![Spectra Technologies logo]

American Express Tap on Mobile Quick User Manual

(12 Dec 2022)

Overview of the American Express Tap on Mobile

1.1 Major features

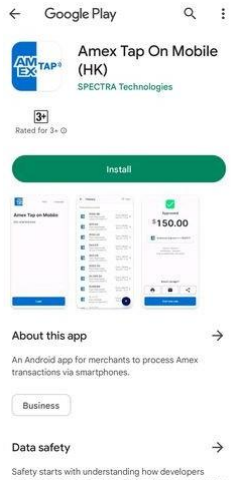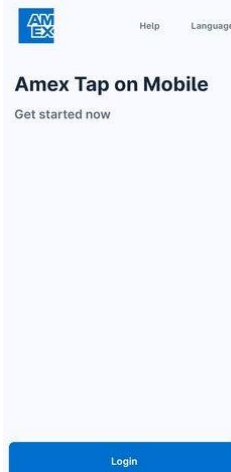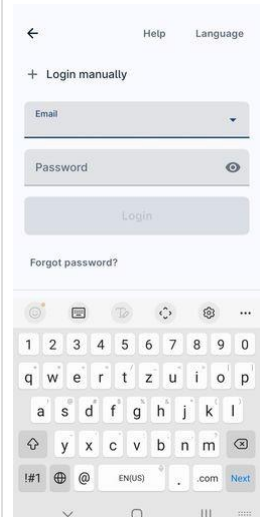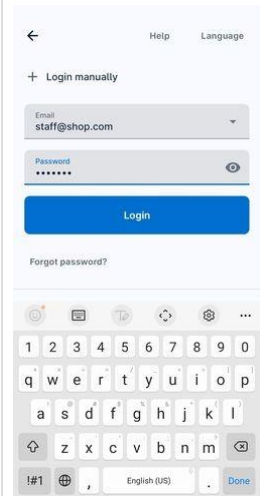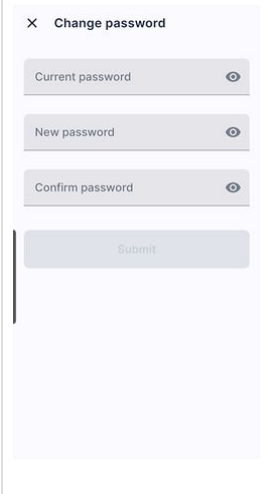| Button icon	Name	Description
	Sale/ Payment	A basic point-of-sale to initiate a transaction.
	History	Store all the transaction records, receipt reissue, refund and void.
	Report	View your business insight daily, weekly, monthly or year in different payment types.
	Language	English/ Chinese languages switcher
	Manage printers	External bluetooth printers management
	Switch shop	A floating cashier for exhibition or event purpose. And, admin user can view different shops or branches' business insight anytime.
	Help	General faq and service support.
•••	More	Extend App setting — account information overview, account setting, app theme setting etc.

2.1 App installation, account activation & registration

You can download the Amex Tap on Mobile on the Google Play Store and register your account according to below instruction.
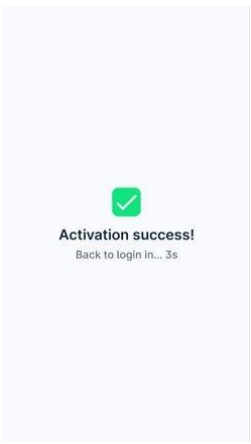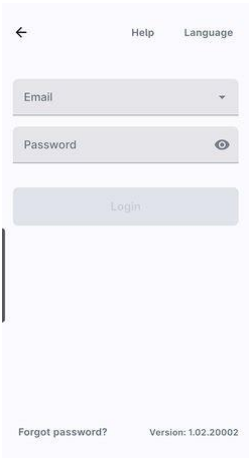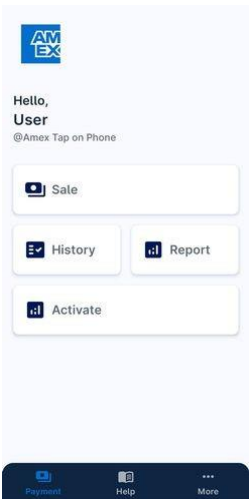
2.1.1 Installation

1	Open camera app in your android smartphone and scan the QR code on the right side. Then, it redirects to the Google Play Store.	
2	Press "**install**" to download and install the "**Amex Tap on Mobile (HK)**" app Select "**Open**" when the installation finished.	
3	Select "**Login**" in the start up page.	

