

Move5000

Quick Reference Guide



Keyboard details and functionality

- The functions key accesses the different application menus
- The red key cancels the procedure in progress
- The yellow key cancels the last character
- The green key validates input selections and information. It is also used to switch on the terminal.

The feed key will eject the thermal paper a few centimeters over the tear line if pressed for more than two seconds

The Move5000 device is equipped with a touch panel that allows you to capture functions and menus by using your finger or a stylus.






Move5000

Quick Reference Guide









(Terminal is touch-screen capable. All selections are made by touching the options on screen).







Sale (Retail Merchant)

- | | |
|---|---|
| 1. Press  . | 5. Input amount and press  . |
| 2. Once transaction is completed, ask customer to sign on the screen or press  . | 6. Terminal will prompt to print customer's copy. |
| 3. Select SALE at main menu. | 7. Insert/Swipe/Tap Card/Input Card#. |
| 4. Terminal will print out merchant's copy receipt. | 8. Press  to print out the customer's copy or press  to exit. |

Sale (Restaurant Merchant)

- | | |
|--|--|
| 1. Press  . | 6. Once transaction is completed, ask customer to sign on the screen or press  . |
| 2. Select SALE at main menu. | 7. Terminal will print out merchant's copy receipt. |
| 3. Input amount and press  . | 8. Terminal will prompt to print customer's copy. |
| 4. Input Tips or press  to pass. | 9. Press  to print out the customer's copy or press  to exit. |
| 5. Insert/Swipe/Tap Card/Input Card#. | |

Sale (Tips Entry)

- | | |
|---|---|
| 1. Press  . | 6. Once transaction is completed, ask customer to sign on the screen or press  . |
| 2. Select SALE at main menu. | 7. Terminal will print out merchant's copy receipt. |
| 3. Input amount and press  . | 8. Terminal will prompt to print customer's copy. |
| 4. Input Tips or press  to pass. | 9. Press  to print out the customer's copy or press  to exit. |
| 5. Insert/Swipe/Tap Card/Input Card#. | |

Tips Adjustment

- | | |
|--|--|
| 1. Press ⊙ . | 6. Input Tip Amount and press ⊙ . |
| 2. Select TIPS ADJUST at main menu. | 7. Press ⊙ to confirm amount. |
| 3. Input amount and press ⊙ . | 8. Once transaction is completed, terminal will print out the TIP Adjust Sale receipt. |
| 4. Select Search record method: TRACE#/PAN/INVOIC#/TRANSACTION AMOUNT. | 9. Terminal will prompt to print customer's copy. |
| 5. Press ⊙ to confirm selection. | 10. Press ⊙ to print out the customer's copy or press ✖ to exit. |

Void

- | | |
|--|--|
| 1. Press ⊙ . | 5. Press ⊙ to confirm amount. |
| 2. Select VOID at main menu. | 6. Once transaction is completed, terminal will print out the merchant's copy receipt. |
| 3. Input amount and press ⊙ . | 7. Terminal will prompt to print customer's copy. |
| 4. Input Invoice#, then press ⊙ . | 8. Press ⊙ to print out the customer's copy or press ⊙ to exit. |

Refund

(Refund function is only available for selected merchants)

- | | |
|---------------------------------------|--|
| 1. Press ⊙ . | 5. Once transaction is completed, ask customer to sign on the screen or press ⊙ . |
| 2. Select REFUND at main menu. | 6. Terminal will print out merchant's copy receipt. |
| 3. Input amount and press ⊙ . | 7. Terminal will prompt to print customer's copy. |
| 4. Insert/Swipe/Tap Card/Input Card#. | 8. Press ⊙ to print out the customer's copy or press ✖ to exit. |

Offline Sale

(Offline function is only available for selected merchants)

- | | |
|--|--|
| 1. Press ○ . | 7. Touch the screen to switch to # and Alphabet keyboard. |
| 2. Select OFFLINE at main menu. | 8. Press ○ . |
| 3. Input password and press ○ . | 9. Once transaction is completed, ask customer to sign on the screen or press ○ . |
| 4. Input amount and press ○ . | 10. Terminal will print out merchant's copy receipt. |
| 5. Insert/Swipe/Tap Card/Input Card#. | 11. Terminal will prompt to print customer's copy. |
| 6. Input the Auth code. | 12. Press ○ to print out the customer's copy or press ✗ to exit. |

Settlement

(Merchants are advised to choose 'Settle all hosts' for convenience)

