

**HKT**  
Merchant  
Services

# Smart POS Terminal

QUICK START GUIDE



User's Manual  
使用指南 v1.2

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## 0 Basic

Please read this manual before using the device to ensure safe and proper use.

- Descriptions are based on the device's default settings.
- Some content may differ from the device depending on the store setting, model specifications, or device's software.
- Apps related to the content may not work properly depending on the device's specifications and the environment that it is used in.
- Modifying the device's operating system or installing software from unofficial sources may result in device malfunctions and data corruption or loss. These actions are violations of the A8 licence agreement and will void the warranty.
- SIM card is provided by HKT.

# 1 General Information

## 1.1 Overview

APOS A8 smart POS terminal has strong performance using Qualcomm 4G platform solutions that support for all modes. It not only supports for all 4G, 3G, and 2G communication, but also runs Android 5.1 Security OS operating system smoothly, excellently combining mobile system experience with communication compatibility. This product has a 5.5 inch 720P high-resolution capacitive screen, and integrates magnetic stripe card, IC card, thermal printing, camera, 1D / 2D barcode scanning, and other functional modules. It fully supports for bank cards, NFC, acoustic waves, scanning code, and other payment methods to meet various demands in mobile internet, such as group purchases and takeout, mobile cashier register, and membership marketing, etc., expanding the value-added application services of POS terminal.

## 1.2 Organization of the Manual

The user manual consists of 3 sections: General Information, Using The System and Appendix.

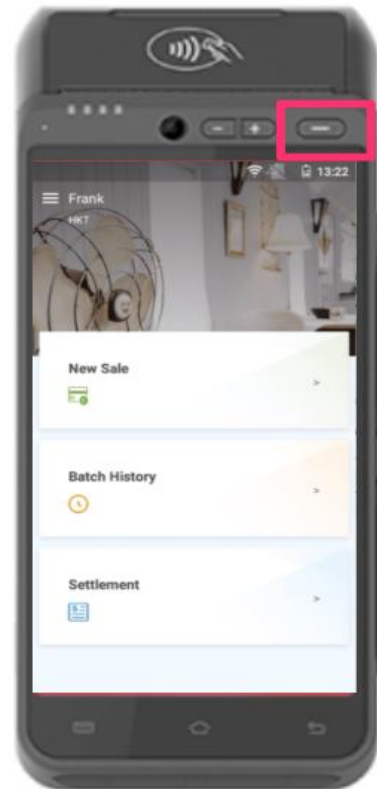
General Information section explains in general terms the system and the purpose for which it is intended.

Using The System section provides a detailed description of system functions.

Appendix section provides additional guidelines of the system.

## 2 開啓A8電源 Power On APOS A8

長按開關按鈕以開啓裝置電源  
Long press the start button to power on the device



### 3 開啓應用程式 Start the Application

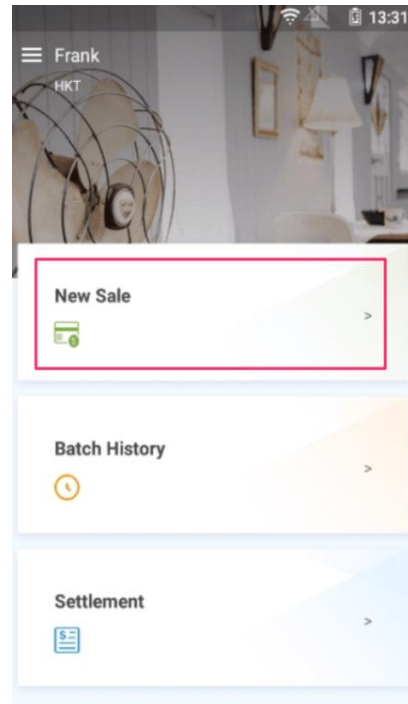
- 開啓電源後，付款應用程式會自動運行。  
Payment application will be launched automatically after startup.
- 按 'HKT Merchant Services'，啓動付款應用程式。  
For manual startup, press "HKT Payment" icon.



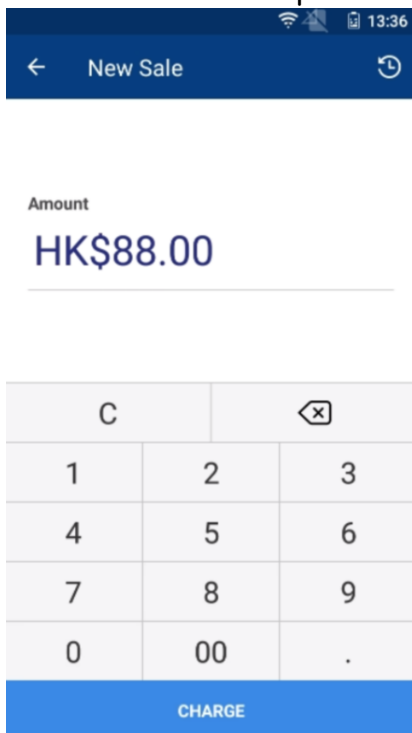
## 4 Perform Sale Transaction 交易流程

### 4.1 使用信用卡 / NFC 行動支付 Using Credit card / mobile NFC wallet

#### 4.1.1 選擇 '銷售' Select 'New Sale'



#### 4.1.2 輸入價錢，然後按 '結賬' Enter the amount and press

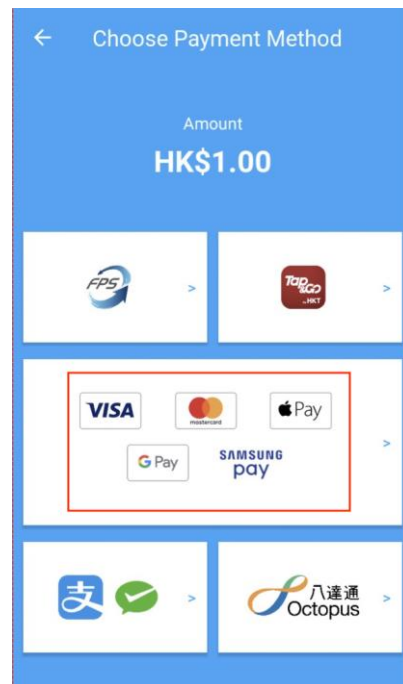


'Charge'

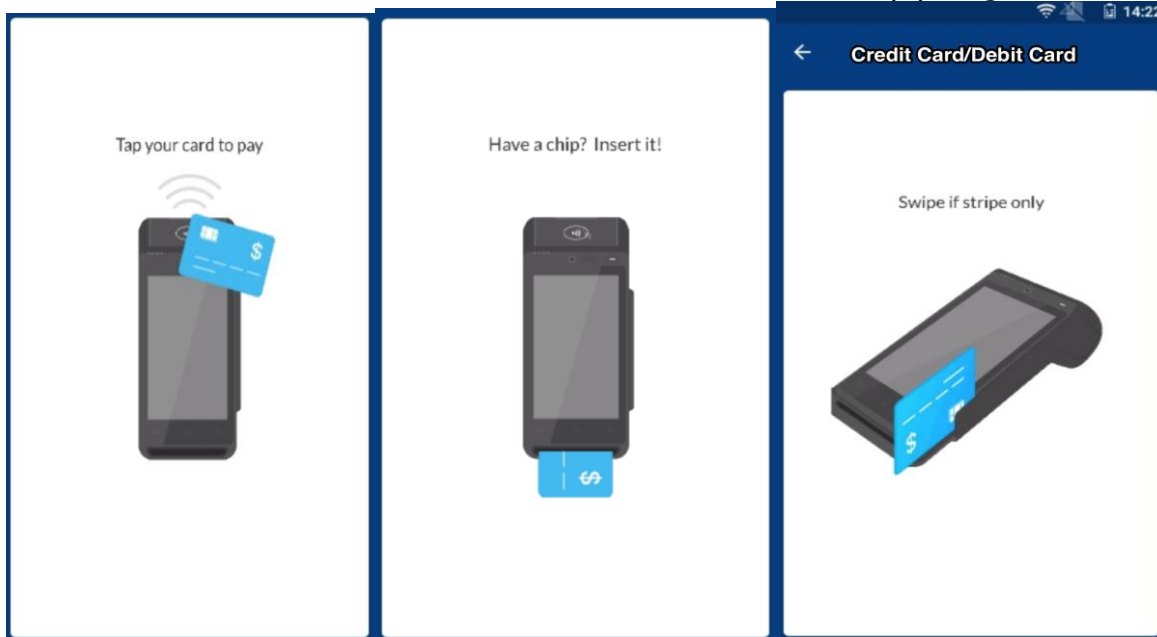
### 4.1.3

選擇下列付款標誌，以使用信用卡及  
**NFC** 行動支付付款

Select 'Credit card / mobile NFC  
wallet' payment.