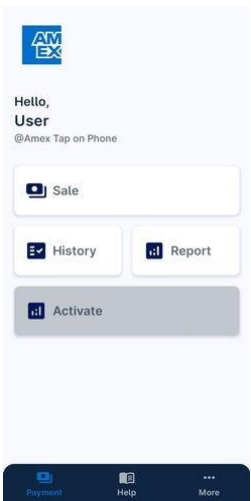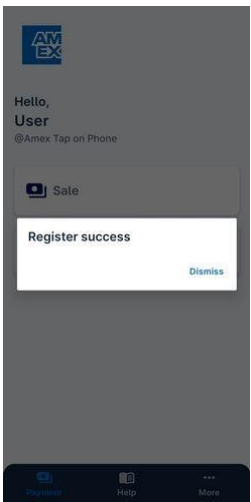| 4	· **Login Manually** Input your login email and password. ☐ If you are login the account first time, please use the account password to login your account from the activation email. This password is generated by our system for the new applicant. ☐ You can switch the app language by the "**Language**" button, and select "繁體中文".	
5	Press "**Login**".	
6	For the account initialize, you will be asked for changing the password under the security reason. Please kindly input the account activation password in the "**Current password**" input text box. Set up your new password and input the confirm password. Then, press "**Submit**". ☐ Please make sure your new password uses 7 or more characters with a mix of letters & numbers.	

7	Your account activation success! And, the app will logout automatically after a few second and redirect to login page.	
8	Input your email with your new password and press "**Login**" to enter your account.	
9	You will enter to the launcher when login success.	

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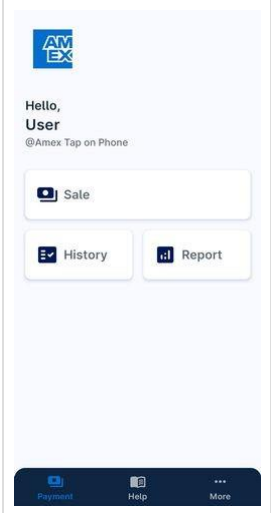It may not be duplicated, published or disclosed without SPECTRA written permission.

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2.1.2 Registration

You must install and register the card reader app before accepting the card payments.

1	In the launcher, press "**Activate**".	
2	The app performs several checks and attestations to ensure the device, application and location are secured. The process could take up a few minutes.	
3	After the process, app shows "**Register success**". Press "**Dismiss**" to close the alert box.	

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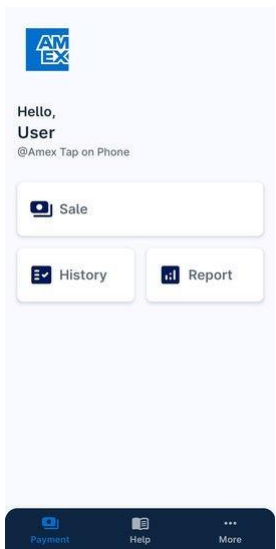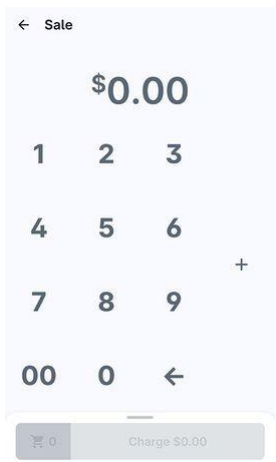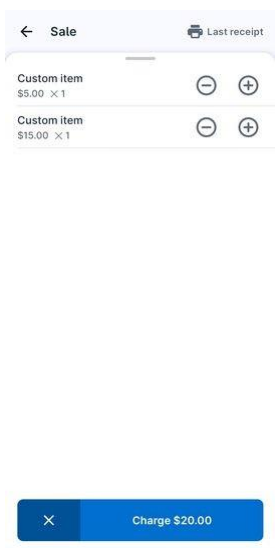It may not be duplicated, published or disclosed without SPECTRA written permission.
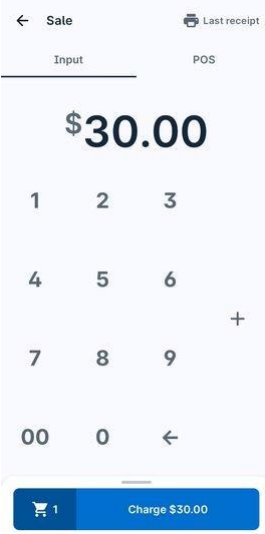
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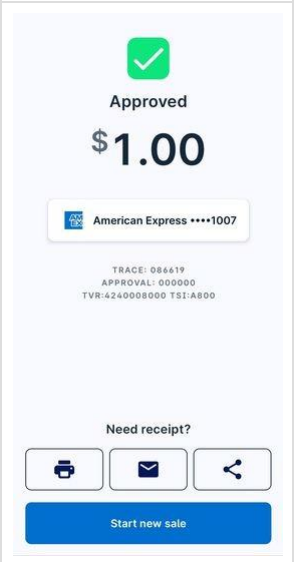| 4	Now, you can make a sale via the Mobile Tap!	

