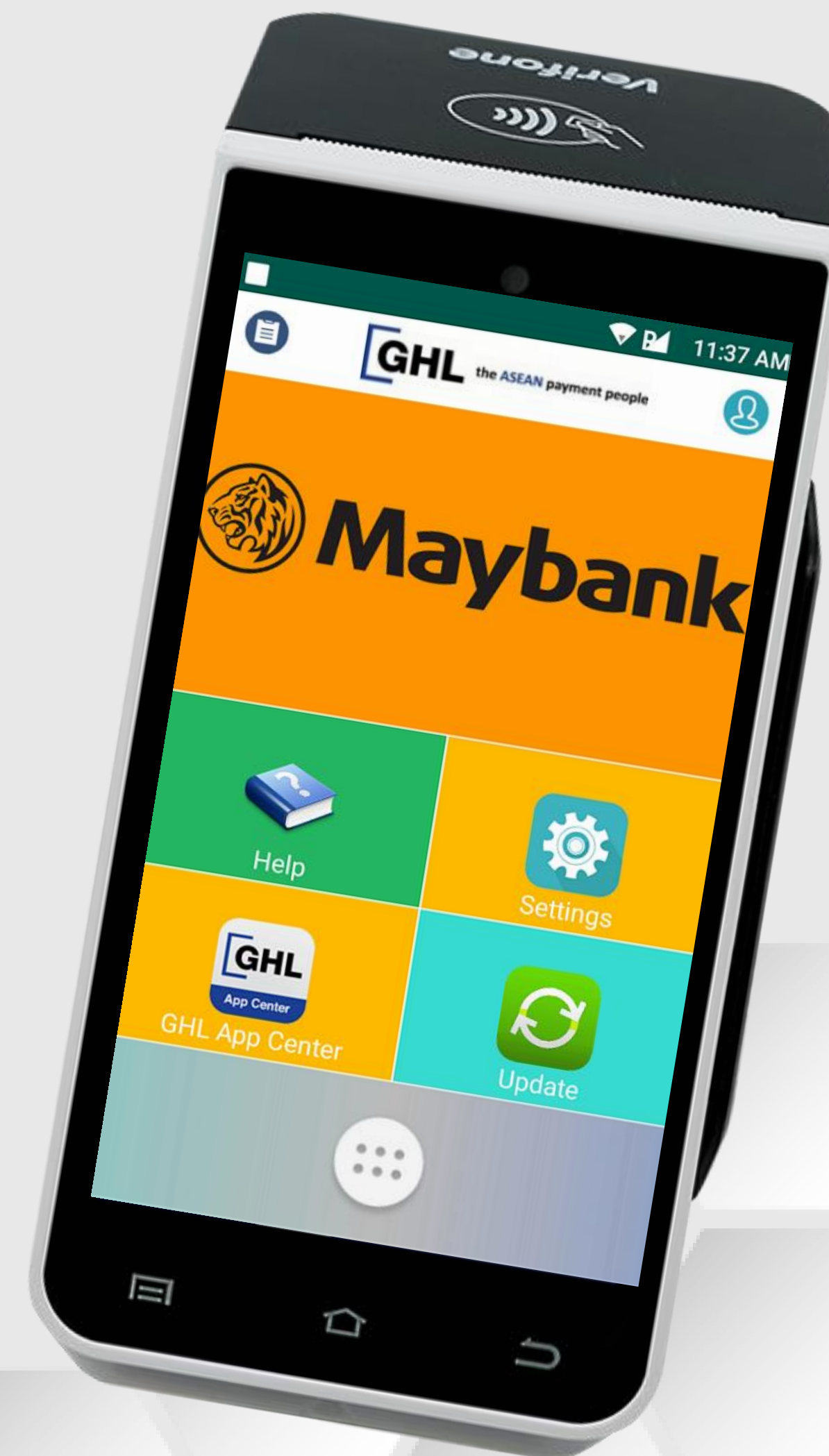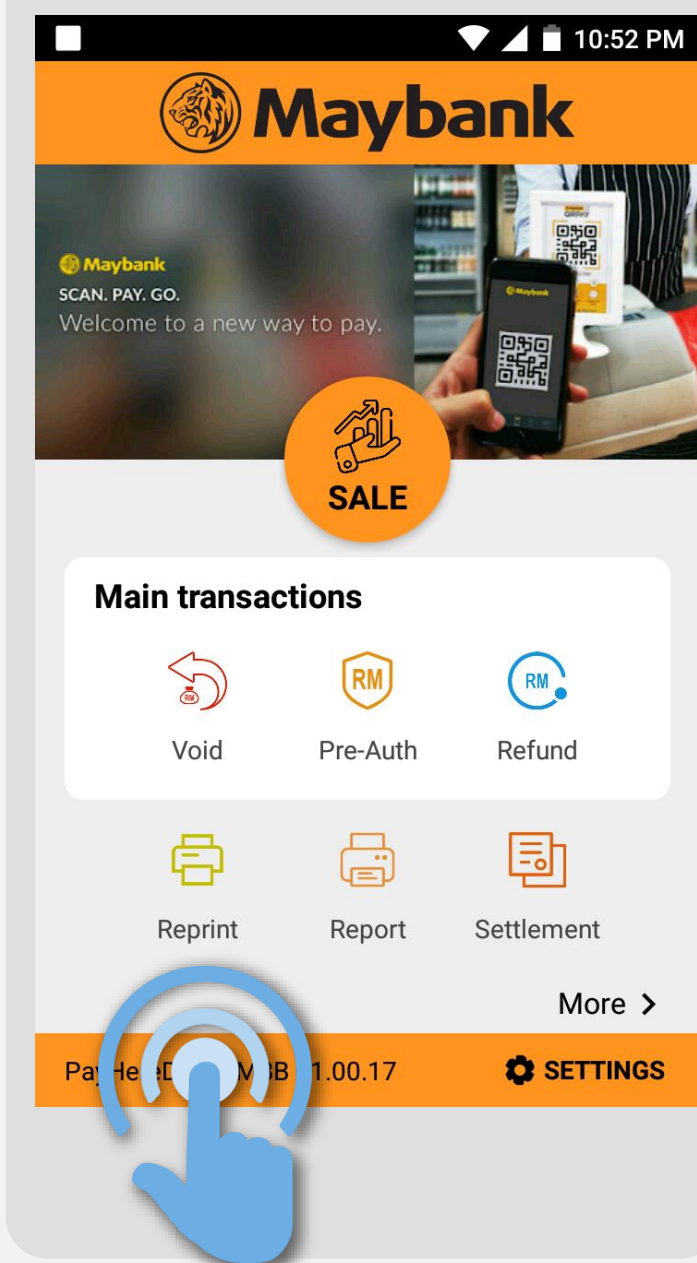# GHL