- | | |
|---|---|
| 1. Press ○ . | 5. (SETTLE ALL HOSTS selected) – Terminal will print out the settlement receipt for all card types. |
| 2. Scroll and select SETTLEMENT . | 6. SETTLE BY HOST selected) – Select host type. |
| 3. Input password and press ○ . | 7. Terminal will only settle and print out the specific host settlement receipt. |
| 4. Select SETTLE ALL HOSTS or SETTLE BY HOST. | |

Pre-Auth

- | | |
|---|--|
| 1. Press ○ . | 6. Once transaction is completed, ask customer to sign on the screen or press ○ . |
| 2. Select PRE-AUTH at main menu. | 7. Terminal will print out merchant's copy receipt. |
| 3. Select PRE-AUTH . | 8. Terminal will prompt to print customer's copy. |
| 4. Input amount and press ○ . | 9. Press ○ to print out the customer's copy or press ✗ to exit. |
| 5. Insert/Swipe/Tap/Input Card#. | |

Pre-Auth Completion (For Visa®/Mastercard®/JCB)

- | | |
|---|--|
| 1. Press 0 . | 7. Input Invoice number and press 0 . |
| 2. Select PRE-AUTH at main menu. | 8. Insert/Swipe/Tap Card/Input Card#. |
| 3. Select PRE-AUTH COMP (VM/J/D/A). | 9. Once transaction is completed, ask customer to sign on the screen or press 0 . |
| 4. Input the Pre-Auth amount and press 0 . | 10. Terminal will print out merchant's copy receipt. |
| 5. Input the new amount and press 0 . | 11. Terminal will prompt to print customer's copy. |
| 6. Input the Auth code and press 0 . | 12. Press 0 to print out the customer's copy or press X to exit. |

Pre-Authcomp (For CUP)

- | | |
|---|--|
| 1. Press 0 . | 7. Input Invoice number and press 0 . |
| 2. Select PRE-AUTH at main menu. | 8. Insert/Swipe/Tap Card/Input Card#. |
| 3. Select PRE-AUTHCOMP CUP . | 9. Once transaction is completed, ask customer to sign on the screen or press 0 . |
| 4. Input the Pre-Auth amount and press 0 . | 10. Terminal will print out merchant's copy receipt. |
| 5. Input the new amount and press 0 . | 11. Terminal will prompt to print customer's copy. |
| 6. Input the Auth code and press 0 . | 12. Press 0 to print out the customer's copy or press X to exit. |

Void Pre-Auth

- | | |
|--|--|
| 1. Press ○ . | 7. Input Invoice number and press ○ . |
| 2. Select PRE-AUTH at main menu. | 8. Insert/Swipe/Tap Card/Input Card#. |
| 3. Select VOID PRE-AUTH . | 9. Once transaction is completed, ask customer to sign on the screen or press ○ . |
| 4. Input the Pre-Auth amount and press ○ . | 10. Terminal will print out merchant's copy receipt. |
| 5. Input Auth code and press ○ . | 11. Terminal will prompt to print customer's copy. |
| 6. Touch the screen to switch to # and Alphabet keyboard. Press ○ . | 12. Press ○ to print out the customer's copy or press ✗ to exit. |

Instalment (IPP)

- | | |
|--|--|
| 1. Press ○ . | 7. Insert/Swipe/Tap Card/Input Card#. |
| 2. Select INSTALMENT at main menu. | 8. Once transaction is completed, ask customer to sign on the screen or press ○ . |
| 3. Select INSTALMENT SALE . | 9. Terminal will print out merchant's copy receipt. |
| 4. Select the SCB PLANS/NON-SCB PLANS . | 10. Terminal will prompt to print customer's copy. |
| 5. Select the month plan. | 11. Press ○ to print out the customer's copy or press ✗ to exit. |
| 6. Input the amount and press ○ . | |

Reprint Last Transaction

- | | |
|---|---|
| 1. Press ○ . | 5. Terminal reprint last transaction receipt (merchant copy). |
| 2. Scroll and select MERCHANT . | 6. Terminal will prompt to print customer's copy. |
| 3. Select REPRINT . | 7. Press ○ to print out the customer's copy or press ✗ to exit. |
| 4. Select the LAST TRANSACTION . | |

Reprint Specific Transaction

- | | |
|--|---|
| 1. Press ⊙ . | 5. Input Invoice # and press ⊙ . |
| 2. Scroll and select MERCHANT . | 6. Terminal print selected transaction receipt. |
| 3. Select REPRINT . | 7. Terminal will prompt to print customer's copy. |
| 4. Select the ANY TRANSACTION . | 8. Press ⊙ to print out the customer's copy or press ✗ to exit. |

