

A920 Terminal

Quick Reference Guide



Sale (Retail Merchant)

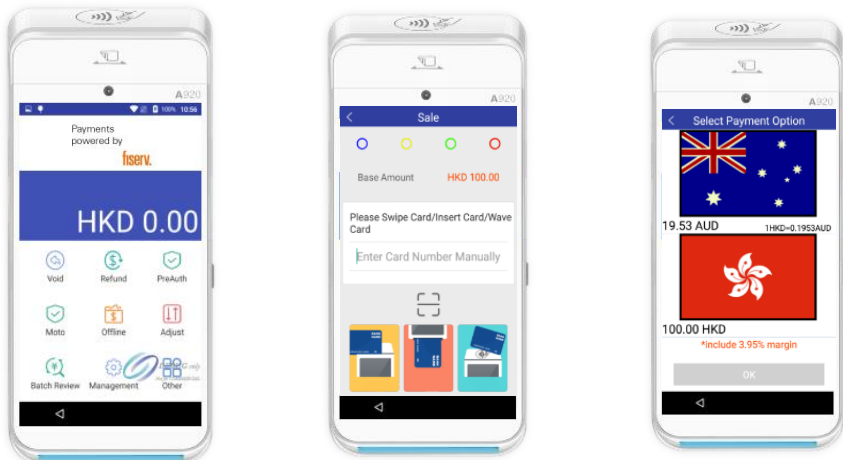
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| <ol style="list-style-type: none"> 1. Input amount and press OK. | <ol style="list-style-type: none"> 4. Terminal will print out receipt. |
| <ol style="list-style-type: none"> 2. Insert/swipe/wave/input card number. | <ol style="list-style-type: none"> 5. Press PRINT or CANCEL to complete the transaction. |
| <ol style="list-style-type: none"> 3. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER. | |

Sale (Foreign Cards – Dynamic Currency Conversion DCC)

DCC function is only available to merchants who have activated the service

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| <ol style="list-style-type: none"> 1. Input amount and press OK. | <ol style="list-style-type: none"> 4. Terminal will print out receipt. |
| <ol style="list-style-type: none"> 2. Insert/swipe/wave/input card number. | <ol style="list-style-type: none"> 5. Press PRINT or CANCEL to complete the transaction. |
| <ol style="list-style-type: none"> 3. If a foreign card is use, the customer can choose the currency for the transaction on screen by pressing the corresponding country flag, then press OK. | |


Screen flows of the DCC transaction:




Sale (Tip entry)

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| <ol style="list-style-type: none"> 1. Input amount and press OK. | <ol style="list-style-type: none"> 4. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER. |
| <ol style="list-style-type: none"> 2. Input tip and press OK. | <ol style="list-style-type: none"> 5. Terminal will print out receipt. |
| <ol style="list-style-type: none"> 3. Insert/swipe/wave/input card number. | <ol style="list-style-type: none"> 6. Press PRINT or CANCEL to complete the transaction. |


Tip Adjustment

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| <ol style="list-style-type: none"> 1. Press  in main menu. | <ol style="list-style-type: none"> 4. Enter new total and press OK to confirm amount. |
| <ol style="list-style-type: none"> 2. Press ADJUST and input password. | <ol style="list-style-type: none"> 5. Press PRINT or CANCEL to complete the transaction. |
| <ol style="list-style-type: none"> 3. Enter original invoice number and press ENTER. | |


Void

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| <ol style="list-style-type: none"> 1. Press  in main menu. | <ol style="list-style-type: none"> 5. Insert/swipe/wave or input card number (for CUP only). |
| <ol style="list-style-type: none"> 2. Press VOID and input password. | <ol style="list-style-type: none"> 6. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER. |
| <ol style="list-style-type: none"> 3. Enter original invoice number. | <ol style="list-style-type: none"> 7. Press PRINT or CANCEL to complete the transaction. |
| <ol style="list-style-type: none"> 4. Press OK. | |