4.1.4 輕觸感應拍卡 / 插卡 / 刷卡。如選用輕觸感應拍卡，將手機背面 /  
付款卡貼近畫面數秒 Tap or insert or swipe the card. Hold the card  
close to the screen for a few seconds when tapping the card.

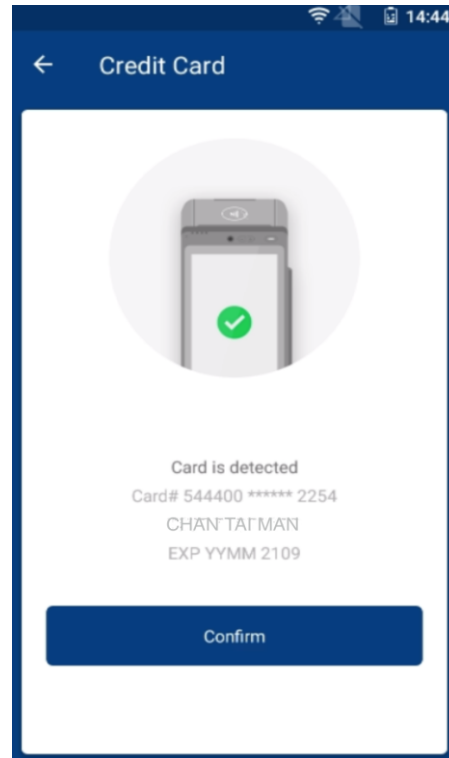




#### 4.1.5

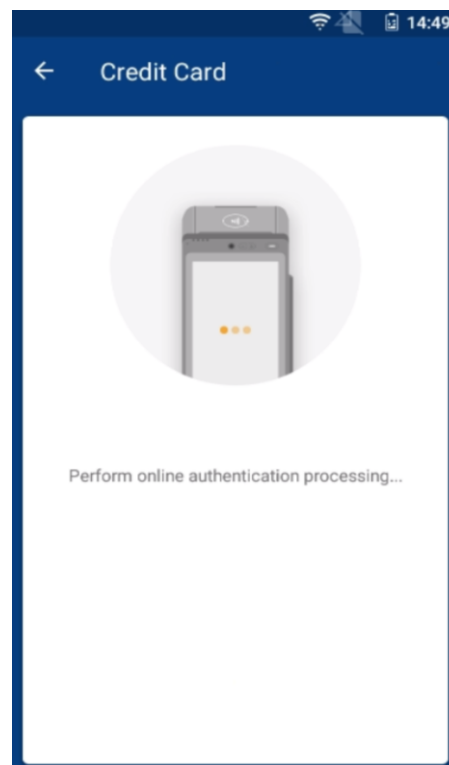
如使用插卡 / 刷卡，請確認信用卡資料無誤

Confirm the card information for card insert / swipe.



#### 4.1.6 付款處理中，請稍後

Payment is processing. Please wait.



#### 4.1.7

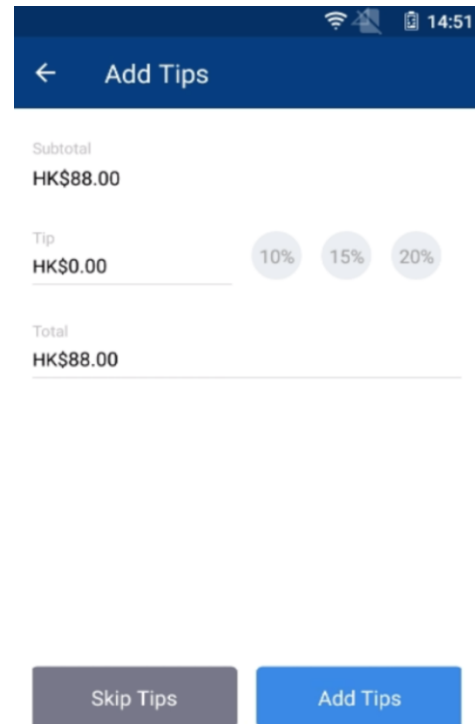
如已開啓小費功能，請使用以下任何一種方式輸入小費：If tips feature is set, please use one of the methods to enter the tips amount

- 輸入小費金額 Input tips amount directly
- 輸入帳單價錢總數 Input total amount charged with the tips amount
- 選擇百分比方式 Select a tips percentage of the total amount

使用以上任何一種輸入小費方式，系統會自動計算出其餘兩個欄目的數目。例如：直接輸入小費金額，帳單總數會自動計算

The other two amounts will be shown automatically. e.g. If you input tips manually, total

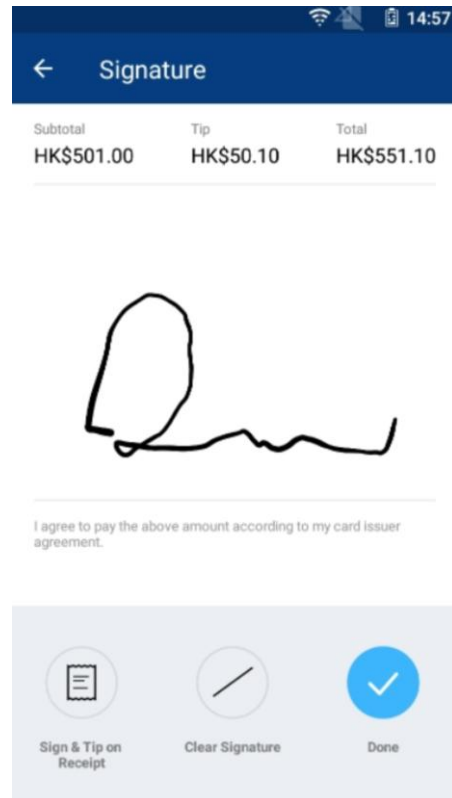
amount will be automatically calculated.



#### 4.1.8

如果帳單總額多於設定需要簽名的金額，及已加入小費金額，系統會彈出簽名頁面

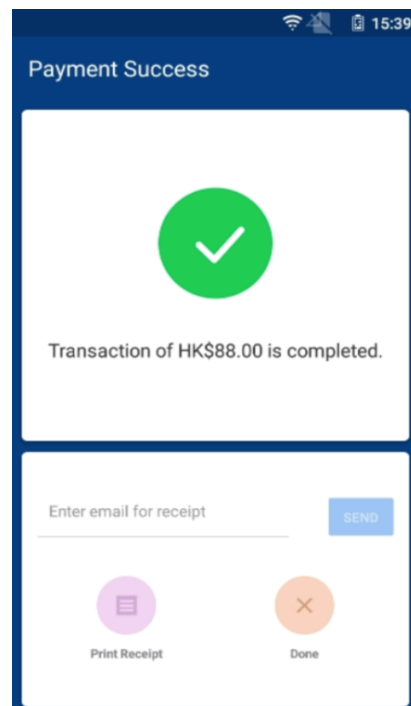
If the amount is more than a pre-set limit and no tips is entered, a signature is required.



#### 4.1.9

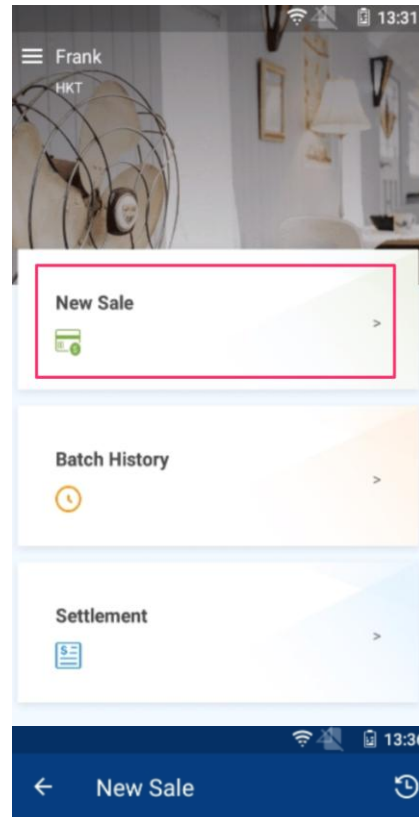
驗證成功後，交易成功頁面會彈出，收據將會自動列印。顧客亦可選擇以電郵寄出收據

The system will verify the signature and the transaction will be completed upon successful validation with a printed receipt. Receipt can also be sent to customers via email.