2.2 Make a sale

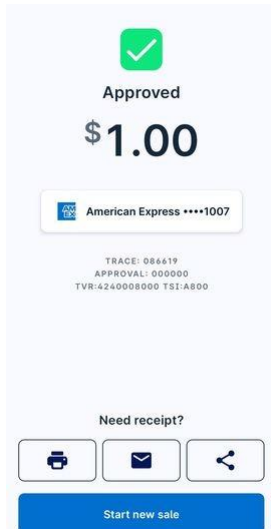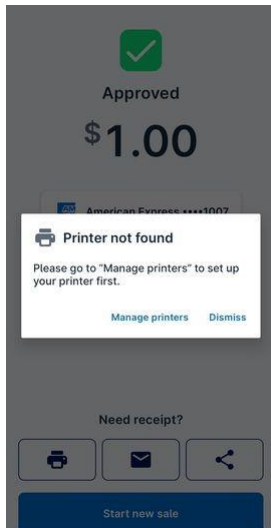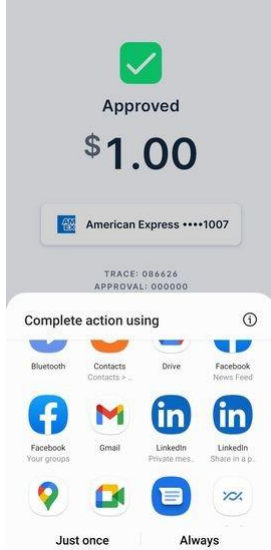|		
1	After login, select "**Sale**" to start a new sale transaction.	
2	You can enter the total amount. ☐ Alternatively, you can enter the product amount one by one with "**+**", and store in the tender. You can check the tender by sliding up the bottom panel, or pressing the "🛒" cart button.	
3	☐ In the tender, you can adjust the quantity of the item by pressing "-" and "+". Remove the item by swiping to the left or quantity reach to zero. After that, you can slide down the panel or press "X" back to the keypad for extra amount input, or press "**Charge**" button to go on the progress.	

