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

FIRMUS

** 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	❶ Terminal "wakes up" & changes from POS Online	❶ Terminal "wakes up" & changes from POS Online
❷ Insert Chip Card	❷ Swipe OR Manually Enter Card #	❷ Insert Chip Card
❸ Press OK to confirm Sale Amount	❸ Press OK to confirm Sale Amount	❸ When prompted press F2 for YES
❹ Input TIP AMOUNT if prompted and press OK	❹ Input TIP AMOUNT if prompted and press OK	❹ Input PIN # on PIN Pad and press OK
- Terminal communicates with the Host	- If AVS prompts, input AVS information	❺ Press OK to confirm Sale Amount
- Receipts Print	- Terminal communicates with the Host	❻ Input TIP AMOUNT if prompted and press OK
	- Receipts Print	- Terminal communicates with the Host
		- Receipts Print

VOID TRANSACTION	RETURN TRANSACTION	SETTLE THE OPEN BATCH
❶ Terminal "wakes up" & changes from POS Online	❶ Terminal "wakes up" & changes from POS Online	❶ From the POS ONLINE Screen press F3 for Favorites
❷ If prompted input Manager Password (1234 default)	❷ If prompted input Manager Password (1234 default)	❷ Highlight SETTLE DAILY BATCH and press OK
- Receipts Print	❸ Insert Chip Card	❸ If prompted input Manager Password (1234 default)
	❹ Press OK to confirm Return Amount	- Terminal communicates with the Host
	- When applicable input PIN and press OK	- Settle Report Prints
	- Terminal communicates with the Host	
	- Receipts Print	

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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 I Sale, Enter Amount"** ❹ You are now ready to process a stand along transaction at the terminal. -	Indicates Full Battery Battery low, needs charging When battery is charging the battery icon will animate indicating charging is taking place.	Wi-Fi Not Connected Wi-Fi Connected Successfully
Printing Reports	Edit Tips From Terminal	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 Cr/Db Edit Tips and press OK ❸ Highlight Desired Edit Method and press OK - ❹ Add tip amount to desired transaction	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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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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** 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		
❷ Highlight the Turn SPIn Bypass On option and press OK.	Battery low, needs charging	Wi-Fi Connected Successfully
❸ **Terminal Displays "Credit I Sale, Enter Amount"**		
❹ You are now ready to process a stand along transaction at the terminal.	When battery is charging the battery icon will animate indicating charging is taking place.	

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	