QUICK REFERENCE GUIDE // P Terminal Line

Dejavoo
an IPOS systems company

DvPayLite

These steps have been provided to assist you with your Dejavoo P Terminal. As well as the payment screen, the terminal's idle screen also displays the following icons:

⭐ Access to the FAVORITES menu   ☰ Access to other sales features   📞 CALL ME feature

TAP OR CHIP CREDIT SALE

1. Enter the **Sale Amount** and press **Ok**.
2. Review the amount and tap on **Proceed**.
3. Chose **Cash Payment** or **Card Payment** by tapping option. Pricing will be based on payment type.
4. Tap (contactless only), swipe or insert chip card.
5. Depending on TPN configuration, you will have the option to send customer copy as SMS, email, paper print or no receipt at all.
6. The transaction is processed. Sales receipt will print with details of the transaction. Customer copy receipt options will be prompted.

DEBIT SALE

1. Enter the **Sale Amount** and press **Ok**.
2. Review the amount and tap on **Proceed**.
3. Tap on **Cash Payment** or **Card Payment**. Pricing will be based on payment type.
4. Tap on **Debit** icon and then tap (contactless only), insert or swipe card.
5. Customer enters PIN on encrypted terminal or on encrypted PIN Pad and press **Enter**.
6. The transaction is processed. Sales receipt will print with details of the transaction and customer copy receipt options will be prompted.

MANUALLY ENTERED SALE (CARD ONLY)

1. Enter the **Sale Amount** and press **Ok**.
2. Review the amount and tap on **Proceed**.
3. Choose **Card Payment** by tapping the option on the screen. Pricing will be based on payment type.
4. Tap on **Enter Card** under other options.
5. Manually input **Card #** and press **Ok** as you move along the CVV prompts.
6. The transaction is processed. Sales receipt will print with details of the transaction. Customer copy receipt options will be prompted.

CREDIT CARD RETURN

1. Tap on the ☰ icon on your terminal home screen.
2. Tap on the **Refund** icon. Input **Password** (default password is last 4 digits of your TPN).
3. Input the **Return Amount** and press **Ok**.
4. Tap (contactless only) or insert chip card.
5. The transaction is processed. Return receipt will print with details of the transaction. Customer copy receipt options will be prompted.

VOID CREDIT TRANSACTION

1. Tap on the ☰ icon on your terminal home screen.
2. Tap on the **Void** icon.
3. Input the **Transaction Number** or last 4 digits of the card, choose transaction from the list and tap ⟩ Confirm prompt and tap **Yes**.
4. If prompted, input **Password** (default password is last 4 digits of your TPN).
5. Void will be completed and receipt options will be prompted. **Note:** Card doesn't need to be present to complete void successfully.

REPRINT RECEIPT

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Tap **Reprint Receipt**.
3. If prompted, input **Password** (default password is last 4 digits of your TPN).
4. Press ⟩ and enter transaction # or last 4 digits of card #, select transaction and tap.
5. Follow prompts and transaction receipt prints.

CALL ME FEATURE (MUST BE ENABLED)

1. From the terminal main screen tap the 🎧 icon.
2. Tap **Call Me**, under the Support Menu and choose reason. Enter your call back number.
3. The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.

EDIT TIPS BY TRANSACTION

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Tap **Adjust Tip**.
3. If prompted, input **Password** (default password is last 4 digits of your TPN).
4. Enter transaction #, scroll through transactions using ◀ ▶ or swipe through transactions.
5. Tap **Transaction #**.
6. Tap on ⟩ button and a prompt will appear asking if you want to submit tip adjust, tap **Yes**. A screen will appear confirming the success of the procedure.

SETTLE DAILY BATCH

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Tap **Show/Settle Daily Batch.**
3. If prompted, input **Password** (default password is last 4 digits of your TPN).
4. The terminal will fetch and display a summary report. Swipe left to view a detailed report.
5. Tap **Settle** button in the top right corner. A prompt may appear if there are untipped transactions. Answer **Yes** or **No** to continue to settle.
6. Settlement Report prints.

PRINTING REPORTS

1. From the idle prompt, tap the ★ icon to access the **Favorites** menu.
2. Tap **Reports**.
3. Choose **Open Batch** or **Closed Batch**.
4. Tap desired report type, select how you want the report to group your transactions. For summary report or daily report. Tap **Next**.
5. Swipe left to go from summary to details report and tap on 🖨
6. **Report** prints.

TERMINAL POWER OFF/REBOOT

1. Press the ⬭ button on the side of the terminal and hold until a menu appears on the screen, with the following options: **Power Off, Reboot**.
2. Select the option you desire by tapping on the screen.

WIRELESS ICONS

📶 Wi-Fi icon will blink when not connected. It will remain static when connected successfully.

🔋 Battery charge indicator.

⟨·⟩ To get an internet connection via ethernet, first plug the device into power and then use an ethernet cable to plug into the ethernet port.

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