TERMINAL USER GUIDE

Reprint Receipt

MAYBANK PAYHERE DIRECT

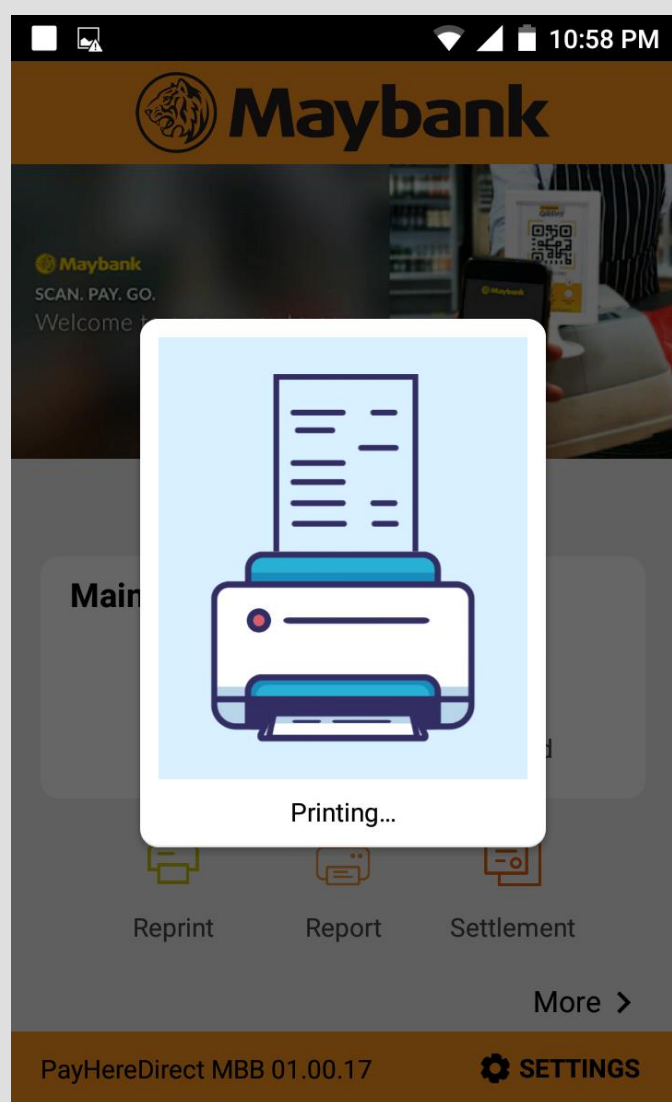Terminal Model: Verifone X990

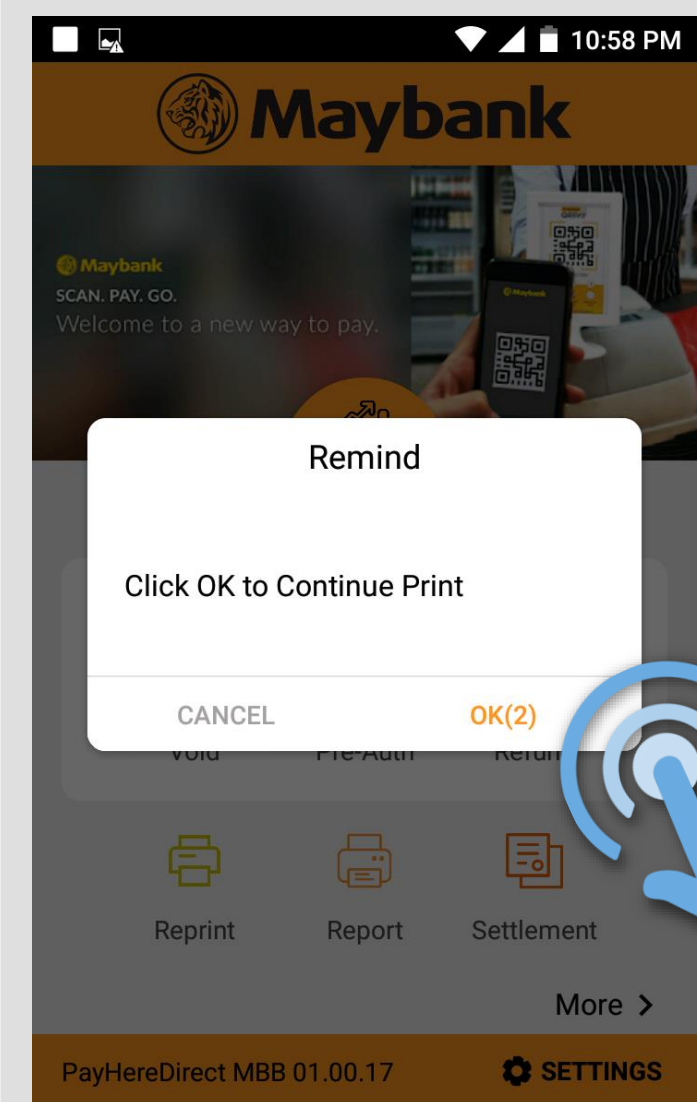# Reprint