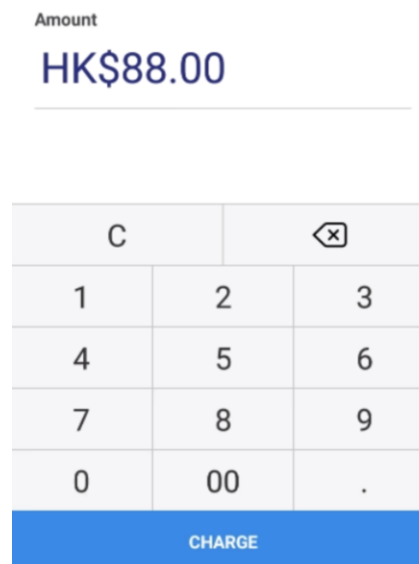


## 4.2 使用轉數快 Using FPS

### 4.2.1 選擇 '銷售' Select 'New Sale'.



### 4.2.2 輸入價錢，然後按'結賬' Enter the amount and press 'Charge'.

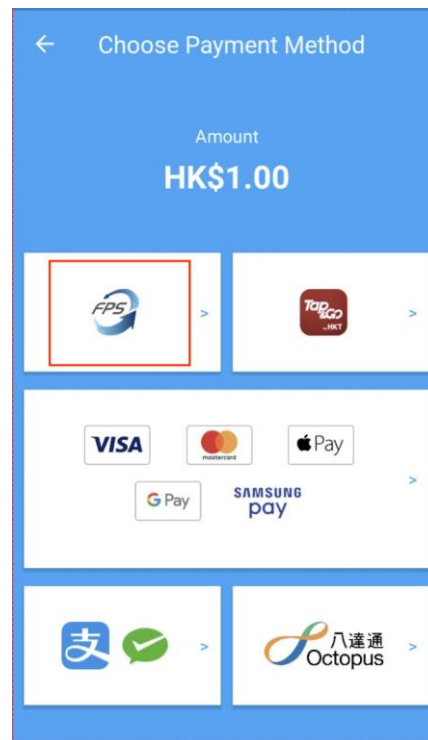


### 4.2.3

選擇下列付款標誌，以使用轉數快付

款

Select FPS payment.



#### 4.2.4

如已開啓小費功能，請使用以下任何一種方式輸入小費：

If tips feature is set, please use one of the methods to enter the tips amount

- 輸入小費金額Input tips amount directly
- 輸入帳單價錢總數Input total amount charged with the tips amount
- 選擇百分比方式Select a tips percentage of the total amount

使用以上任何一種輸入小費方式，系統會自動計算出其餘兩個欄目的數目。例如：直接輸入小費金額，帳單總數會自動計算 **The other two amounts will be shown automatically. e.g. If you input tips manually, total amount will be automatically calculated.**

Subtotal

HK\$88.00

Tip

HK\$0.00

10%

15%

20%

Total

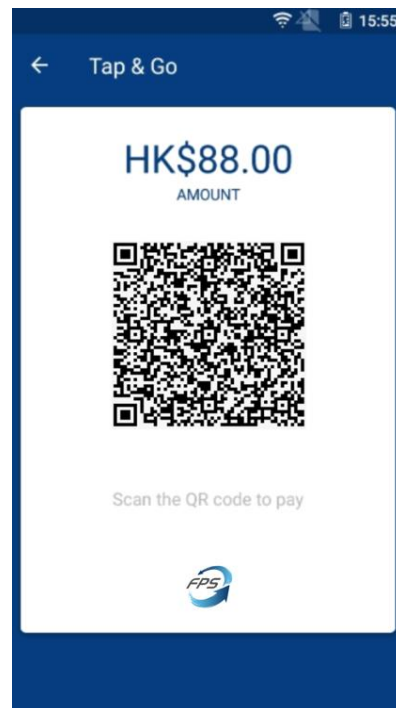
HK\$88.00

Skip Tips

Add Tips

4.2.5 顧客可以開啓設有 '轉數快' 付款方式的手機應用程式(如：Tap&Go)，然後顧客以手機掃描A8上所顯示的二維碼以進行付款

Customers start their mobile payment app (e.g. Tap&Go) and scan the displayed QR Code under A8.



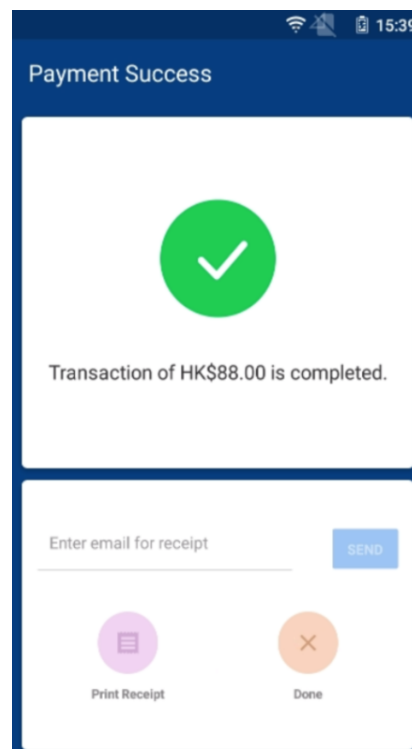
4.2.6 顧客需在自己手機內的付款應用程式確認交易

Customers have to confirm the payment on their mobile payment app.

4.2.7

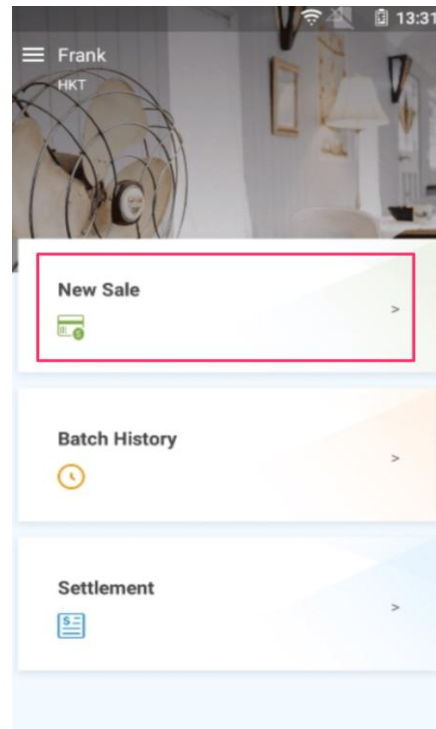
驗證成功後，交易成功頁面會彈出，收據將會自動列印。顧客亦可選擇以電郵寄出收據

The system will verify the information and the transaction will be completed upon successful validation with a printed receipt. Receipt can also be sent to customers via email.

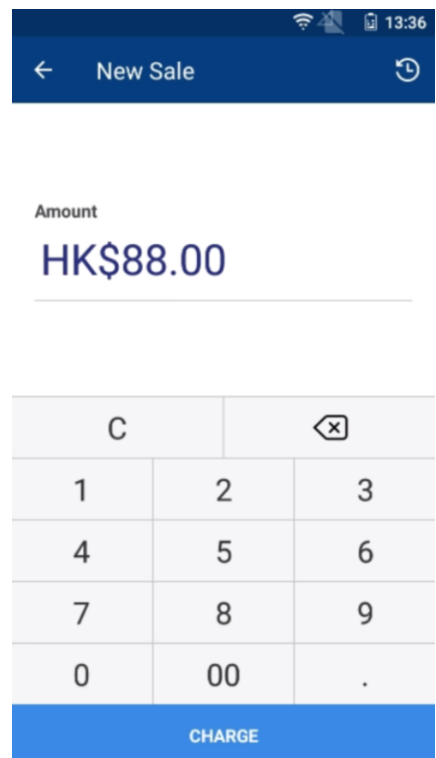


## 4.3 使用拍住賞 Using Tap & Go

### 4.3.1 選擇 '銷售' Select 'New Sale'.



### 4.3.2 輸入價錢，然後按 '結賬' Enter the amount and press 'Charge'.



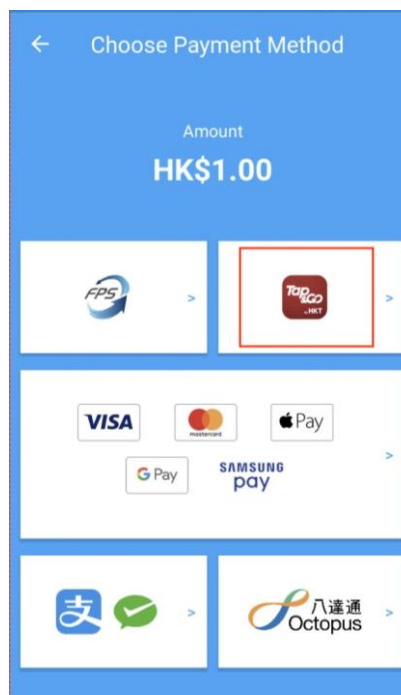
### 4.3.3

選擇下列付款標誌，以使用拍住賞付



款

Select 'Tap & Go' payment.



