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

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SPIn

** 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

❶ Terminal "wakes up" & changes from POS Online
❷ Insert Chip Card
❸ **Press OK** to confirm Sale Amount
   - Terminal communicates with the Host
   - Receipts Print
	❶ Terminal "wakes up" & changes from POS Online
	❷ **Swipe** OR **Manually Enter** Card #
	❸ **Press OK** to confirm Sale Amount
	   - If AVS prompts, input AVS information
	   - Terminal communicates with the Host
	   - Receipts Print
		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
		   - If AVS prompts, input AVS information
		   - Terminal communicates with the Host
		   - Receipts Print

VOID TRANSACTION	RETURN TRANSACTION	SETTLE THE OPEN BATCH

❶ Terminal "wakes up" & changes from POS Online
❷ If prompted input Manager Password (1234 default)
   - Receipts Print
	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
	   - When applicable input PIN and press OK
	   - Terminal communicates with the Host
	   - Receipts Print
		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)
		   - 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)
** Use these steps to process a stand alone transaction initiated from the payment device INSTEAD of the POS system. (Ie: POS is down)	Indicates Full Battery	Wi-Fi Not Connected
❶ From the **POS ONLINE** screen press **F3**	Battery low, needs charging	Wi-Fi Connected Successfully
❷ Highlight the **Turn SPIn Bypass On** option and press **OK**.		
❸ Terminal Displays "Credit I Sale, Enter Amount"	When battery is charging the battery icon will animate indicating charging is taking place.	
❹ You are now ready to process a stand along transaction at the terminal.		

PRINTING REPORTS	REPRINT RECEIPT OPTION	CALL ME FEATURE (MUST BE ENABLED)
❶ From the **POS ONLINE** screen press **OK**	❶ From the **POS Online** screen press **F3**	❶ From the **POS Online** screen press **F4**
❷ Highlight **REPORTS** and press **OK**	❷ Highlight **REPRINT CR/DB RCPT** and press **OK**	❷ Select "**CALL ME**" and press **OK**
❸ Highlight **Desired Report** Type and press **OK**	❸ **Input Password** (1234 Default) and press **OK**	❸ The terminal sends notification to the help desk and you will receive a call back from a representative with assistance.
❸ **Input Password** (1234 Default) and press **OK**	❹ **Highlight** desired **option(s)** and press **OK**	
❹ Report Prints	❺ Receipt Prints	