Refund

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| <ol style="list-style-type: none"> 1. Press  in main menu. | <ol style="list-style-type: none"> 6. Input auth code (for CUP only). |
| <ol style="list-style-type: none"> 2. Press REFUND and enter refund amount, then press OK. | <ol style="list-style-type: none"> 7. Enter PIN (for CUP only). |
| <ol style="list-style-type: none"> 3. Enter refund password. | <ol style="list-style-type: none"> 8. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER. |
| <ol style="list-style-type: none"> 4. Insert/swipe/wave/input card number. | <ol style="list-style-type: none"> 9. Press PRINT or CANCEL to complete the transaction. |
| <ol style="list-style-type: none"> 5. Input RRN (for CUP only). | |


Offline Sale

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| <ol style="list-style-type: none"> 1. Press  in main menu. | <ol style="list-style-type: none"> 5. Enter PIN. |
| <ol style="list-style-type: none"> 2. Press OFFLINE SALE. | <ol style="list-style-type: none"> 6. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER. |
| <ol style="list-style-type: none"> 3. Insert/swipe/wave/input card number. | <ol style="list-style-type: none"> 7. Press PRINT or CANCEL to complete the transaction. |
| <ol style="list-style-type: none"> 4. Enter base amount. | |


Settlement

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| <ol style="list-style-type: none"> 1. Press  in main menu. | <ol style="list-style-type: none"> 5. Print settlement report. |
| <ol style="list-style-type: none"> 2. Choose MANAGEMENT → SETTLEMENT and input settlement password. | <ol style="list-style-type: none"> 6. Option to print settled details. |
| <ol style="list-style-type: none"> 3. Select ALL or payment type(s). | <ol style="list-style-type: none"> 7. Option to print failed details. |
| <ol style="list-style-type: none"> 4. Press SETTLE. | <ol style="list-style-type: none"> 8. TMK download (for CUP only). |


Pre-Auth

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| 1. Press  in main menu. | 4. Insert/swipe/wave/Input card number. |
| 2. Choose PRE-AUTH → PRE-AUTH . | 5. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER . |
| 3. Enter base amount. | 6. Press PRINT or CANCEL to complete the transaction. |


Pre-Auth Cancel

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| 1. Press  in main menu. | 4. Insert/swipe/wave/input card number. |
| 2. Choose PRE-AUTH → PRE-AUTH CANCEL . | 5. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER . |
| 3. Enter approval code. | 6. Press PRINT or CANCEL to complete the transaction. |


Pre-Auth Comp

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| 1. Press  in main menu. | 5. Enter base amount. |
| 2. Choose PRE-AUTH → PRE-AUTH COMP . | 6. Insert/swipe/wave/input card number. |
| 3. Enter approval code and invoice number. | 7. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER . |
| 4. Choose completion scheme. | 8. Press PRINT or CANCEL to complete the transaction. |


Comp Cancel

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| <ol style="list-style-type: none"> 1. Press  in main menu. | <ol style="list-style-type: none"> 4. Once the record is displayed, press OK. |
| <ol style="list-style-type: none"> 2. Choose PRE-AUTH → COMP CANCEL. | <ol style="list-style-type: none"> 5. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER. |
| <ol style="list-style-type: none"> 3. Enter invoice number and press OK. | <ol style="list-style-type: none"> 6. Press PRINT or CANCEL to complete the transaction. |

Void Refund

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| <ol style="list-style-type: none"> 1. Press  in main menu. | <ol style="list-style-type: none"> 5. Press OK. |
| <ol style="list-style-type: none"> 2. Choose OTHER → VOID REFUND. | <ol style="list-style-type: none"> 6. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER. |
| <ol style="list-style-type: none"> 3. Input password. | <ol style="list-style-type: none"> 7. Press PRINT or CANCEL to complete the transaction. |
| <ol style="list-style-type: none"> 4. Enter original transaction number. | |

Batch Review

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| <ol style="list-style-type: none"> 1. Press  in main menu. | <ol style="list-style-type: none"> 3. According to the transaction you choose, you can then void, adjust, and reprint. |
| <ol style="list-style-type: none"> 2. According to the payment type(s) you choose, you can view transaction details and total. | |

