SALES (PRE-AUTH)

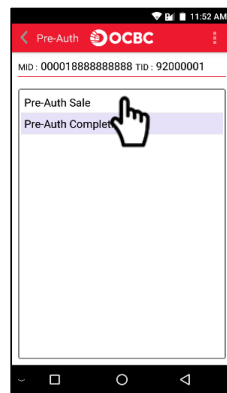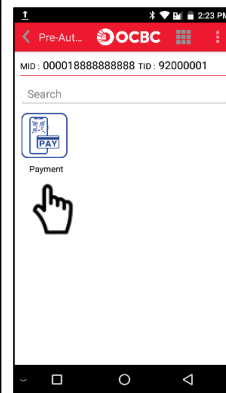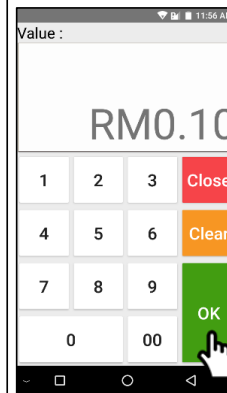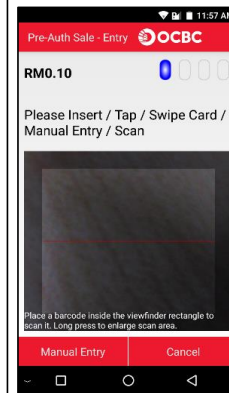1. Tap on **(<)** sign
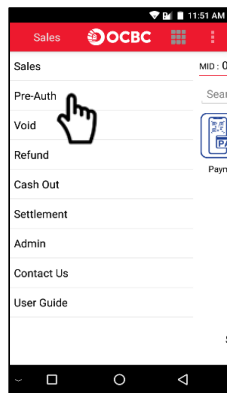
2. Select **Pre-Auth**
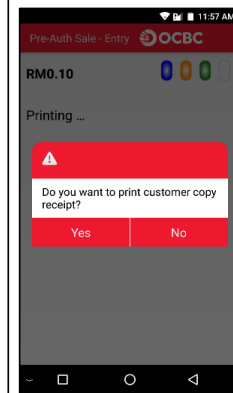
3. Select **Pre-Auth Sale**

4. Select **Payment**

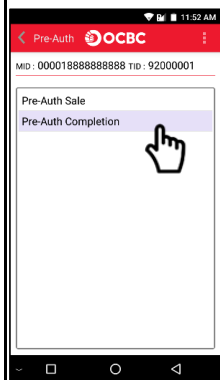5. Key in Pre-Auth sale amount and press OK
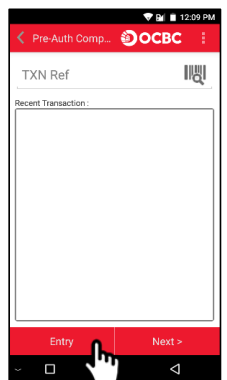
6. **WAVE** or **INSERT** payment card to the terminal
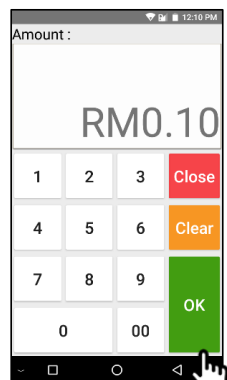
7. Select **YES** for the customer copy receipt

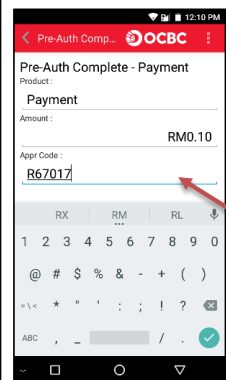## SALES (PRE-AUTH COMPLETION)
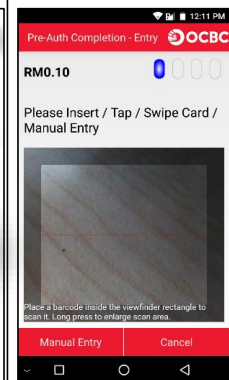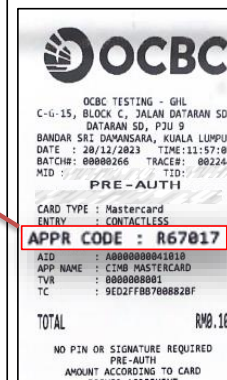
1. Select **Pre-Auth Completion**
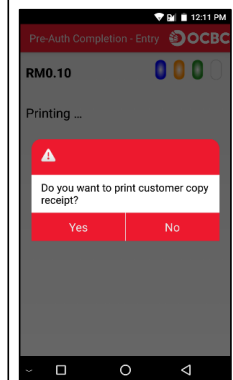
2. Tap on **Entry**

5. Key in Pre-Auth Completion sale amount and press OK

5. Key in **Approval Code**

6. **WAVE** or **INSERT** payment card to the terminal

7. Select **YES** for the customer copy receipt