Reprint Last Settlement Receipt

- | | |
|--|---|
| 1. Press ⊙ . | 4. Select the LAST SETTLEMENT . |
| 2. Scroll and select MERCHANT . | 5. Terminal will print out the last settlement. |
| 3. Select REVIEW . | |

View Any Transaction (By Trace #)

- | | |
|---------------------------------------|---|
| 1. Press ⊙ . | 6. Select the TRACE NUMBER . |
| 2. Scroll and select REPRINT . | 7. Input Trace Number (TRC Number) and press ⊙ . |
| 3. Select REVIEW . | |

View Any Transaction (By Invoice #)

- | | |
|--|--|
| 1. Press ⊙ . | 4. Select the INVOICE NUMBER . |
| 2. Scroll and select MERCHANT . | 5. Input Invoice Number (INV No.) and press ⊙ . |
| 3. Select REVIEW . | |

View Any Transaction (By Amount)

- | | |
|--|---|
| 1. Press ⊙ . | 4. Select the TRANSACTION AMOUNT . |
| 2. Scroll and select MERCHANT . | 5. Input amount and press ⊙ . |
| 3. Select REVIEW . | |

View Any Transaction (By Card #)

- | | |
|--|--------------------------------------|
| 1. Press ⊙ . | 4. Select PAN . |
| 2. Scroll and select MERCHANT . | 5. Input card # and press ⊙ . |
| 3. Select REVIEW . | |

Print Out Detail Report

- | | |
|--|---|
| 1. Press ⊙ . | 4. Select DETAIL . |
| 2. Scroll and select MERCHANT . | 5. Select the host at Select Host menu. |
| 3. Select REPORT . | 6. Terminal will print out detail Report. |

Print Out Summary Report

- | | |
|--|--|
| 1. Press ⊙ . | 5. Select the ALL HOSTS or BY HOST at Select Report Option menu. |
| 2. Scroll and select MERCHANT . | 6. If select BY HOST , select the host at Select Host menu. |
| 3. Select REPORT . | 7. Terminal will print out summary report for all hosts or a specific host (depending on selection). |
| 4. Select the SUMMARY . | |

Print Out Batch Total

- | | |
|--|---|
| 1. Press ⊙ . | 4. Select HOST/GRAND TOTAL . |
| 2. Scroll and select MERCHANT . | 5. Press ⊙ to print out or press ✗ to exit. |
| 3. Select BATCH TOTAL . | |

Move5000

銷售終端機參考指南



鍵盤和功能

● 功能鍵啟動不同的應用程式菜單

● 紅色鍵取消正在進行的程序

● 黃色鍵取消最後一個字符

● 綠色鍵驗證輸入選擇和信息
也用於開啟終端機

● 按下發單鍵超過 2 秒鐘，
終端機上方會發出收銀紙

終端機具有觸控功能，可經觸控螢幕上的選項進行一切操作。

Move5000

銷售終端機參考指南



銷售 Sale

- | | |
|-----------------------------|--|
| 1. 按 ○ 鍵. | 6. 交易完成後，請客戶在螢幕上簽署或按 ○ 鍵 |
| 2. 在主目錄選擇銷售(SALE) | 7. 終端機將打印商戶的收據存根 |
| 3. 入金額，然後按 ○ 鍵. | 8. 終端機將隨即打印客戶存根 |
| 4. 入金額，然後按 ○ 鍵.(如適用) | 9. 按 ○ 鍵打印客戶存根，或按 ✕ 鍵返回主目錄 |
| 5. 請插卡/刷卡/拍卡/輸入卡號 | |

小費調整 Tips Adjustment

- | | |
|--|--------------------------------------|
| 1. 按 ○ 鍵. | 6. 請輸入小費金額，然後按 ○ 鍵 |
| 2. 在主目錄選擇小費調整 (TIPS ADJUST). | 7. 按 ○ 鍵確認金額 |
| 3. 請輸入密碼，然後按 ○ 鍵 | 8. 交易完成後，終端機將打印小費調整銷售收據 |
| 4. 選擇搜尋記錄的方法：賬單編號/主賬號/單據編號/交易金額 (TRACE#/PAN/INVOICE#/TRANSACTION AMOUNT) | 9. 終端機將隨即打印客戶存根 |
| 5. 按 ○ 鍵確認選擇. | 10. 按 ○ 鍵打印客戶存根，或按 ✕ 鍵 |