A920 銷售終端機

用戶參考指南



銷售

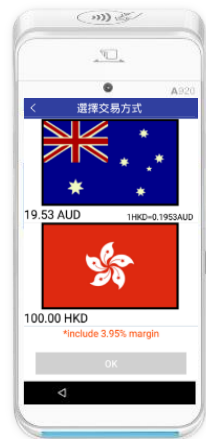
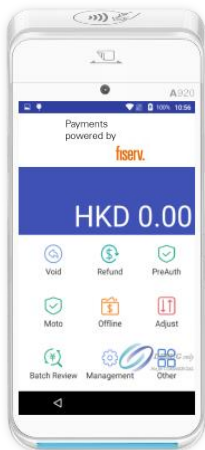
1. 請輸入金額，然後按**確定**
2. 請插卡/刷卡/拍卡/輸入卡號
3. 交易完成後請客戶在螢幕上簽署或按**確定**
4. 終端機將打印收據
5. 按**打印**鍵打印收據，或按**取消**完成交易

銷售 (外地信用卡動態貨幣轉換 DCC)

僅適用於已啟動服務的商戶

1. 請輸入金額，然後按**確定**
2. 請插卡/刷卡/拍卡/輸入卡號
3. 如使用外地信用卡，客戶可於螢幕上選擇以當地貨幣或以港幣結帳，然後按**確定**
4. 終端機將打印收據
5. 按**打印**鍵打印收據，或按**取消**完成交易


DCC 交易的螢幕流程:



銷售 (小費)

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| <ol style="list-style-type: none"> 1. 請輸入金額，然後按確定 | <ol style="list-style-type: none"> 5. 交易完成後請客戶在螢幕上簽署或按輸入 |
| <ol style="list-style-type: none"> 2. 輸入小費，然後按確定 | <ol style="list-style-type: none"> 5. 終端機將打印收據 |
| <ol style="list-style-type: none"> 4. 請插卡/刷卡/拍卡/輸入卡號 | <ol style="list-style-type: none"> 6. 按打印鍵打印收據， 或按取消完成交易 |

小費調整

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| <ol style="list-style-type: none"> 2. 按  進入主目錄 | <ol style="list-style-type: none"> 5. 請輸入小費金額，然後按確定 |
| <ol style="list-style-type: none"> 3. 在主目錄選擇調整，然後輸入密碼 | <ol style="list-style-type: none"> 6. 按打印鍵打印收據， 或按取消完成交易 |
| <ol style="list-style-type: none"> 4. 輸入原發票號，然後按確定 | |

撤消

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| <ol style="list-style-type: none"> 2. 按  進入主目錄 | <ol style="list-style-type: none"> 6. 請插卡/刷卡/拍卡或輸入卡號 (只適用於銀聯卡) |
| <ol style="list-style-type: none"> 3. 在主目錄選擇撤消，然後輸入密碼 | <ol style="list-style-type: none"> 7. 交易完成後請客戶在螢幕上簽署或按輸入 |
| <ol style="list-style-type: none"> 4. 輸入原發票號 | <ol style="list-style-type: none"> 8. 按打印鍵打印收據， 或按取消完成交易 |
| <ol style="list-style-type: none"> 5. 按確定 | |

退款

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| <ol style="list-style-type: none"> 2. 按  進入主目錄 | <ol style="list-style-type: none"> 5. 輸入參考號 (只適用於銀聯卡) |
| <ol style="list-style-type: none"> 3. 在主目錄選擇退款，輸入金額，然後按確定 | <ol style="list-style-type: none"> 6. 輸入授權號及密碼(只適用於銀聯卡) |
| <ol style="list-style-type: none"> 4. 請輸入退款密碼 | <ol style="list-style-type: none"> 7. 交易完成後請客戶在螢幕上簽署並按輸入 |
| <ol style="list-style-type: none"> 5. 請插卡/刷卡/拍卡/輸入卡號 | <ol style="list-style-type: none"> 8. 按打印鍵打印收據， 或按取消完成交易 |

離線交易

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| <ol style="list-style-type: none"> 2. 按 ☰ 進入主目錄 <hr/> <ol style="list-style-type: none"> 3. 在主目錄選擇 離線 <hr/> <ol style="list-style-type: none"> 4. 請插卡/刷卡/拍卡/輸入卡號 <hr/> <ol style="list-style-type: none"> 5. 請輸入金額，然後按 確定 | <ol style="list-style-type: none"> 6. 輸入密碼 <hr/> <ol style="list-style-type: none"> 7. 交易完成後請客戶在螢幕上簽署並按 輸入 <hr/> <ol style="list-style-type: none"> 8. 按 打印 鍵打印收據，或按 取消 完成交易 |
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交易結算

