


USA


## Z1 Retail Quick Reference Guide





### CREDIT SALE

1. From the **CREDIT SALE ENTER AMOUNT** enter credit sale amount and press **OK**
2. **Insert, Tap, Swipe OR Manually Enter Card #**  
- If AVS prompts, input AVS information
3. Terminal communicates with the Host
4. Response Displays 



### DEBIT SALE

1. From the **CREDIT SALE ENTER AMOUNT** Press the **F3** Key
3. Press the **F3** Key to **highlight DEBIT** and press **OK**
4. Input the Debit Sale **Amount** and press **OK**
5. **Insert, Tap or Swipe** Card #
6. **Input PIN #** on PIN Pad and press **OK**
7. Response Displays 



### TICKET ONLY SALE

1. From the **CREDIT SALE ENTER AMOUNT**
  2. Press the  yellow arrow key
  3. Scroll using the **F3** Key to highlight **TICKET** and press **OK**
  4. Input the ticket **Amount** and press **OK**
  5. Input previously obtained **AUTH CODE** and press **OK**
  6. **Insert, Tap, Swipe OR Manually Enter Card #**
  7. Response Displays 
- \*\* If/when prompted for Password, default is 1234

### VOID TRANSACTION

1. From the **CREDIT SALE ENTER AMOUNT**
  2. Press the  yellow arrow key
  3. Scroll using the **F3** Key to highlight **VOID** and press **OK**
  4. Input the **Amount to be Voided** and press **OK**
  5. Press **F1** to confirm Void Amount
  6. **Insert, Tap, Swipe OR Manually Enter Card #**
  7. Response Displays 
- \*\* If/when prompted for Password, default is 1234

### RETURN TRANSACTION

1. From the **CREDIT SALE ENTER AMOUNT**
  2. Press the  yellow arrow key
  3. Scroll using the **F3** Key to highlight **RETURN** and press **OK**
  4. Input the **Amount to be RETURNED** and press **OK**
  5. Press **F1** to confirm Void Amount
  6. **Insert, Tap, Swipe OR Manually Enter Card #**
  7. Response Displays 
- \*\* If/when prompted for Password, default is 1234

### SETTLE THE OPEN BATCH

1. From the **CREDIT SALE ENTER AMOUNT** press the **OK** button three (3) times.
3. **Input Password** (1234 Default) and press **OK**
4. Terminal communicates with the Host
5. Response Displays 