

Non Touch Screen Z Line Models Z3 & Z8 - EMV Retail Quick Reference Guide
For **SPIn** Secure Payment Integration







**** Note: Terminal Will Default at “POS ONLINE” Until Transaction is Initiated By POS System ****

These steps have been provided as a guide for assistance.

CHIP CARD SALE	SWIPED OR MANUAL CARD SALE	DEBIT SALE
<ol style="list-style-type: none"> ❶ Terminal “wakes up” & changes from POS Online ❷ Insert Chip Card ❸ Press OK to confirm Sale Amount <ul style="list-style-type: none"> - Terminal communicates with the Host - Receipts Print 	<ol style="list-style-type: none"> ❶ Terminal “wakes up” & changes from POS Online ❷ Swipe OR Manually Enter Card # ❸ Press OK to confirm Sale Amount <ul style="list-style-type: none"> - If AVS prompts, input AVS information - Terminal communicates with the Host - Receipts Print 	<ol style="list-style-type: none"> ❶ Terminal “wakes up” & changes from POS Online ❷ Insert Chip Card ❸ When prompted press F2 for YES ❹ Input PIN # on PIN Pad and press OK ❺ Press OK to confirm Sale Amount <ul style="list-style-type: none"> - If AVS prompts, input AVS information - Terminal communicates with the Host - Receipts Print
VOID TRANSACTION	RETURN TRANSACTION	SETTLE THE OPEN BATCH
<ol style="list-style-type: none"> ❶ Terminal “wakes up” & changes from POS Online ❷ If prompted input Manager Password (1234 default) <ul style="list-style-type: none"> - Receipts Print 	<ol style="list-style-type: none"> ❶ Terminal “wakes up” & changes from POS Online ❷ If prompted input Manager Password (1234 default) ❸ Insert Chip Card ❹ Press OK to confirm Return Amount <ul style="list-style-type: none"> - When applicable input PIN and press OK - Terminal communicates with the Host - Receipts Print 	<ol style="list-style-type: none"> ❶ From the POS ONLINE Screen press F3 for Favorites ❷ Highlight SETTLE DAILY BATCH and press OK ❸ If prompted input Manager Password (1234 default) <ul style="list-style-type: none"> - Terminal communicates with the Host - Settle Report Prints

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SPIN BYPASS	BATTERY INDICATOR (FOR MOBILE UNITS)	WI-FI ICON INDICATOR (FOR WI-FI ENABLED UNITS)
<p>** Use these steps to process a stand alone transaction initiated from the payment device INSTEAD of the POS system. (Ie: POS is down)</p> <ol style="list-style-type: none"> ❶ From the POS ONLINE screen press F3 ❷ Highlight the Turn SPIn Bypass On option and press OK. ❸ Terminal Displays “Credit I Sale, Enter Amount” ❹ You are now ready to process a stand along transaction at the terminal. <p>-</p>	<p> Indicates Full Battery</p> <p> Battery low, needs charging</p> <p>When battery is charging the battery icon will animate indicating charging is taking place.</p>	<p> Wi-Fi Not Connected</p> <p> Wi-Fi Connected Successfully</p>
PRINTING REPORTS	REPRINT RECEIPT OPTION	CALL ME FEATURE (MUST BE ENABLED)
<ol style="list-style-type: none"> ❶ From the POS ONLINE screen press OK ❷ Highlight REPORTS and press OK ❸ Highlight Desired Report Type and press OK ❹ Input Password (1234 Default) and press OK <p>- ❶ Report Prints</p>	<ol style="list-style-type: none"> ❶ From the POS Online screen press F3 ❷ Highlight REPRINT CR/DB RCPT and press OK ❸ Input Password (1234 Default) and press OK ❹ Highlight desired option(s) and press OK <p>- ❶ Receipt Prints</p>	<ol style="list-style-type: none"> ❶ From the POS Online screen press F4 ❷ Select “CALL ME” and press OK ❸ The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.