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| <ol style="list-style-type: none"> 2. 按 ☰ 進入主目錄 <hr/> <ol style="list-style-type: none"> 3. 選擇 管理 → 結算，然後輸入密碼 <hr/> <ol style="list-style-type: none"> 4. 選擇 全部 或 收單種類 <hr/> <ol style="list-style-type: none"> 5. 按 結算所有 | <ol style="list-style-type: none"> 6. 打印結算收據 <hr/> <ol style="list-style-type: none"> 7. 可選擇打印結算詳情 <hr/> <ol style="list-style-type: none"> 8. 可選擇打印撤消交易詳情 <hr/> <ol style="list-style-type: none"> 9. 終端簽到成功(只適用於銀聯卡) |
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預授權

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| <ol style="list-style-type: none"> 2. 按 ☰ 進入主目錄 <hr/> <ol style="list-style-type: none"> 3. 在主目錄選擇 預授權 → 預授權 <hr/> <ol style="list-style-type: none"> 4. 請輸入金額 | <ol style="list-style-type: none"> 5. 請插卡/刷卡/拍卡/輸入卡號 <hr/> <ol style="list-style-type: none"> 6. 交易完成後請客戶在螢幕上簽署並按 輸入 <hr/> <ol style="list-style-type: none"> 7. 按 打印 鍵打印收據，或按 取消 完成交易 |
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預授權撤消(只適用於銀聯卡)

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| <ol style="list-style-type: none"> 2. 按 ☰ 進入主目錄 <hr/> <ol style="list-style-type: none"> 3. 在主目錄選擇 預授權 → 預授權撤消 <hr/> <ol style="list-style-type: none"> 4. 輸入授權號，然後按 確定 | <ol style="list-style-type: none"> 4. 請插卡/刷卡/拍卡/輸入卡號 <hr/> <ol style="list-style-type: none"> 5. 交易完成後請客戶在螢幕上簽署並按 輸入 <hr/> <ol style="list-style-type: none"> 6. 按 打印 鍵打印收據，或按 取消 完成交易 |
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預授權完成

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| <ol style="list-style-type: none"> 2. 按  進入主目錄 | <ol style="list-style-type: none"> 6. 請輸入金額，然後按確定 |
| <ol style="list-style-type: none"> 3. 在主目錄選擇預授權→預授權完成 | <ol style="list-style-type: none"> 6. 請插卡/刷卡/拍卡/輸入卡號 |
| <ol style="list-style-type: none"> 4. 輸入授權號，按確定後輸入原發票號 | <ol style="list-style-type: none"> 7. 交易完成後請客戶在螢幕上簽署並按輸入 |
| <ol style="list-style-type: none"> 5. 選擇完成計劃 | <ol style="list-style-type: none"> 8. 按打印鍵打印收據， 或按取消完成交易 |


預授權完成撤消

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| <ol style="list-style-type: none"> 2. 按  進入主目錄 | <ol style="list-style-type: none"> 5. 螢幕顯示記錄後，按確定 |
| <ol style="list-style-type: none"> 3. 在主目錄選擇預授權→預授權完成撤消 | <ol style="list-style-type: none"> 5. 交易完成後請客戶在螢幕上簽署並按輸入 |
| <ol style="list-style-type: none"> 4. 輸入原發票號，然後按確定 | <ol style="list-style-type: none"> 6. 按打印鍵打印收據， 或按取消完成交易 |

撤消退款

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| <ol style="list-style-type: none"> 2. 按  進入主目錄 | <ol style="list-style-type: none"> 4. 輸入交易號，然後按確定 |
| <ol style="list-style-type: none"> 3. 選擇其他→撤消退款 | <ol style="list-style-type: none"> 5. 交易完成後請客戶在螢幕上簽署並按輸入 |
| <ol style="list-style-type: none"> 4. 然後輸入密碼 | <ol style="list-style-type: none"> 6. 按確定鍵打印收據， 或按取消完成交易 |

查閱交易紀錄

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| <ol style="list-style-type: none"> 2. 按  進入主目錄 | <ol style="list-style-type: none"> 4. 根據你選擇的交易，你可安排取消， 調整及重印指定交易 |
| <ol style="list-style-type: none"> 3. 根據你選擇的收單種類，你可閱覽交易明細及總額 | |