Newland | Where payment happens, Where NEWLAND discovered.

SP630 POS Terminal

Quick Reference Guide

Accessories

Li-ion battery

Power adapter

UK AC plug
IEC Type G
(Optional)

EU AC plug
IEC Type C
(Optional)

US AC plug
IEC Type A
(Optional)

- Please check the items when you receive the product and if there is anything defective or missing, please contact your terminal provider.
- For any other AC Type Plug requirement, please contact your terminal provider.

Introduction

- This is a new multi-functional and configurable portable POS terminal - SP630. It has different optional configurations and accessories. Please select by yourself according to this document or supplier.

- Read this guide to understand and make the best use of your terminal. It presents you the necessary information about use, installation, maintenance, safety and security recommendations.

WARNING:
Use only the power supply included with the product to ensure best performance and safety. Maintenance should only be provided by Newland authorized technician. Failure to comply with these instructions will void the manufacturer's responsibility.

Overview of the Terminal

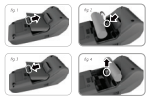
Installation

- **Recommendations**
  The terminal should keep away from very hot zones, protected from vibrations, dust, damp and electromagnetic radiation (computer screen, wireless intercom etc.)
- **Environment condition**

Operating temperature	14℉ to 122℉ (-10℃ ~ 50℃)
Storage and transportation temperature	-4℉ to 140℉ (-20℃ ~ 60℃)
Relative humidity	5% ~ 93% non-condensing at + 104 ℉ (40℃)
Battery charging conditions	32℉ to 104℉ (0℃ ~ 40℃)

Installing Battery

- **Tips:**
  1. Before installing the battery, make sure that the terminal is power off and the adapter power is disconnected.
  2. Always follow the installation diagram. Improper operation will damage the battery.
  3. Please charge before using for the first time. Such as long-term when not in use, remove the battery from the terminal and separated.
  4. A full discharged battery may need 3 hours charging time to recover.
  5. Do not charge the battery for a long time exceed 8h.



- **Installation steps**
  Step 1: Place the terminal face down and push the battery cover towards the direction of the arrow to open the battery cover upward. (fig.1)
  Step 2: Insert the battery plug into the socket, and put the battery into the battery compartment. (fig.2)
  Step 3: Replace the cover (fig.3) and turn the terminal face up.
- **Disassembly steps**
  Reverse the installation steps, note that when pulling out the battery plug, you must press the latch of the battery plug forcefully until it is pulled out (fig.4).
- **Charging the battery**
  1. Place the terminal on the charging base (if supplied) or use the adapter and USB line to connect the terminal and insert the adapter into the power outlet.
  2. The LED indicator between the LCD and the keyboard lights up red or the dynamic icon presents on the top right corner of the LCD screen indicates the terminal is in charging; When the LED indicator turns green or the static fully-charged icon is shown, then the battery is fully charged.

Warning
Only use the original Newland Battery and adapter to charge. The power adapter must be disconnected from the power outlet when it is not in use.
Please charge under the specified environmental conditions. If the temperature is too high or too low, the terminal will stop charging.

Installing Paper Roll

- **Step 1**: Open the printer lid by lifting the printer cover switch and pull the cover to the rear of the terminal. (fig.5)
- **Step 2**: Insert the paper roll in the compartment following the directions shown on the picture, and pull 5cm of paper until it protrudes from the top of the terminal. (fig.6)
- **Step 3**: Maintain the paper and close the lid until a 'click' sound is heard. (fig.7)
- **Step 4**: Remove the excess paper by tearing along the serrated edge. (fig.8)

Installing SAM/SIM/SD Card

- **Step 1**: Open the battery cover. If there is a battery, you can remove the battery first. (fig.9)
- **Step 2**: According to the SIM/SAM/SD card position of the engraved marks on the lower housing, load the required card. Be sure put the cut corner as indicated on the engraved marks. (fig.10)
- **Step 3**: Replace the battery and the cover, then turn the terminal face up.
- **Note**
  SIM/SAM/ SD card is optional according to product configuration, and the default config is no SD card.

Switching on/off the Terminal

- **Power on**: Press ⏻ on the keyboard for about 2 seconds, until a beep sound and the LCD backlight is on. The terminal is power on.
- **Power off**: Press and hold ⏻ on the keyboard for 2~3 seconds and there will be a "power off" prompted on the screen, then the terminal will be shut down.
- **Note**: If there is a crash, please press ⏻ for about 10 seconds or unplug the power supply and remove the battery to force shutdown.

Reading Card

Chip card
Insert the card horizontally with the chip facing upwards and leave in position throughout the transaction.

Magnetic stripe card
The card can be read either from bottom to top or from top to bottom with the stripe facing the terminal. Use a regular movement in order to ensure a reliable card reading.