取消 Void

- | | |
|---------------------------|-------------------------------------|
| 1. 按 ○ 鍵. | 5. 按 ○ 鍵確認金額 |
| 2. 在主目錄選擇取消(VOID). | 6. 交易完成後，終端機將打印商戶的收據存根 |
| 3. 請輸入密碼，然後按 ○ 鍵 | 7. 終端機將隨即打印客戶存根 |
| 4. 請輸入單據編號，然後按 ○ 鍵 | 8. 按 ○ 鍵打印客戶存根，或按 ✖ 鍵 |

退款 Refund

- | | |
|-------------------------|-------------------------------------|
| 5. 按 ○ 鍵. | 5. 交易完成後，請客戶在螢幕上簽署或按 ○ 鍵 |
| 6. 在主目錄選擇退款(REFUND) | 6. 終端機將打印商戶的收據存根 |
| 7. 請輸入金額，然後按 ○ 鍵 | 7. 終端機將隨即打印客戶存根 |
| 8. 請插卡/刷卡/拍卡/輸入卡號 | 8. 按 ○ 鍵打印客戶存根，或按 ✖ 鍵 |

離線交易 Offline Sale

只適用於特定商戶

- | | |
|-------------------------|--------------------------------------|
| 1. 按 ○ 鍵. | 7. 觸控螢幕切換至數字及字母鍵盤 |
| 2. 在主目錄選擇離線(OFFLINE) | 8. 按 ○ 鍵 |
| 3. 請輸入密碼，然後按 ○ 鍵 | 9. 交易完成後，請客戶在螢幕上簽署或按 ○ 鍵 |
| 4. 請輸入金額，然後按 ○ 鍵 | 10. 終端機將打印商戶的收據存根 |
| 5. 請插卡/刷卡/拍卡/輸入卡號 | 11. 終端機將隨即打印客戶存根 |
| 6. 請輸入認證碼 | 12. 按 ○ 鍵打印客戶存根，或按 ✖ 鍵 |

交易結算 Settlement

1. 按 **○** 鍵。
2. 滑動選擇交易結算 (SETTLEMENT)
3. 請輸入密碼，然後按 **○** 鍵
4. 選擇結算所有主機 (SETTLE ALL HOSTS) 或按主機結算 (SETTLE BY HOST)
 - SETTLE ALL HOSTS – 終端機將打印所有卡類的結算
 - SETTLE BY HOST – 選擇主機類型
5. 終端機只會對所選取的主機進行結算並打印結算收據

預授權 Pre-Auth

6. 按 **○** 鍵
7. 在主目錄選擇預授權 (PRE-AUTH)
8. 選擇預授權 (PRE-AUTH)
9. 請輸入金額，然後按 **○** 鍵
10. 請插卡/刷卡/拍卡/輸入卡號
10. 交易完成後，請客戶在螢幕上簽署或按 **○** 鍵
11. 終端機將打印商戶的收據存根
12. 終端機將隨即打印客戶存根
13. 按 **○** 鍵打印客戶存根，或按 **✖** 鍵

預授權完成 Pre-Auth Completion

7. 按 **○** 鍵。
8. 在主目錄選擇預授權 (PRE-AUTH)
9. 如屬 Visa[®]/Master[®]/JCB 卡，可選擇預授權完成 (VM/J/D/A) (PRE-AUTH COMP (VM/J/D/A))
10. 如屬銀聯卡，可選擇銀聯卡預授權完成 (PRE-AUTH COMP CUP)
11. 請輸入預授權金額，然後按 **○** 鍵
12. 請輸入新金額，然後按 **○** 鍵
13. 請輸入授權號碼，然後按 **○** 鍵
8. 請輸入單據編號，然後按 **○** 鍵
9. 請插卡/刷卡/拍卡/輸入卡號
10. 交易完成後，請客戶在螢幕上簽署或按 **○** 鍵
11. 終端機將打印商戶的收據存根
12. 終端機將隨即打印客戶存根
13. 按 **○** 鍵打印客戶存根，或按 **✖** 鍵

取消預授權 Void Pre-Auth

- | | |
|--------------------------------|--------------------------------------|
| 7. 按 ○ 鍵 | 8. 請輸入單據編號，然後按 ○ 鍵 |
| 8. 在主目錄選擇預授權 (PRE-AUTH) | 9. 請插卡/刷卡/拍卡/輸入卡號 |
| 9. 在主目錄選擇取消預授權 (VOID PRE-AUTH) | 10. 交易完成後，請客戶在螢幕上簽署或按 ○ 鍵 |
| 10. 請輸入預授權金額，然後按 ○ 鍵 | 11. 終端機將打印商戶的收據存根 |
| 11. 請輸入授權號碼，然後按 ○ 鍵 | 12. 終端機將打印客戶的收據存根 |
| 12. 觸控螢幕切換至數字及字母鍵盤 | 13. 按 ○ 鍵打印客戶存根，或按 ✖ 鍵 |
| 13. 按 ○ 鍵 | |