#### 4.3.4

如已開啓小費功能，請使用以下任何一種方式輸入小費：**If tips feature is set, please use one of the methods to enter the tips amount**

- 輸入小費金額**Input tips amount directly**
- 輸入帳單價錢總數**Input total amount charged with the tips amount**
- 選擇百分比方式**Select a tips percentage of the total amount**

使用以上任何一種輸入小費方式，系

鈹會自動計算出其餘兩個欄目的數目。例如：直接輸入小費金額，帳單總數會自動計算 **The other two amounts will be shown automatically. e.g. If you input tips manually, total amount will be automatically calculated.**

← Add Tips

Subtotal  
HK\$88.00

Tip  
HK\$0.00

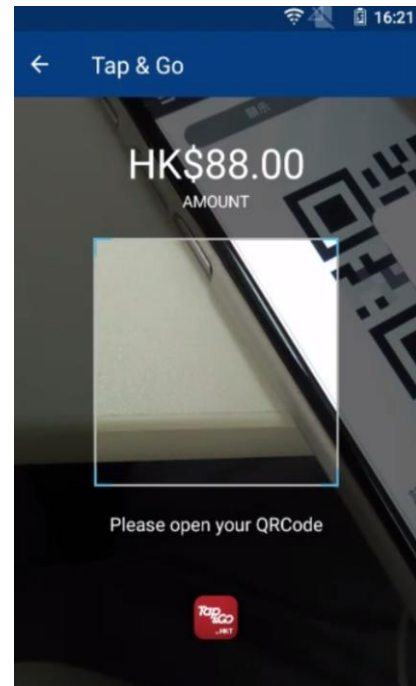
10% 15% 20%

Total  
HK\$88.00

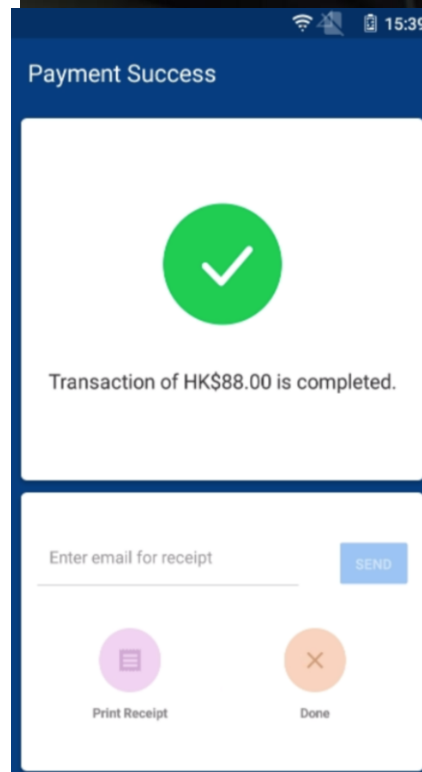
Skip Tips

Add Tips

4.3.5 顧客開啓Tap&Go  
應用程式，然後商戶以A8掃描顧客手  
機上顯示的二維碼以進行付款  
Merchants scan the displayed  
QR Code under customers'  
Tap&Go app.

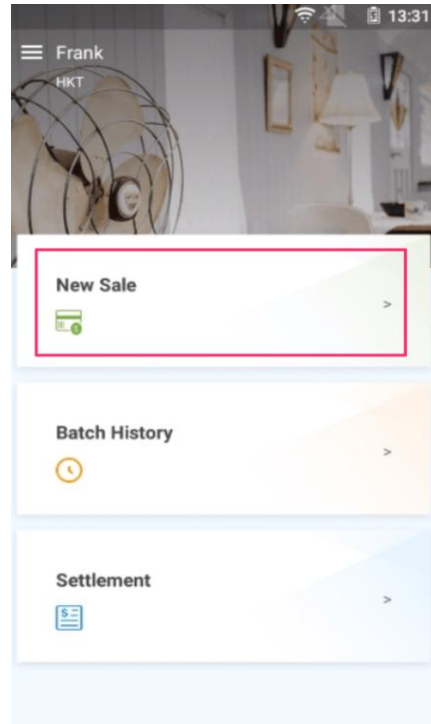


4.3.6  
驗證成功後，交易成功頁面會彈出，收  
據將會自動列印。顧客亦可選擇以電郵  
寄出收據  
The system will verify the  
signature and the transaction  
will be completed upon  
successful validation with a  
printed receipt. Receipt can also  
be sent to customers via email.

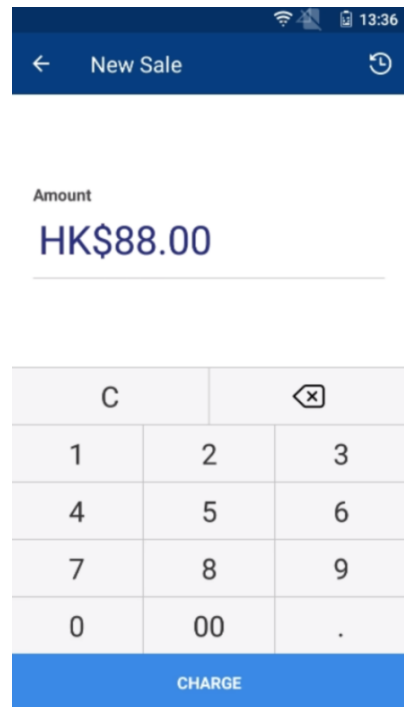


## 4.4 使用微信支付 / 支付寶 Using WeChat Pay / Alipay

### 4.4.1 選擇 '銷售' Select 'New Sale'.



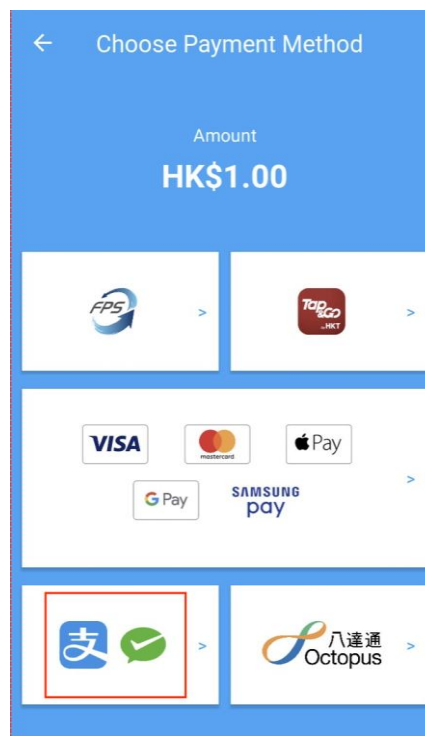
### 4.4.2 輸入價錢，然後按 '結賬' Enter the amount and press 'Charge'.



#### 4.4.3

選擇下列付款標誌，以使用微信支付 / 支付寶付款

Select 'WeChat Pay / AliPay payment.



#### 4.4.4

如已開啓小費功能，請使用以下任何一種方式輸入小費：**If tips feature is set, please use one of the methods to enter the tips amount**

- 輸入小費金額**Input tips amount directly**
- 輸入帳單價錢總數**Input total amount charged with the tips amount**
- 選擇百分比方式**Select a tips percentage of the total amount**

會自動計算出其餘兩個欄目的數目。例如：直接輸入小費金額，帳單總數會自動計算 **The other two amounts will be shown automatically.** e.g. If you input tips manually, total amount will be automatically calculated.

