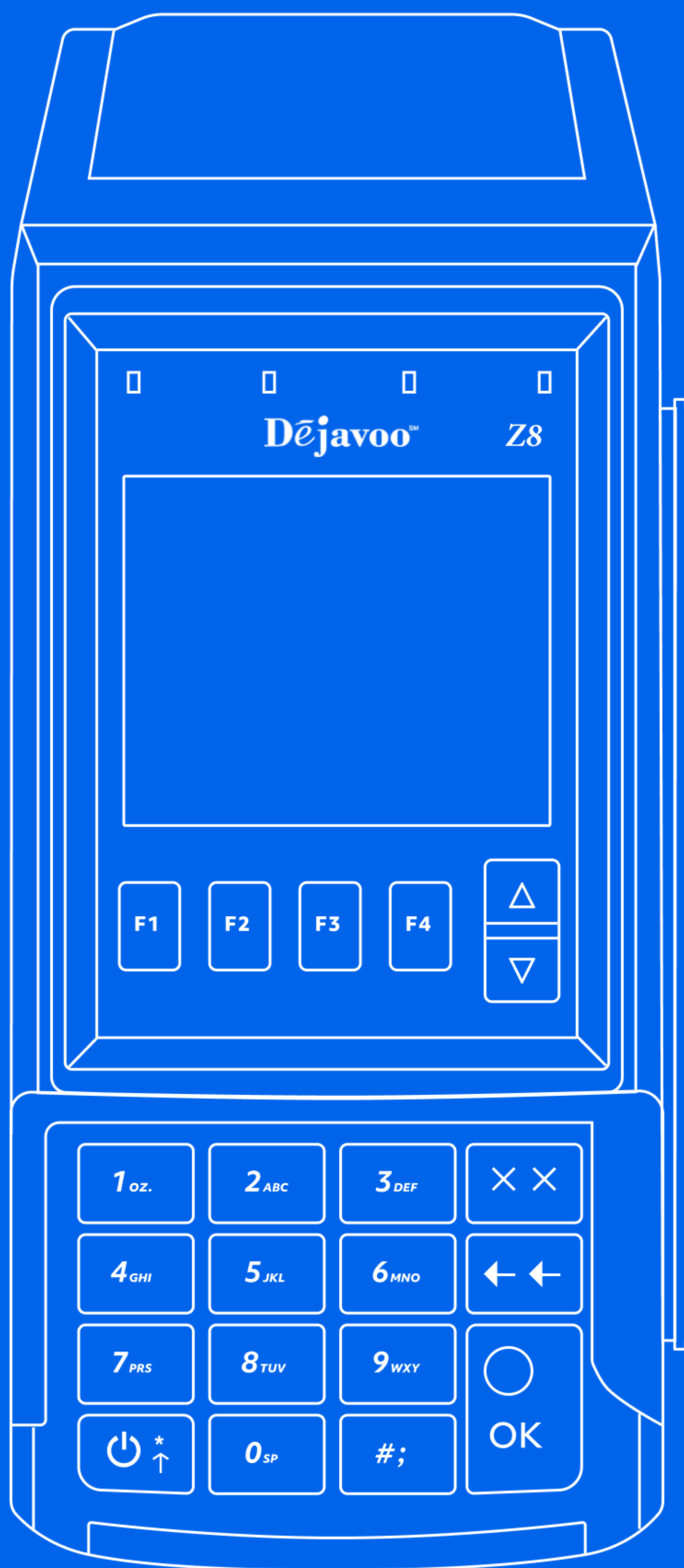
Screen	Action
	Press the Clear button to summon the return menu
	Input the return amount and press OK
	Confirm the sale amount by pressing F2/OK (Yes) or F4/Cancel (No)
	If prompted, input manager password (default is 1234) and press OK
	Tap, insert, or key-in card number, then press OK
	Choose whether to print customer copy with OK or Cancel

DETAILED REPORT

Screen	Action
	Press F1 to access the services menu.
	Use the arrows to highlight "Favorites" then press OK
	Use the arrows to highlight "Report" then press OK
	If prompted, input manager password (default is 1234) and press OK
	Use the arrows to highlight "Detailed Report" then press OK
	Use the arrows to highlight "Print Detailed" then press OK

信用卡刷卡机用户手册

Dejavoo Z8



请注意：若后台有机器设置改动，将需要执行一个下载才能使其生效。请参见本页之后的“部分下载”步骤完成操作。强烈建议开始下载前，为机器结账。

调整小费

屏幕显示	操作
	F1 按“F1”键，进入服务菜单
	按“▲,▼”键，选中“Favorites”，并按 OK
	按“▲,▼”键，选中“Transaction #”，并按 OK
	输入小票号，并按 OK
	输入小费金额，并按 OK
	确认金额，按 F2/OK (确定) 或 F4/Cancel (取消)

