

**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** |
| ❶ Terminal “wakes up” & changes from POS Online❷ Insert Chip Card❸ **Press OK** to confirm Sale Amount* Terminal communicates with the Host
* Receipts Print
 | ❶ Terminal “wakes up” & changes from POS Online❷ **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 Online❷ Insert Chip Card❸ 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 Online❷ If prompted input Manager Password (1234 default) * Receipts Print
 | ❶ Terminal “wakes up” & changes from POS Online❷ If prompted input Manager Password (1234 default) ❸ Insert Chip Card❹ **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
 |

## TERMINAL HELP DESK: - 877.358.6797 option 2 - support@dejavoosystems.com - [http://www.dejavoosystems.com/](http://www.dejavoocanada.com/)

## Macintosh HD:Users:Lori:Documents:Dejavoo Logo:dejavoo_s.jpg

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## Macintosh HD:Users:Lori:Desktop:Desktop Back Up Oct_2016:Photos:spin_logo copy.jpg

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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)**❶ From the **POS ONLINE** screen press **F3** ❷ Highlight the **Turn SPIn Bypass On** option and press **OK**.❸ Terminal Displays “Credit l Sale, Enter Amount” ❹ You are now ready to process a stand along transaction at the terminal. |   Indicates Full Battery Battery low, needs chargingWhen battery is charging the battery icon will animate indicating charging is taking place. |  Wi-Fi Not Connected Wi-Fi Connected Successfully  |
| **Printing Reports** | **Reprint Receipt Option** | **Call Me Feature (Must Be Enabled)** |
| ❶ From the **POS ONLINE** screen press **OK** ❷ Highlight **REPORTS** and press **OK**❸ Highlight **Desired Report** Type and press **OK**❸ **Input Password** (1234 Default) and press **OK** * ❹ Report Prints
 | 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*** ❺ Receipt Prints
 | 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. |

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