使用以上任何一種輸入小費方式，系統

Subtotal  
HK\$88.00

Tip  
HK\$0.00

- 10%
- 15%
- 20%

Total  
HK\$88.00

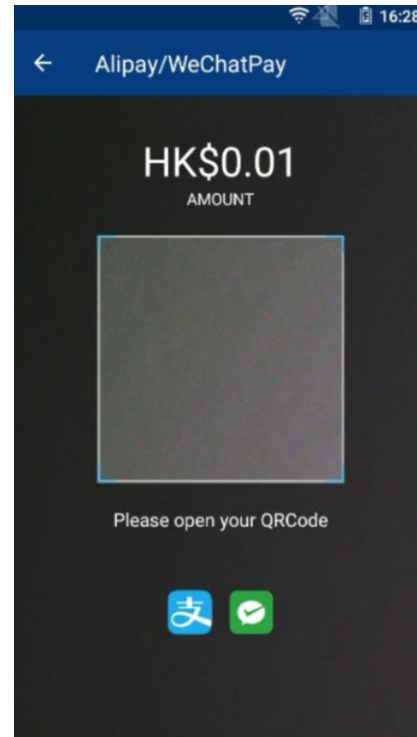
Skip Tips

Add Tips

#### 4.4.5

應用程式，然後商戶以A8掃描顧客手機上顯示的二維碼以進行付款

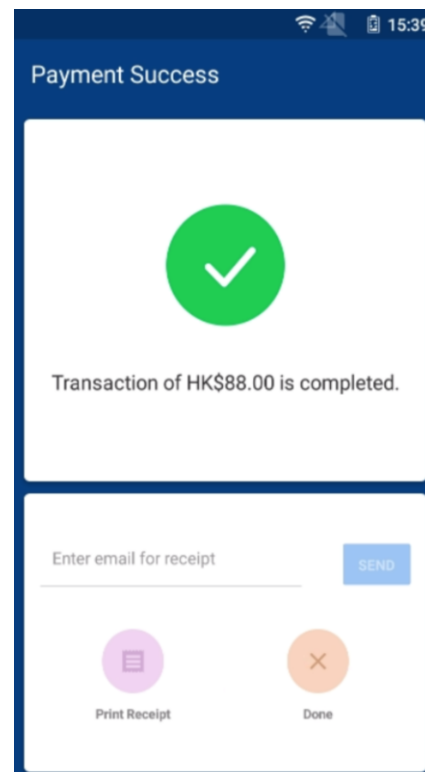
Merchants scan the displayed QR Code under customers' Wechat / Alipay app.  
顧客開啓Wechat / Alipay



#### 4.4.6

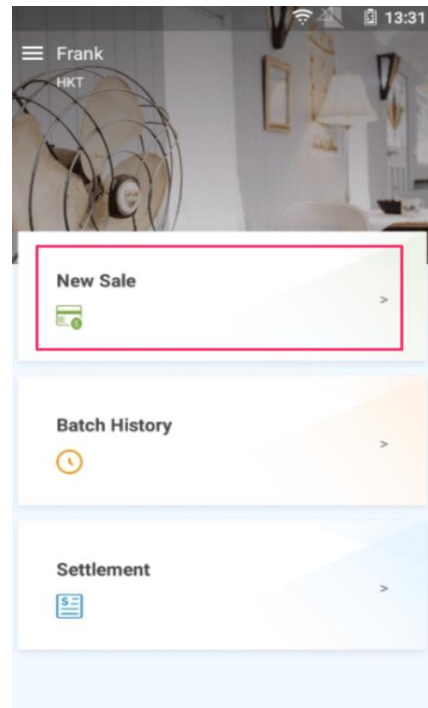
驗證成功後，交易成功頁面會彈出，收據將會自動列印。顧客亦可選擇以電郵寄出收據

The system will verify the entries and the transaction will be completed upon successful validation with a printed receipt. Receipt can also be sent to customers via email.

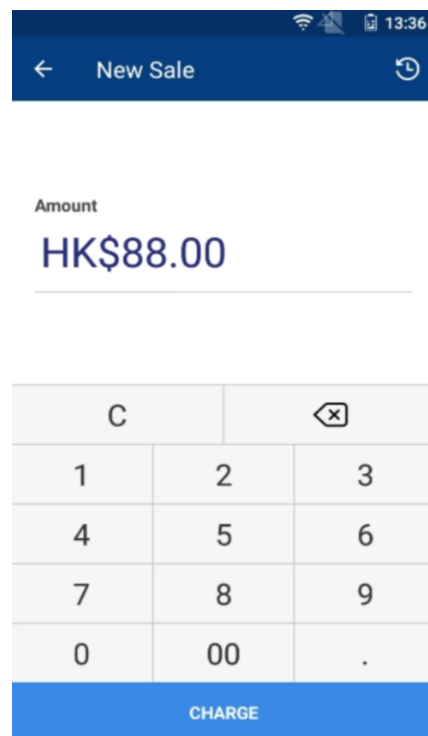


## 4.5 使用八達通 Using Octopus

### 4.5.1 選擇 '銷售' Select 'New Sale'.



### 4.5.2 輸入價錢，然後按 '結賬' Enter the amount and press 'Charge'.

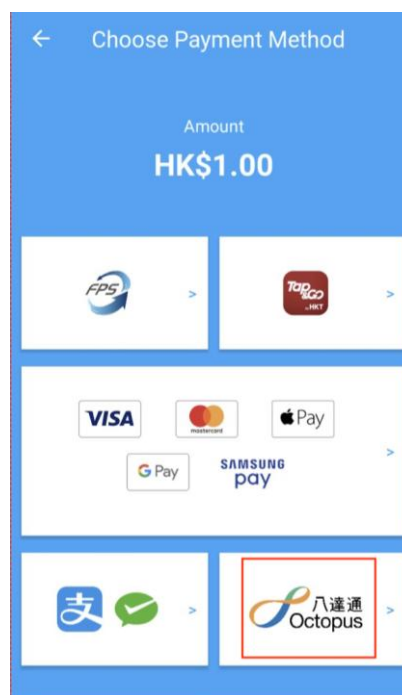




### 4.5.3

選擇下列付款標誌，以使用八達通進行付款

Select 'Octopus' payment.



### 4.5.4

如已開啓小費功能，請使用以下任何一種方式輸入小費：**If tips feature is set, please use one of the methods to enter the tips amount**

- 輸入小費金額**Input tips amount directly**
- 輸入帳單價錢總數**Input total amount charged with the tips amount**
- 選擇百分比方式**Select a tips percentage of the total amount**

會自動計算出其餘兩個欄目的數目。例如：直接輸入小費金額，帳單總數會自動計算 **The other two amounts will be shown automatically.** e.g. If you input tips manually, total amount will be automatically calculated.

使用以上任何一種輸入小費方式，系統

Subtotal  
HK\$88.00

Tip  
HK\$0.00

10% 15% 20%

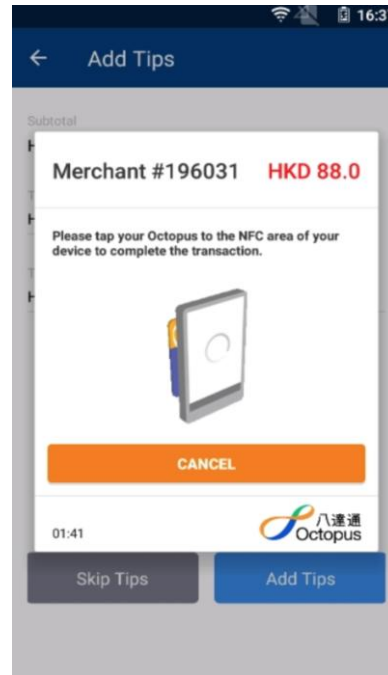
Total  
HK\$88.00

Skip Tips

Add Tips

#### 4.5.5

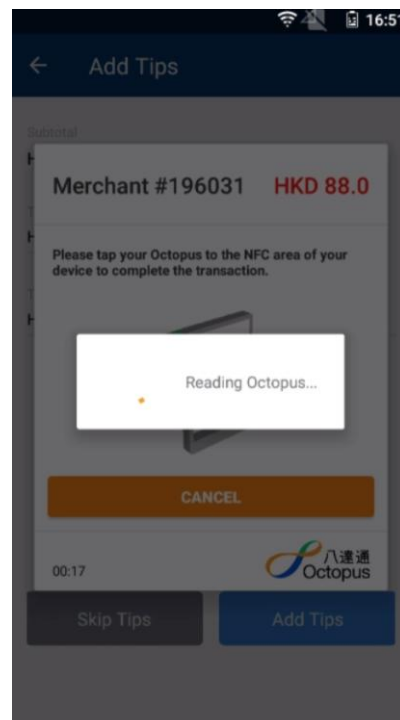
在A8上的NFC讀卡器上，以八達通卡或Samsung Smart Octopus拍卡  
Tap Octopus Card or Samsung Smart Octopus on A8 NFC reader



#### 4.5.6

系統會開始讀取顧客八達通及交易資料

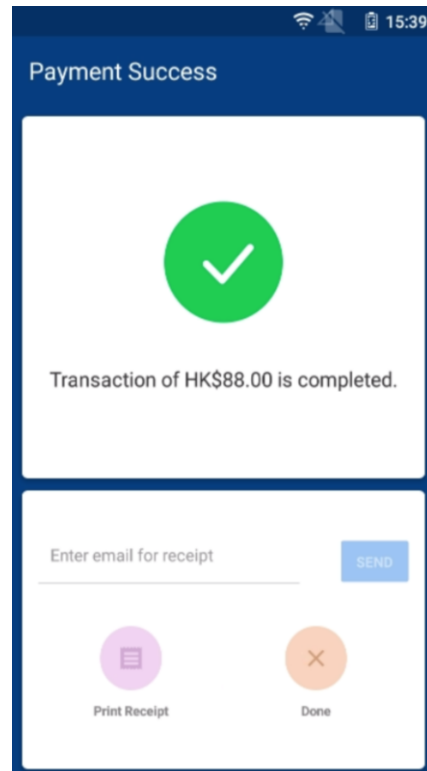
The system will verify the Octopus details.