重新打印小票

屏幕显示	操作
	F1 按“F1”键，进入服务菜单
	按“▲,▼”键，选中“Favorites”，并按 OK
	按“▲,▼”键，选中“Reprint Receipt”并按 OK
	若显示此界面，请输入密码 (默认为1234) 并按 OK
	按“▲,▼”键，选中“By Transaction #”，并按 OK
	输入小票号，并按 OK
	按“▲,▼”键，选择想要重新打印的小票类型，并按 OK 1.商家小票 2.顾客小票

借记卡

屏幕显示	操作
	按“▼”键使屏幕显示“Debit”
	输入金额，并按 OK
	若显示此界面，按“▼”键选中“Credit”，并按 OK
	插卡或将卡片轻触屏幕上方 (仅限非接触式卡)
	若显示此界面，请输入密码，并按 OK
	打印顾客小票按 OK ，取消按 Cancel

取消交易

屏幕显示	操作
	F1 按“F1”键，进入服务菜单
	按“▲,▼”键，选中“Favorites”，并按 OK
	按“▲,▼”键，选中“Void Transaction #”，并按 OK
	若显示此界面，请输入密码 (默认为1234) 并按 OK
	按“▲,▼”键，选中“By Transaction #”，并按 OK
	输入小票号，并按 OK
	确认无误后，按 OK
	确认金额，按 F2/OK (确定) 或 F4/Cancel (取消)
	若显示此界面，请输入密码 (默认为1234) 并按 OK

信用卡交易

屏幕显示	操作
	输入金额，并按 OK
	若显示此界面，按“▲,▼”键，选中“Credit”，并按 OK
	插卡或将卡片轻触屏幕上方 (仅限非接触式卡)
	若显示此界面，请按 OK
	打印顾客小票按 OK ， 取消按 Cancel

手动输入卡号交易

屏幕显示	操作
	输入金额，并按 OK
	若显示此界面，按“▲,▼”键，选中“Credit”，按 OK
	输入卡号
	用 MM(月份) YY(年) 格式 输入卡片过期日，并按 OK
	若显示此界面，确认顾客是否提供 卡片本体，按 F2/OK (确定) 或 F4/Cancel (取消)
	若显示此界面，输入 卡后3-4位安全码， 并按 OK 或直接按 OK 跳过

部分下载

屏幕显示	操作
	按“ F1 ”键，进入服务菜单
	按“▲,▼”键，选中 “Core Menu”，并按 OK
	按“▲,▼”键，选中 “Utility” 并按 OK
	若显示此界面，请输入密码 (默认为1234) 并按 OK
	按“▲,▼”键，选中 “Software Download”， 并按 OK
	按“▲,▼”键，选中 “Connect”，并按 OK
	按“▲,▼”键，选中 “Ethernet” 或 “WiFi”， 并按 OK
	按“▲,▼”键，选中 “Partial”，并按 OK
	确认或输入TPN#， 并按 OK
	确认更新，按 F2/OK (确定) 或 F4/Cancel (取消)

	若显示此界面，按“▲,▼”键， 选择跳过原因，并按 OK 1.跳过 2.无法读取 3.信息不存在
	输入邮政编码，并按 OK 或直接按 OK 跳过
	输入地址，并按 OK 或直接按 OK 跳过
	打印顾客小票按 OK ， 取消按 Cancel

结账

屏幕显示	操作
	按“ F1 ”键，进入服务菜单
	按“▲,▼”键，选中 “Favorites”，并按 OK
	按“▲,▼”键，选中 “Settle Daily Batch”， 并按 OK
	若显示此界面，请输入密码 (默认为1234) 并按 OK
	若显示此界面，请确定是否 要结账 (有未加小费的交易) 按 F2/ OK (确定)或 F4/Cancel (取消)

重要信息

- 1 机器默认密码为“1234”。
- 2 请结账以确保所有刷卡交易及时进入银行账户，结账操作建议一天一次。
- 3 如果使用网络连接，请确保网线正确插入终端背面的LAN端口。
- 4 Wi-Fi 连接操作步骤：

步骤1:

F1 > Core Menu > Utility > “1234” > Communications > Local Parm. > WiFi > Settings > 选择WiFi > 输入密码 (连接数字键可输入对应的大小写字母，连接数字0以输入特殊符号) > Connect