分期付款交易 Instalment (IPP)

- | | |
|---|--------------------------------------|
| 7. 按 ○ 鍵 | 12. 請插卡/刷卡/拍卡/輸入卡號 |
| 8. 在主目錄選擇分期付款 (INSTALMENT) | 13. 交易完成後，請客戶在螢幕上簽署或按 ○ 鍵 |
| 9. 選擇分期付款交易 (INSTALMENT SALE) | 14. 終端機將打印商戶的收據存根 |
| 10. 選擇渣打 SCB 計劃/非渣打 NON-SCB 計劃(SCB PLANS/NON-SCB PLANS) | 15. 終端機將隨即打印客戶存根 |
| 11. 選擇月供計劃 | 16. 按 ○ 鍵打印客戶存根，或按 ✖ 鍵 |
| 12. 請輸入金額，然後按 ○ 鍵 | |

重印上一筆交易 Reprint Last Transaction

- | | |
|-------------------------------|--------------------------------------|
| 5. 按 ○ 鍵 | 8. 終端機重印上一筆交易的收據(商戶的收據存根) |
| 6. 滑動選擇商戶 (MERCHANT) | 9. 終端機將隨即打印客戶存根 |
| 7. 選擇重印 (REPRINT) | 10. 按 ○ 鍵打印客戶存根，或按 ✖ 鍵 |
| 8. 選擇上一筆交易 (LAST TRANSACTION) | |

重印指定交易 Reprint Specific Transaction

- | | |
|-----------------------------|---|
| 5. 按 ⊙ 鍵 | 9. 請輸入單據編號，然後按 ⊙ 鍵 |
| 6. 滑動選擇商戶 (MERCHANT) | 10. 終端機打印所選取交易的收據 |
| 7. 選擇重印 (REPRINT) | 11. 終端機將隨即打印客戶存根 |
| 8. 選擇任何交易 (ANY TRANSACTION) | 12. 按 ⊙ 鍵打印客戶存根，或按 ✕ 鍵返回主目錄 |

重印上一筆交易結算的收據 Reprint Last Settlement Receipt

- | | |
|----------------------|--------------------------------|
| 4. 按 ⊙ 鍵 | 8. 選擇上一筆交易結算 (LAST SETTLEMENT) |
| 5. 滑動選擇商戶 (MERCHANT) | 9. 終端機將打印上一筆交易結算的收據 |
| 6. 選擇閱覽 (REVIEW) | |

查閱任何交易(可選擇賬單編號/單據編號/金額/卡號) View Any Transaction

- | | |
|----------------------|--|
| 4. 按 ⊙ 鍵 | 4. 選擇賬單編號 (TRACE#) 或單據編號 (INVOICE#) 或交易金額/主賬號 (TRANSACTION AMOUNT/PAN) |
| 5. 滑動選擇商戶 (MERCHANT) | 5. 請輸入賬單編號/單據編號/金額/卡號，然後按 ⊙ 鍵 |
| 6. 選擇閱覽 (REVIEW) | |

打印報告 Print Out Detail Report/Summary Report

- | | |
|--|---|
| <p>4. 按 ⊙ 鍵</p> <hr/> <p>5. 滑動選擇商戶 (MERCHANT)</p> <hr/> <p>6. 選擇報告 (REPORT)</p> | <p>6. 選擇詳情 (DETAIL) (如需打印詳細報告) 或概覽 (SUMMARY) (如需打印報告概覽)</p> <ul style="list-style-type: none"> • 如需打印詳細報告，請於選擇主機目錄中選擇主機 • 如需打印報告概覽，請於選擇主機目錄中選擇所有主機 (ALL HOSTS) 或指定主機 (BY HOST) <hr/> <p>7. 終端機將打印報告</p> |
|--|---|

打印批次總數 Print Out Batch Total

- | | |
|---|--|
| <p>4. 按 ⊙ 鍵</p> <hr/> <p>5. 滑動選擇商戶 (MERCHANT)</p> <hr/> <p>6. 選擇批次總數 (BATCH TOTAL)</p> | <p>6. 選擇主機/總數 (HOST/GRAND TOTAL)</p> <hr/> <p>7. 按 ⊙ 鍵打印，或按 ✕ 鍵返回主目錄</p> |
|---|--|