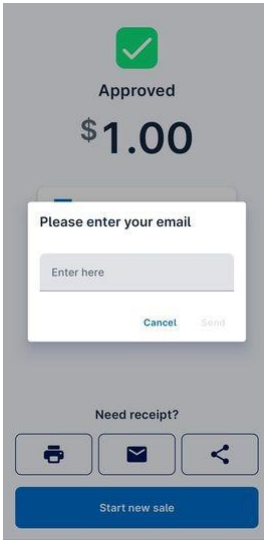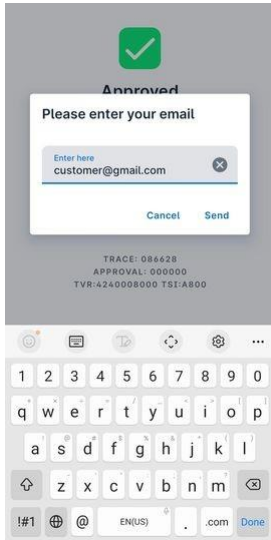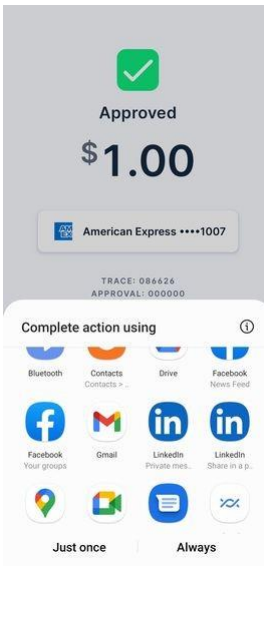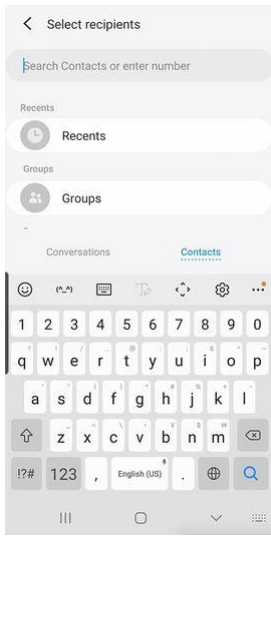| 4	If you confirm the total amount in the dark blue button, press "**Charge**".	
5	After press "**Charge**", the await card screen is shown.	
6	Taps the card/ mobile wallet to the NFC detection area of the device. Once the contactless card is detected, the app provides haptic feedback - a beep sound and vibration. If the card reading fails, the app beeps twice. Please remove the card and retry again. ☐ Depending on the device model, the area position varies. For Samsung mobile, please refer to https:// www.samsung.com/hk_en/nfc-support/	

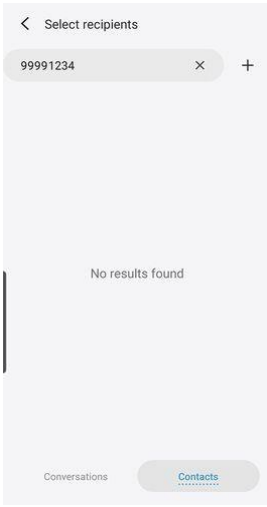| 7 | After obtaining the online authorization approval, the app shows the corresponding multi-sensory feature for AmEx. | AMEX | ✓ |
| 8 | After tapping card, the app shows the transaction result. | | ✅ Approved $1.00 American Express ••••1007 TRACE: 086619 APPROVAL: 000000 TVR:4240008000 TSI:A800 Need receipt? Start new sale |

2.2.1 Issuing receipt

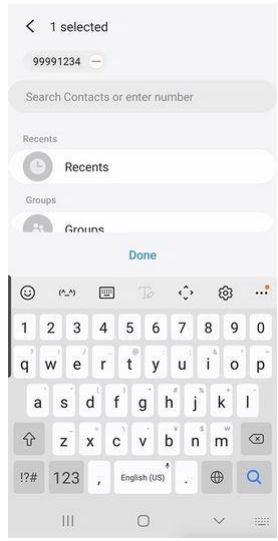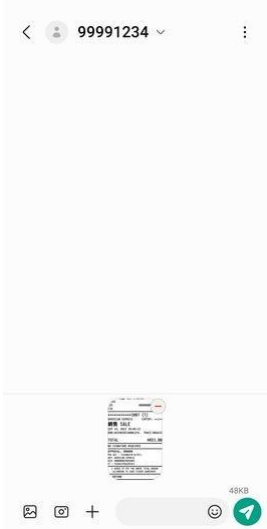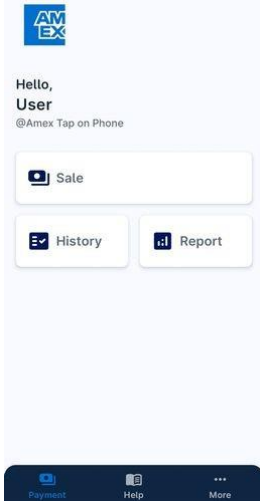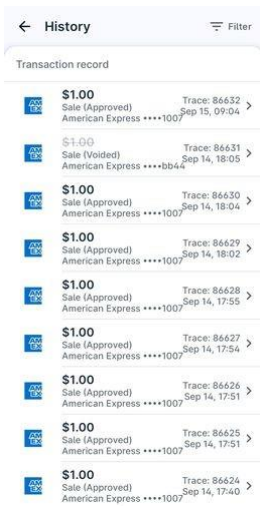|		
1	In the transaction result screen, you can issue the receipt in the follow ways: · Print a hardcopy (requires the BP80 Bluetooth Printer) · Share the receipt image via email, whatsapp or other tools (same format as the printed one)	
2	**Print receipt** Press the "**Print**" button to print a set of the merchant and the consumer copy. ☐ If the printer has not connected, a dialog prompts and then select "**Manage Printers**" to pair, connect or manage the printer. Details please read "**Bluetooth printer management**".	
3	**Sent the receipt via Email, Whatsapp or other tools** Press the "**Share**" button. And, select the sharing method that you prefer in the share sheet.	