#### 4.5.7

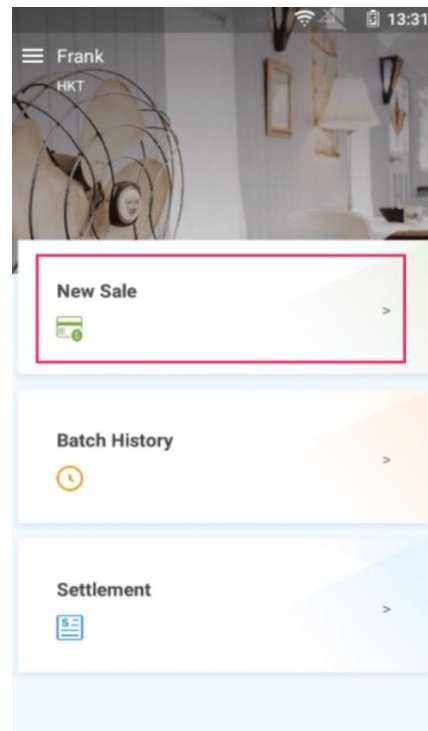
交易成功頁面會彈出，收據將會自動列印。顧客亦可選擇以電郵寄出收據

The transaction will be completed with a printed receipt. Receipt can also be sent to customers via email.



## 5 查詢交易記錄 Check Transaction Records

5.1 選擇 '交易歷史'  
Select 'Batch History'.



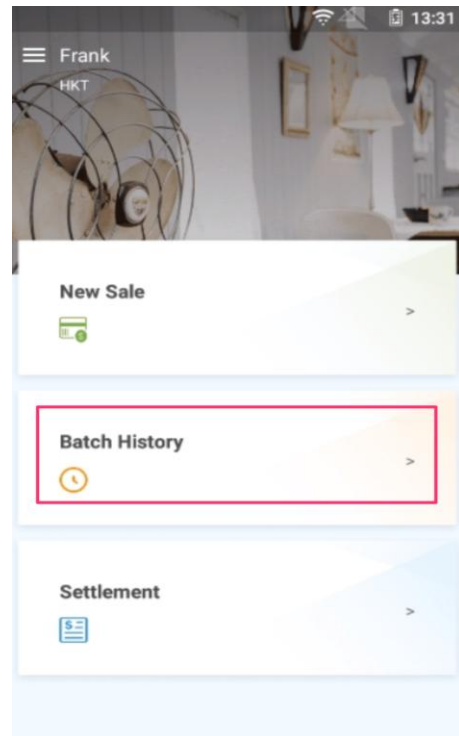
5.2 系統將顯示詳細交易記錄Detailed records will be shown.

A screenshot of the 'Batch History' screen in the mobile app. The screen has a dark blue header with a back arrow, the text 'Batch History', and a printer icon. Below the header, there are four tabs: 'Credit Card', 'WeChat Pay', 'AllPay', and 'Octopus'. The 'Credit Card' tab is selected and underlined. The main content area displays a list of four transactions, each with a date and time, a transaction type, a card number, a trace number, and a total amount.

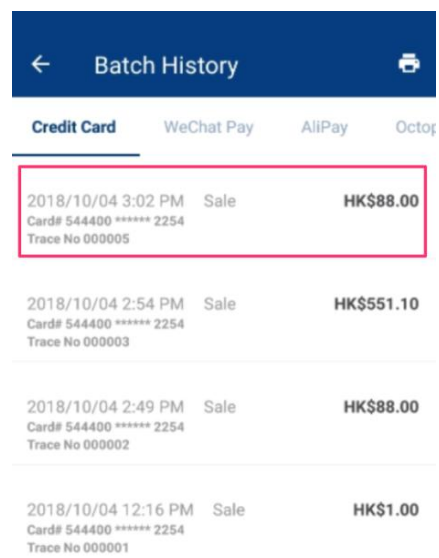
Date and Time	Transaction Type	Amount
2018/10/04 3:02 PM	Sale	HK\$88.00
2018/10/04 2:54 PM	Sale	HK\$551.10
2018/10/04 2:49 PM	Sale	HK\$88.00
2018/10/04 12:16 PM	Sale	HK\$1.00

## 6 重印帳單收據 Reprint

6.1 選擇 '交易歷史'  
Select 'Batch History'.



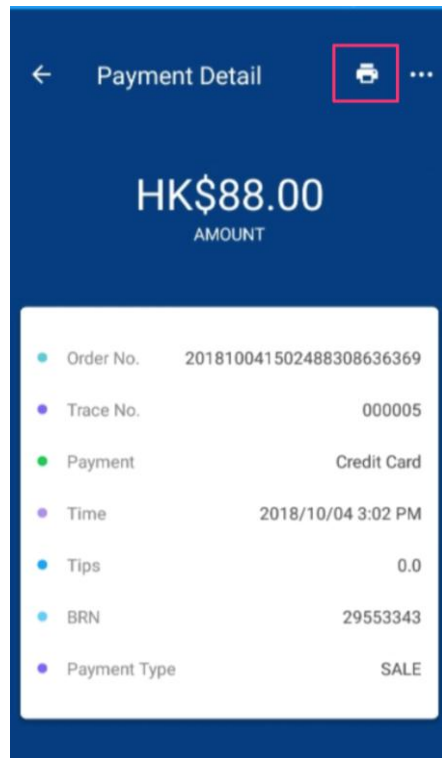
6.2 選擇所需交易記錄  
Select the required record.



6.3 按打印鍵以打印帳單

Press the Printer button to

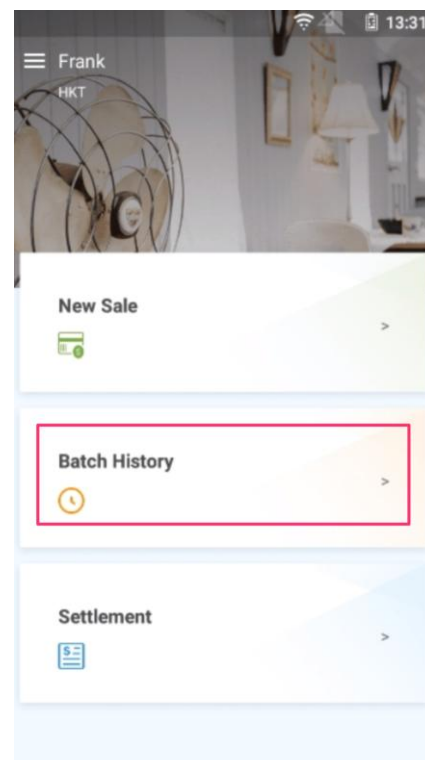
reprint receipt.



## 7 取消交易Void Payment

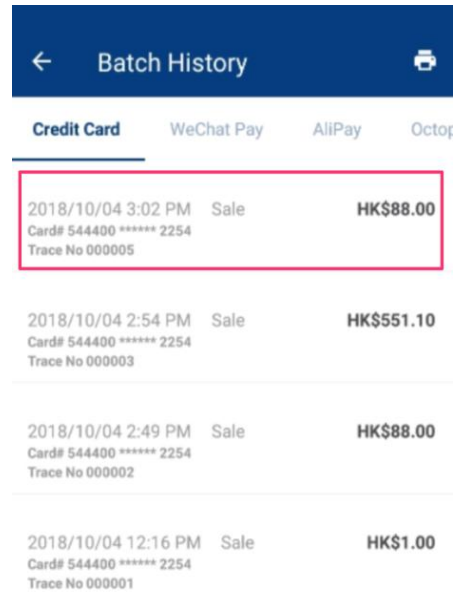
- 支援信用卡退款功能  
Support Voiding Credit Card payment
- 微信支付交易退款功能基於商戶設定是否支援  
To void WeChat Pay / AliPay payment, it depends on whether the merchant account allows to void function or not
- 拍住賞交易退款功能基於商戶設定是否支援  
To void Tap&Go payment, it depends on whether the merchant account allows to void function or not
- 轉數快交易不支援退款功能  
FPS payment is not allowed to void
- 八達通交易不支援退款功能  
Octopus payment is not allowed to void

7.1 選擇 '交易歷史'  
Select 'Batch History'.