步骤2:

F1 > Core Menu > Utility > “1234” > Communications > Remote Parm. > Credit/Debit/EBT > TSYS/FDO > Priority > Primary > WiFi



F1

Function Menu

F1 功能菜单，使用功能菜单操作更多刷卡机功能，比如修改小费，退款，详细报告等。

退款

屏幕显示

操作



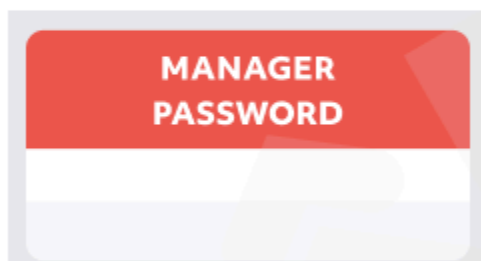
按黄色“←”键，使屏幕显示“Return”



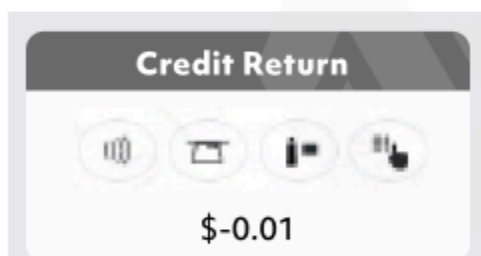
输入金额，并按 OK



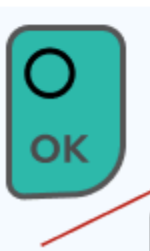
确认金额，按 F2/OK (确定) 或 F4/Cancel (取消)



若显示此界面，请输入密码 (默认为1234) 并按 OK



插卡或将卡片轻触屏幕上方 (仅限非接触式卡)

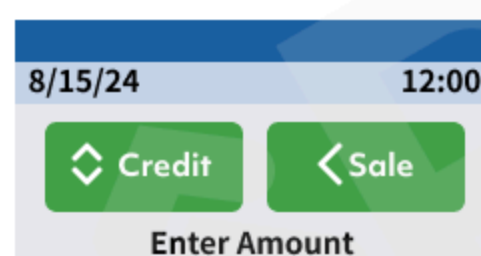


打印顾客小票按 OK, 取消按 Cancel

详细报告

屏幕显示

操作

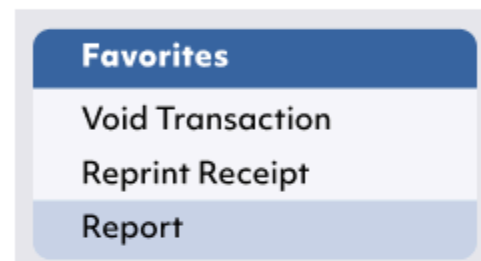


F1

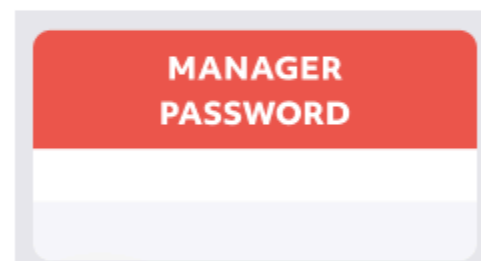
按“F1”键，进入服务菜单



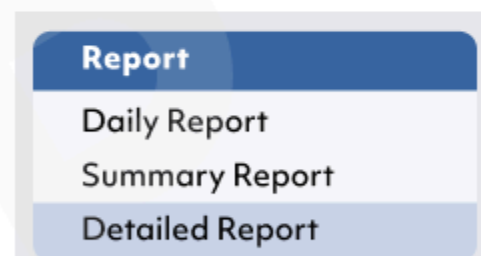
按“▲,▼”键，选中“Favorites”，按 OK



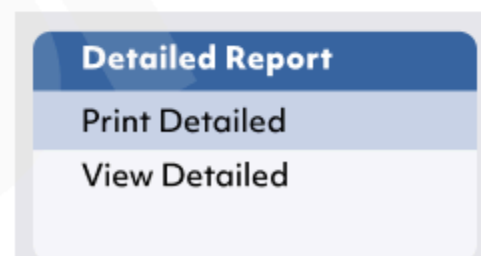
按“▲,▼”键，选中“Report”，按 OK



若显示此界面，请输入密码 (默认为1234) 按 OK



按“▲,▼”键，选中“Detailed Report”，按 OK



按“▲,▼”键，选中“Print Detailed”，按 OK