USA Non TouchScreen Models VS Line Z Line EMV Retail Quick Reference Guide (SPIn Secure Payment Integration)

These steps have been provided as a guide for assistance.

### SWIPED OR MANUAL CARD SALE
1. Input Sale Amount and press OK
2. Swipe OR Manually Enter Card #
3. Press OK to confirm Sale Amount
   - If AVS prompts, input AVS information
4. Terminal communicates with the Host
5. Receipts Print

### CHIP CARD SALE
1. Input Sale Amount and press OK
2. Insert Chip Card
   - When applicable select application
3. Press OK to confirm Sale Amount
   - When applicable select language preference
4. Press F2 to reconfirm sale.
   - When applicable input PIN and press OK
5. Terminal communicates with the Host
6. Receipts Print

### DEBIT SALE
1. Input Sale Amount and press OK
2. Insert Chip Card
3. Press OK to confirm Sale Amount
   - When applicable select language preference
4. Press F2 to reconfirm sale.
5. Press F2 to select Chequing Account or F4 to select Savings.
6. Input PIN and press OK
7. Terminal communicates with the Host
8. Receipts Print

### VOID TRANSACTION
1. From the ENTER AMOUNT screen press F3
2. Highlight VOID CR/DB TRANS and press OK
3. Input Password (1234 Default) and press OK
4. Highlight BY TRANSACTION # and press OK
5. Input Transaction # to be Voided and press OK
6. Press F3 to select transaction
7. Press F2 to reconfirm void.
8. Input Password (1234 Default) and press OK
9. Receipts Print

### RETURN TRANSACTION
1. Press Yellow Backspace Key until Display Reads RETURN enter Amount
2. Input RETURN Amount and press OK
3. Swipe, Manually Enter Card or Insert Chip Card
4. Input Password (1234 Default) and press OK
5. Press F2 to confirm return amount
   - When applicable select language preference
6. Receipts Print

### SETTLE THE OPEN BATCH
1. From the ENTER AMOUNT screen press F3
2. Highlight Core Settle Daily Batch and press OK
3. Input password if prompted
4. Terminal communicates with the Host
5. Reports Print

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USA
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EMV Retail Quick Reference Guide
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<table>
<thead>
<tr>
<th>REPRINT RECEIPT COPY</th>
<th>ON SCREEN HELP</th>
<th>MY FAVORITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the ENTER AMOUNT screen press F3</td>
<td>For immediate assistance with all the Terminal Functions, simply Press the Dot key on your terminal keypad</td>
<td>Adding Favorites</td>
</tr>
</tbody>
</table>
| 2. Highlight REPRINT CR/DB RCPT and press OK | The Help will appear on the Terminal Display to assist with explanations/next steps | 1. Highlight the menu item you wish to save to favorites.  
Press the \( \text{key} \) (located on the bottom left side of the keypad to the left of the zero key) |
| 3. Input Password (1234 Default) and press OK | 2. Press the \( F2 \) to select \( YES \) | 2. Highlight the \( F2 \) to select \( YES \) |
| 4. Highlight desired option(s) and press OK | 3. Highlight the menu placement to assign favorite to | 3. Highlight the menu placement to assign favorite to |

<table>
<thead>
<tr>
<th>PRINT DAILY REPORT</th>
<th>BYPASS SPIN MODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the ENTER AMOUNT screen press F3</td>
<td>1. From the ENTER AMOUNT screen press F3</td>
</tr>
<tr>
<td>2. Use the up/down arrows to highlight CORE DAILY REPORT and press OK</td>
<td>2. Highlight the Turn SPIN Bypass On option and press OK.</td>
</tr>
<tr>
<td>3. Input Password (1234 Default) and press OK</td>
<td>3. Terminal Displays &quot;Credit I Sale, Enter Amount&quot;</td>
</tr>
<tr>
<td>4. Report Prints STOP</td>
<td>4. You are now ready to process a stand along transaction at the terminal.</td>
</tr>
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<tr>
<th>PRINT SUMMARY REPORT</th>
<th>WIRELESS ICON INDICATORS (MOBILE UNITS ONLY)</th>
</tr>
</thead>
</table>
| 1. From the ENTER AMOUNT screen press F3 | ![Signal Strength Indicator](Image)  
(The More Bars, The Better Your Signal (GPRS)) |
| 2. Highlight CORE SUMMARY REPORT and press OK | ![Battery Strength Indicator](Image)  
Battery Strength Indicator |
| 3. Input Password (1234 Default) and press OK | ![SIM](Image)  
SIM Indicates Issue with SIM Card (GPRS) |
| 4. Report Prints STOP | |

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