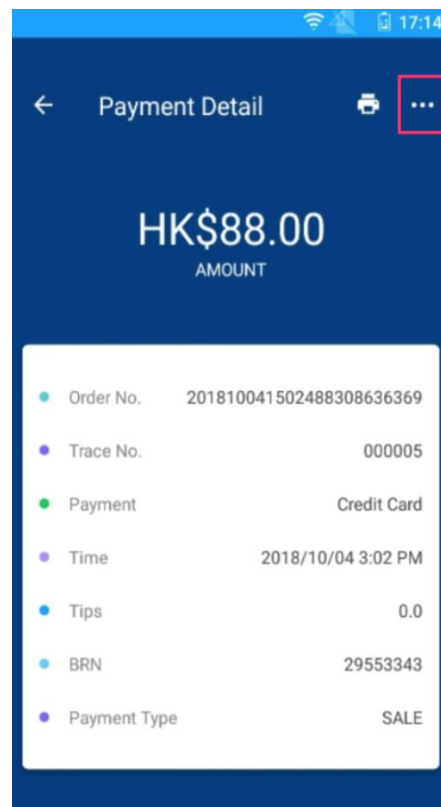




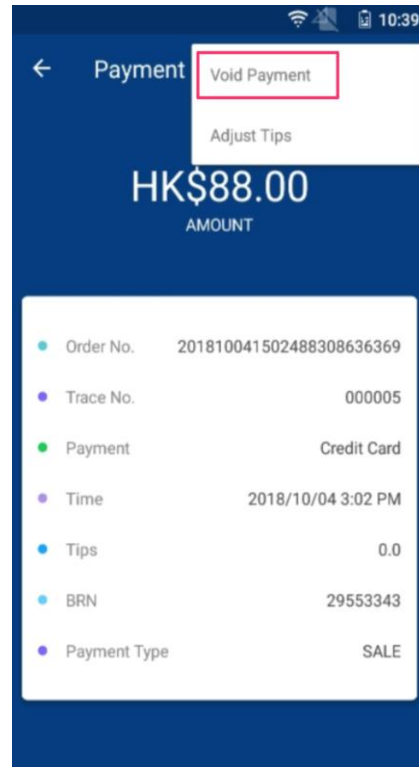
## 7.2 選擇要作廢的帳單 Select a record to void.



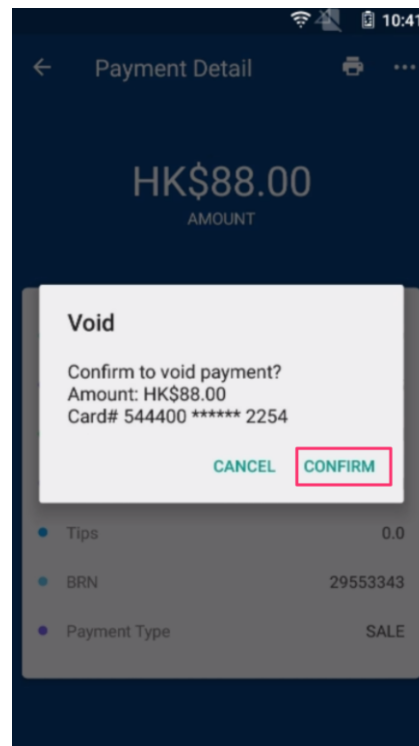
## 7.3 按帳單內‘...’按鍵 Press ‘...’ button.



7.4 選擇‘取消支付’  
Select ‘Void Payment’.



7.5 按下確認使付款作廢  
Confirm Void action.

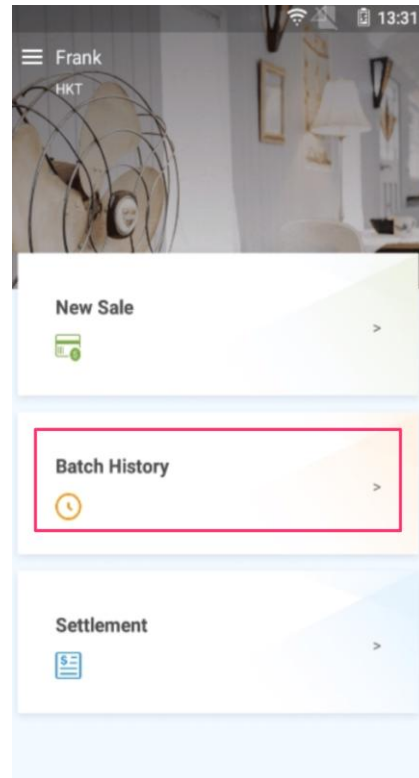


7.6 彈出成功通過使付款作廢，收據將會自動列印  
Approve and print receipt.

## 8 調整小費 Adjust Tips

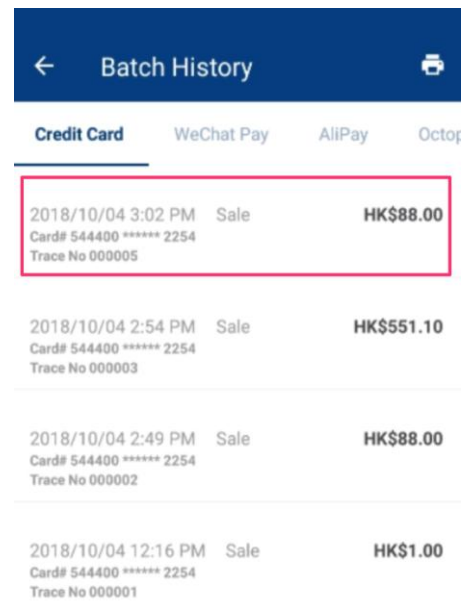
- 只支援使用信用卡作為付款方式的交易  
Only support Credit Card payment.

8.1 選擇 '交易歷史'  
Select 'Batch History'.

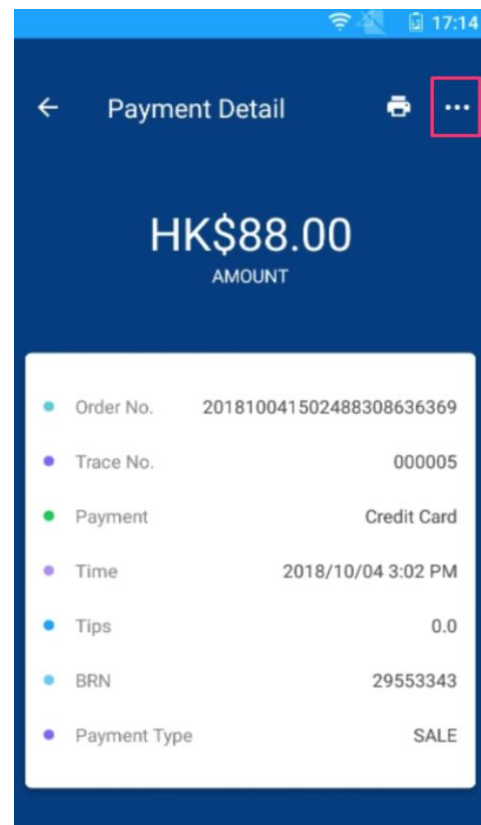


## 8.2

選擇一條需要調整小費的交易 Select a record to adjust tips.

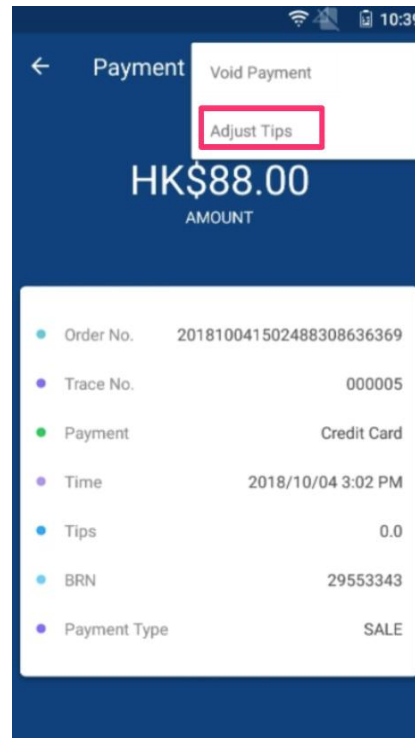


8.3 在該帳單內按右上角 '...'   
 Press the '...' button on the top right corner.



