









# APOS A8 信用卡交易指南

## APOS A8 Credit Card Transaction User Guide

<b>銷售 Sale</b>	<p>於主目錄按 [銷售] → 輸入銷售金額 → 按  選擇信用卡支付</p> <p>Press [Sale] on menu → Enter sale amount → Press  select credit card payment</p> <p>輸入小費金額(如有) → 按  選擇信用卡支付</p> <p>Enter tips amount (If Yes) → Press  select credit card payment</p> <p>插卡/拍卡/刷卡/ 拍電話/ 手動輸入卡號及到期日 → 按[繼續]繼續交易 → 客戶如有需要可簽名, 然後按[列印存根]</p> <p>Insert/Tap/Swipe card / Tap mobile / Manual Key-in the card number &amp; expiry date → Press [Continue] to proceed → Customer Sign if required, then press [Print Receipt]</p> <p>交易完成, 終端機打印單據 → 按[返回主界面]回到主目錄</p> <p>Transaction completed, terminal print out receipt → Press [Back to menu] to go back to menu</p>
<b>撤銷 Void</b>	<p>於主目錄按 [交易詳細] → 於搜索框內輸入發票號碼 或 直接點擊該筆交易 → 按該筆交易的[撤銷]按鈕</p> <p>Press [Review] on menu → Enter invoice number in edit text view or press on the transaction directly → Press on the [Void] button of the transaction</p> <p>輸入操作員密碼, 按 [確定] → 按[確認]確認撤銷該筆交易 → 交易完成, 終端機打印單據</p> <p>Enter operator password, press [Enter] → Press on the [Confirm] button to confirm void the transaction → Transaction completed, terminal print out receipt</p> <p>按[返回主界面]回到主目錄 → 該筆交易狀態改為撤銷</p> <p>Press [Back to menu] to go back to menu → The transaction status was changed to Void</p>
<b>退款 Refund</b>	<p>於主目錄按 [退款] → 輸入操作員密碼, 按 [確定] → 輸入退款金額</p> <p>Press [Refund] on menu → Enter operator password, press [Enter] → Enter refund amount</p> <p>按  選擇信用卡支付 → 插卡/刷卡/ 手動輸入卡號及到期日 → 按[繼續]</p> <p>Press  select credit card payment → Insert/Swipe card / Manual Key-in the card number &amp; expiry date → Press [Continue]</p> <p>交易完成, 終端機打印單據 → 按[返回主界面]回到主目錄</p> <p>Transaction completed, terminal print out receipt → Press [Back to menu] to go back to menu</p>
<b>結算 Settlement</b>	<p>於主目錄按 [結算] → 輸入操作員密碼 → 按 [確認] → 於右下角選擇[全部結算]</p> <p>Press [Settlement] on menu → Enter Operator password → Press [Enter] → Press [SELLE ALL] button on the bottom right hand corner</p> <p>交易完成, 終端機打印單據 → 按[返回主界面]回到主目錄</p> <p>Transaction completed, terminal print out receipt → Press [Back to menu] to go back to menu</p>
<b>交易查詢 Transaction Review</b>	<p>於主目錄按 [交易詳細] → 於搜索框內輸入發票號碼 或 直接點擊該筆交易</p> <p>Press [Review] on menu → Enter invoice number in edit text view or press on the transaction directly</p> <p>點擊該筆交易, 按[重印]可以重印該筆交易 或 按  列印所有交易</p> <p>Press on the transaction, then press [Reprint] reprint the selected transaction OR Press  to print every transaction detail</p>
<b>交易匯總 Transaction Total</b>	<p>於主目錄按 [結算] → 輸入操作員密碼 → 按 [確認]</p> <p>Press [Settlement] on menu → Enter Operator password → Press [Enter]</p> <p>於左下角選擇[打印匯總] → 終端機打印單據</p> <p>Press [PRINT TOTAL] button on the bottom left hand corner → Terminal print out receipt</p>