Contactless card
Bring the card firmly up to the RFID active zone and keep the card close to the reader during the transaction. The 4 virtual LEDs on the top of the screen will indicate the status during the transaction.

External Connections

1. Connect PC and POS terminal (fig.11) for maintenance and download.
2. Connect the power adapter and POS terminal (fig.12) for charging.
3. If you need to connect other peripherals, please contact terminal providers.

Warning
Do not connect any peripheral equipment not authenticated by the Newland to avoid damage.

Safety

1. Please be sure to take to comply with the specifications in this document.
2. Do not use in proximity of potentially flammable gases or substances.
3. Do not disassemble the terminal, power adapter and battery.
4. Cut off the power immediately, when there is unusual smell, overheating or smoke.
5. There is a risk of explosion if the battery is incorrectly replaced or is placed in a fire. Life-ended batteries must be disposed of at the appropriated sites.
6. Do not use in a near water or humid environment to prevent liquid from entering the device.
7. Do not use the terminal in extremely cold and hot zones, such as near a fire.
8. Do not drop, throw or bend the device.
9. Use in clean environment to avoid entry of small objects into POS.
10. Do not use near hospital equipment without permission.
11. Do not use terminals with radio communication on and near the aircraft, or in any other place where radio communication is prohibited.

Security of Your Terminal

Your device fulfills current applicable PCI PTS security requirements. Upon receipt your terminal you should check for signs of tampering of the equipment. It is strongly advised that these checks are performed regularly after receipt (Be sure the circumstance is brightness or you may use a light tool as well).

1. Check the product name and the hardware version on the label to ensure the product is correct.
2. Check if there are bugs hidden in the Chip card slot before Chip card is inserted.
3. Check whether the magnetic card slot has the exception of adding magnetic head.
4. Check the appearance of the product to guarantee the device without being modified.
5. This is handheld device, not allowed to be fixed on the wall.
6. Before entering the PIN, the user should be aware of his/her surrounding and use the body, fingers or protection to block the peeper's sight.

Warning

- **FCC WARNING**
  Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
  This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:
  (1) This device may not cause harmful interference;
  (2) this device must accept any interference received, including interference that may cause undesired operation.

  Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
  —Reorient or relocate the receiving antenna.
  —Increase the separation between the equipment and receiver.
  —Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
  —Consult the dealer or an experienced radio/TV technician for help.

- **Specific Absorption Rate (SAR) information**
  SAR tests are conducted using standard operating positions accepted by the FCC with the device transmitting at its highest certified power level in all tested frequency bands; although the SAR is determined at the highest certified power level, the actual SAR level of the device while operating can be well below the maximum value. Before a new product is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the exposure limit established by the FCC, tests for each phone are performed in positions and locations as required by the FCC.
  For body worn operation, this device has been tested and meets the FCC RF exposure guidelines when use with an accessory designated for this product or when used with an accessory that Contains no metal. Non-compliance with the above restrictions may result in violation of RF exposure guidelines.

- **ISEDC WARNING**
  This device complies with Innovation, Science and Economic Development Canada licence-exempt RSS standard (s). Operation is subject to the following two conditions:
  (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device. Le présent appareil est conforme aux CNR d' Innovation, la science et le développement économique Canada licables aux arelis radio exempts de licence.
  L'exploitation est autorisée aux deux conditions suivantes:
  (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.
  Under Innovation, Science and Economic Development Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that, the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.
  Conformément à la réglementation d' Innovation, la science et le développement économique Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.
  Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
  Tous les changements ou modifications non expressément approuvés par le responsable de la conformité pourrait vider l'utilisateur est habilité à exploiter l'équipemen.

Troubleshooting

- **I. The terminal does not turn on**
  1. Check that the battery is correctly installed and whether the battery is full discharged. A full discharged battery need a long charging time to recover.
  2. Connect the battery properly and fully charge it with the adapter or charging base.
- **II. Battery using time is significantly reduced**
  1. Check if the battery is fully charged.
  2. Battery life expires, please replace the battery.
- **III. Can't read the magnetic care or the card swiping has a low success rate**
  1. Check that the magnetic card is swiped correctly (with magnetic band on terminal side).
  2. Check if there any bugs or dirt on the magnetic head. Please clean it.
- **IV. Chip cards are not read**
  1. Make sure you have inserted correctly the chip card into the chip card reader (with the chip facing upwards).
  2. Check if the card slot is blocked or if the card is in correct position.
- **V. Ticket cannot be printed or printed incompletely**
  1. Check the presence and proper positioning of the paper roll.
  2. Check the type of paper used is correct.
  3. Check if there is any shredded paper in the printer, clean it.

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