8.4 選擇 '調整小費'

Select 'Adjust Tips'.



## 8.5

如已開啓小費功能，請使用以下任何一種方式輸入小費：**If tips feature is set, please use one of the methods to enter the tips amount**

- 輸入小費金額 **Input tips amount directly**
- 輸入帳單價錢總數 **Input total amount charged with the tips amount**
- 選擇百分比方式 **Select a tips percentage of the total amount**

使用以上任何一種輸入小費方式，系統會自動計算出其餘兩個欄目的數目。例如：**直接輸入小費金額，帳單總數會自動計算 The other two amounts will be shown automatically. e.g. If you input tips manually, total amount will be automatically calculated.**

Subtotal  
HK\$88.00

Tip  
HK\$0.00

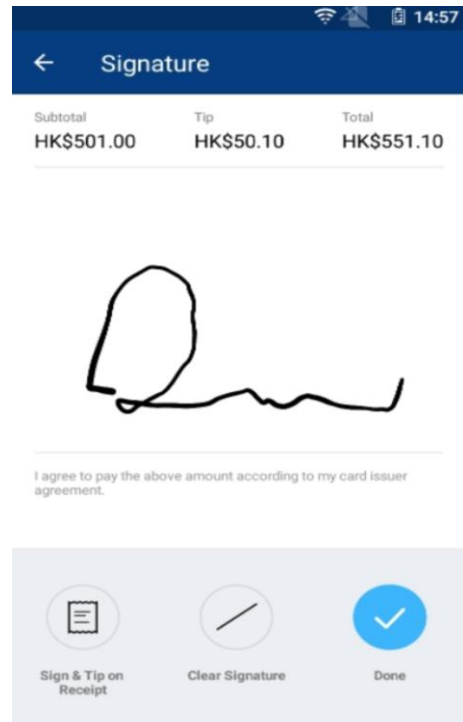
- 10%
- 15%
- 20%

Total  
HK\$88.00

Skip Tips

Add Tips

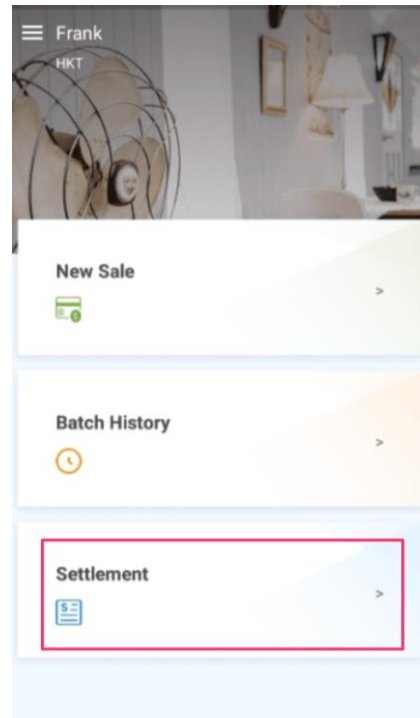
## 8.6 給顧客簽名後按完成 Sign and press Done.



## 9 結算 Settlement

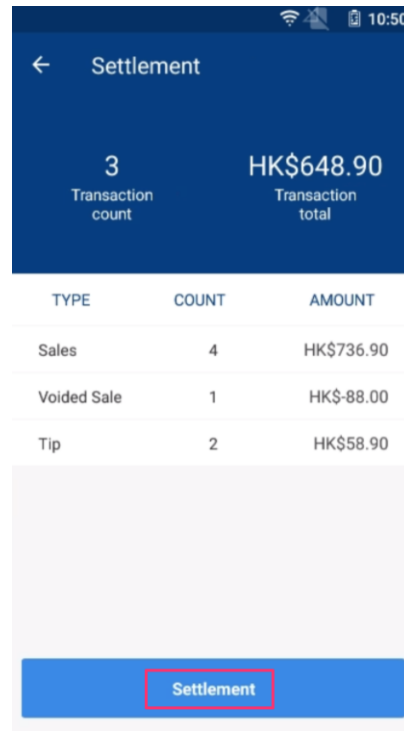
- 只有信用卡付款帳單需要進行結算，如沒有設定自動結算  
Only Credit Card payment is required to be settled. This is not required when auto-settlement is applied.

9.1 按 '結算'  
Press 'Settlement'.

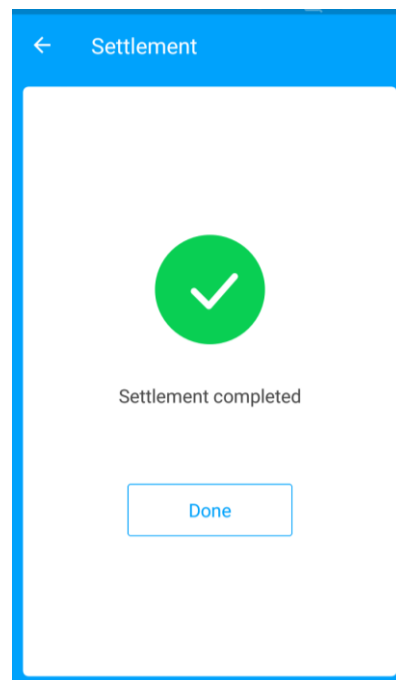




9.2 按 '結算'  
Press Settlement.



9.3 成功後會打印結算報告  
After approval, settlement  
report will be printed.



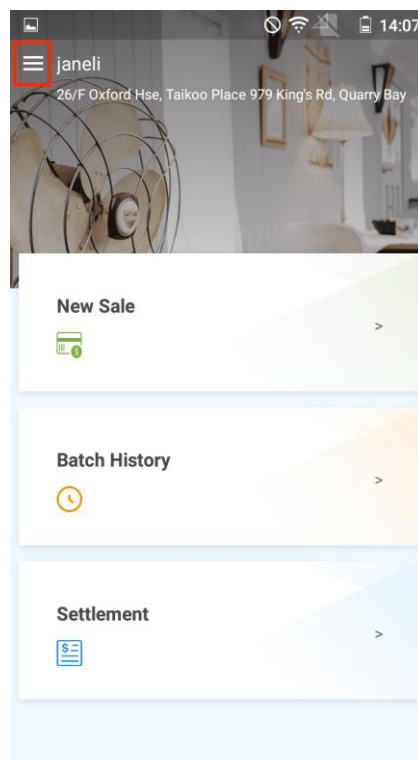
## 10 資料同步 Synchronization

更新以下項目需進行資料同步 Synchronization is needed when updating

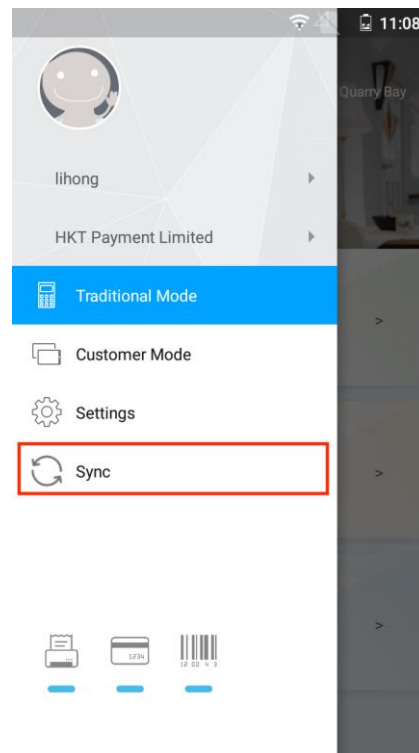
- 付款類別 Payment types
- 店舖資料 Store information

10.1 按 

Press .



10.2 按“同步數據”  
Press “Sync”.



## 11 其他使用細節Appendix

- 請保持**A8**裝置處於電量充足狀態（最少**20%**電量或以上），否則電力將有機會不足以驅動打印機，以打印收據及報告  
Keep A8 with sufficient battery level, at least ~20%. Otherwise, it may not have enough power to drive the printer for receipt / report printing.
- 按開關按鍵將**A8**轉至睡眠模式以節省電源  
Press the start button to turn A8 to sleep mode in order to save power when not using it.
- 當收據打印紙快用完時，一個黃色驚嘆號會出現在**A8**上  
A yellow exclamation mark shown on A8 indicates paper roll is nearly used up.
- 應將收據打印紙可打印面向上放入，尾端應貼近**A8**的齒輪  
Insert the paper roll with the printable side up as shown. The end of the paper roll should stay close to the tooth of A8.



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