

A920 Terminal

Quick Reference Guide



Sale (Retail Merchant)

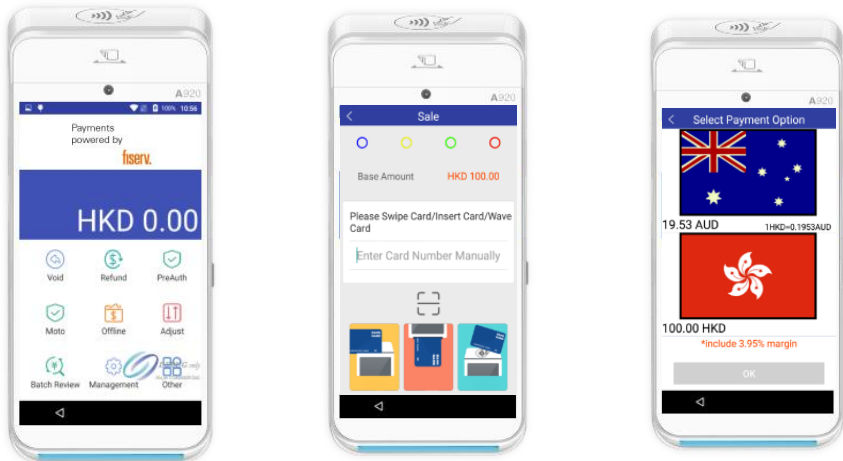
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| <ol style="list-style-type: none"> 1. Input amount and press OK. | <ol style="list-style-type: none"> 4. Terminal will print out receipt. |
| <ol style="list-style-type: none"> 2. Insert/swipe/wave/input card number. | <ol style="list-style-type: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


Offline Sale

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| 1. Press  in main menu. | 5. Enter PIN. |
| 2. Press OFFLINE SALE . | 6. Once the transaction is completed, ask the customer to sign on the screen, then press ENTER . |
| 3. Insert/swipe/wave/input card number. | 7. Press PRINT or CANCEL to complete the transaction. |
| 4. Enter base amount. | |


Settlement

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| 1. Press  in main menu. | 5. Print settlement report. |
| 2. Choose MANAGEMENT → SETTLEMENT and input settlement password. | 6. Option to print settled details. |
| 3. Select ALL or payment type(s). | 7. Option to print failed details. |
| 4. Press SETTLE . | 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. | |