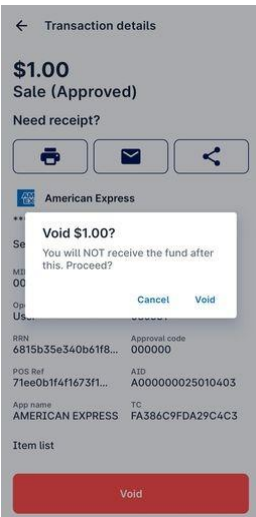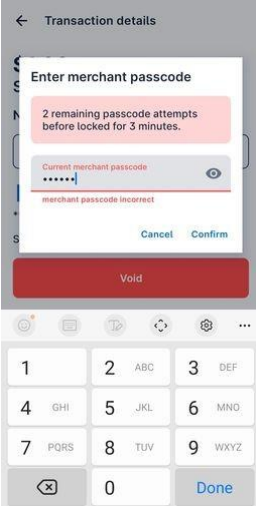|			
4	**Share by email** Press the "**Email**" button. A dialog will pop up and ask for the receiver's email address. Enter your consumer's email and press "**Send**".		
5	**Share by message (SMS)** Press "**Message**".		

6	Enter the customer's mobile no. in the input text area and press "**+**". Then, select the mobile no. ☐ Depend on the mobile brand, the SMS sending procedure may be different.		
7	Now, the receipt picture is inserted to the message body. Then, press paper plane icon to send it out. When it's done, you will see the record.		

2.3 Void a transaction

1	Select "**History**" in the launcher.	
2	Select the transaction which to void.	
3	Check the transaction details and press the "**Void**" button.	

4	If you confirm to void this transaction, press "**Void**".	
5	Enter the 6 digits merchant passcode to proceed, and press "**Confirm**".	
6	☐ Your account will be locked out for 3 minutes after over 3 passcode attempts. If you don't know your passcode, please contact your payment service provider.	

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| 7 | The transaction will start to process the void procedure when enter the correct merchant passcode. The updated result is then shown on screen once it is done.

You can issue the voided receipt to your customer by print or share function. | |
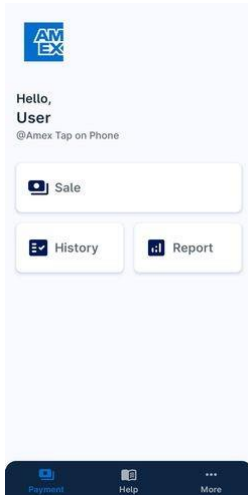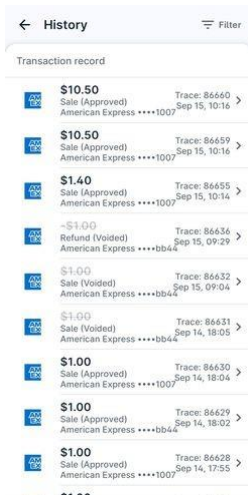
Other functions

3 Transaction history

1	Select "**History**" in the launcher.	
2	You can browse all transactions in the transaction list.	