

Quick Reference Guide – Dejavoo Z8 (Aura Icons)

Chip/Tap/ Credit Card Sale

1. By default, the terminal will want to process a credit sale. Enter the sale amount and press the green “OK” button.
2. Tap (contactless only) or insert chip card.
3. Terminal might prompt you to confirm the sale amount by pressing the “F2” button for Yes or the “F4” button for no.
4. Wait for the terminal to process the transaction. The terminal will print out a sales receipt with details of the transaction.


Manually Entered Credit Card Sale

You may use this feature to process cards when the Customer is not present.

1. Input the sale amount and press the “OK” green button.
2. Instead of Tapping or inserting chip card, start to manually input the customer's card number.
3. Follow prompts (expiration date, zip code, etc..).
4. Wait for the terminal to process the transaction. The terminal will print out a sales receipt with details of the transaction.

Debit Card Sale

*Please note. Merchants should only use this process if they are set up to accept PIN Debit transactions. If not, please run all debit card sales as credit card sales.

1. Use the  arrow key to select “Debit” and press the green “OK” button.
2. Press “OK” button to select “Sale”
3. Input the sale amount and press the “OK” button.
4. Terminal might prompt you to confirm the sale amount by pressing the “F2” button for Yes or the “F4” button for no.
5. Cardholder inputs their PIN on terminal PIN Pad or external PIN Pad and presses the “OK” button.
6. Wait for the terminal to process the transaction. The terminal will print out a sales receipt with details of the transaction.

Credit Card Return

You may issue a refund after a transaction has already been settled and the funds were taken out of the customer's account.







1. From the terminal home screen, press the yellow key on the terminal until "Return" appears.
2. Input the return amount and press the "OK" button.
3. Confirm the return amount by pressing "F2" for Yes or "F4" for No.
4. The terminal might ask you for the manager password which by default is "1234"
5. Tap, insert, swipe, or manually enter card number.
6. Wait for the terminal to process the transaction. The terminal will print out a sales receipt with details of the transaction.

Void Credit Transaction (card present)







Use this process to cancel a transaction that has not yet been settled.

1. From the terminal home screen press the yellow button on the terminal until "Void" appears
2. Input the void amount and press on the "OK" button.
3. Confirm void amount by selecting "F2" for Yes and "F4" to cancel.
4. The terminal might ask you for the manager password which by default is "1234".
5. Tap, insert, swipe, or manually enter card number.
6. Confirm void amount by selecting "F2" for Yes and "F4" for No.
7. The terminal will print out a receipt with details regarding the void.







Void Credit Transaction (Card not present)

1. From the terminal home screen, press "F1" to access the service menu.
2. Use the   arrow keys to highlight "Favorites" and press the "OK" button.
3. Use the   arrow keys to highlight "Void CR/DB/ Trans" and press the "OK" button.
4. Use the   arrow keys to select "By Transaction #" and press the "Ok" button.
5. Input the transaction # and press the "OK" button.
6. The terminal might ask to confirm void amount by pressing "F2" for Yes or "F4" for No.
7. The terminal might ask for the manager password (1234).
8. The terminal will print out a receipt with details regarding the void.





Reprint Receipt

1. From the terminal home screen, press "F1" to access the service menu.
2. Use the   arrow keys to highlight "Favorites" and press the "OK" button.
3. Use the   arrow keys to highlight "Reprint CR/DB Receipt" and press the "OK" button.
4. The terminal might ask for the manager password (1234).
5. Use the   arrow keys to highlight desired option (Last, by transaction # or by card number) and press the "OK" button.
6. Transaction receipt prints.

Settle Daily Batches

1. From the terminal home screen, press "F1" to access the service menu.
2. Use the   arrow keys to highlight "Core Menu" and press the "OK" button.
3. Use the   arrow keys to highlight "Settlement" and press the "OK" button.
4. Use the   arrow keys to highlight "Settle Daily Batch" and press the "OK" button.
5. The terminal might ask for the manager password (1234).
6. Terminal communicated with the host.
7. Settlement report prints.

Printing Reports

1. From the terminal home screen, press "F1" to access the service menu.
2. Use the   arrow keys to highlight "Reports" and press the "OK" button.
3. Use the   arrow keys to highlight desired report type (daily reports or summary report) and press the "OK" button.
4. The terminal might ask for the manager password (1234).
5. Report prints.