Receipt | Last Receipt

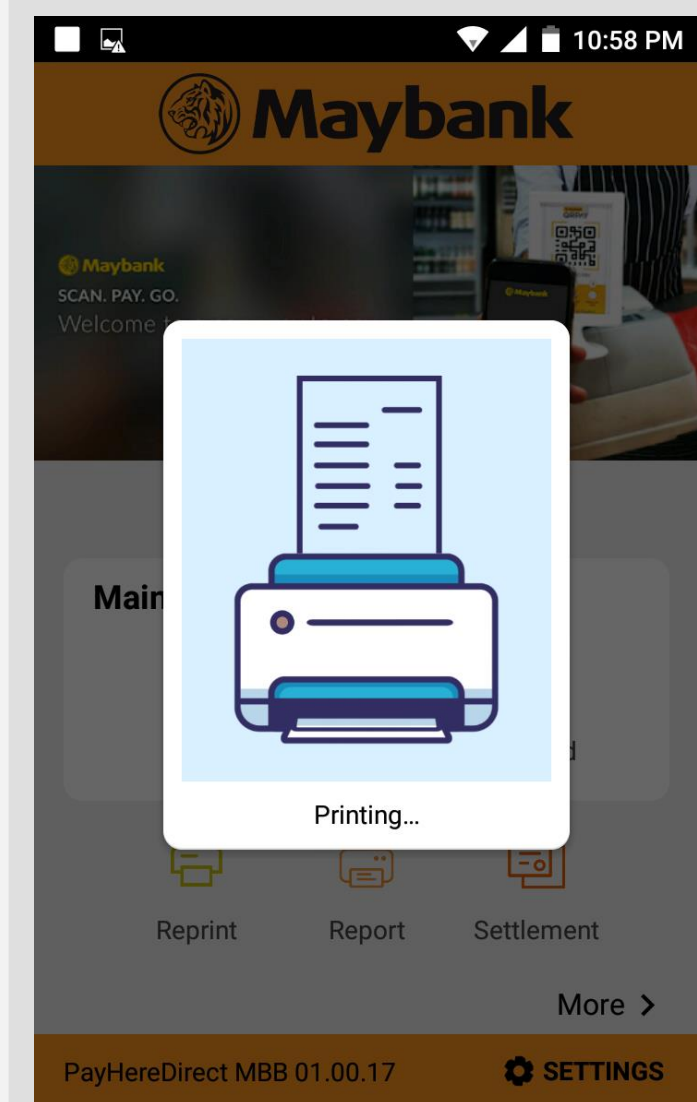**Terminal Model: Verifone X990**

STEP 1
Press on **Reprint** icon

STEP 2
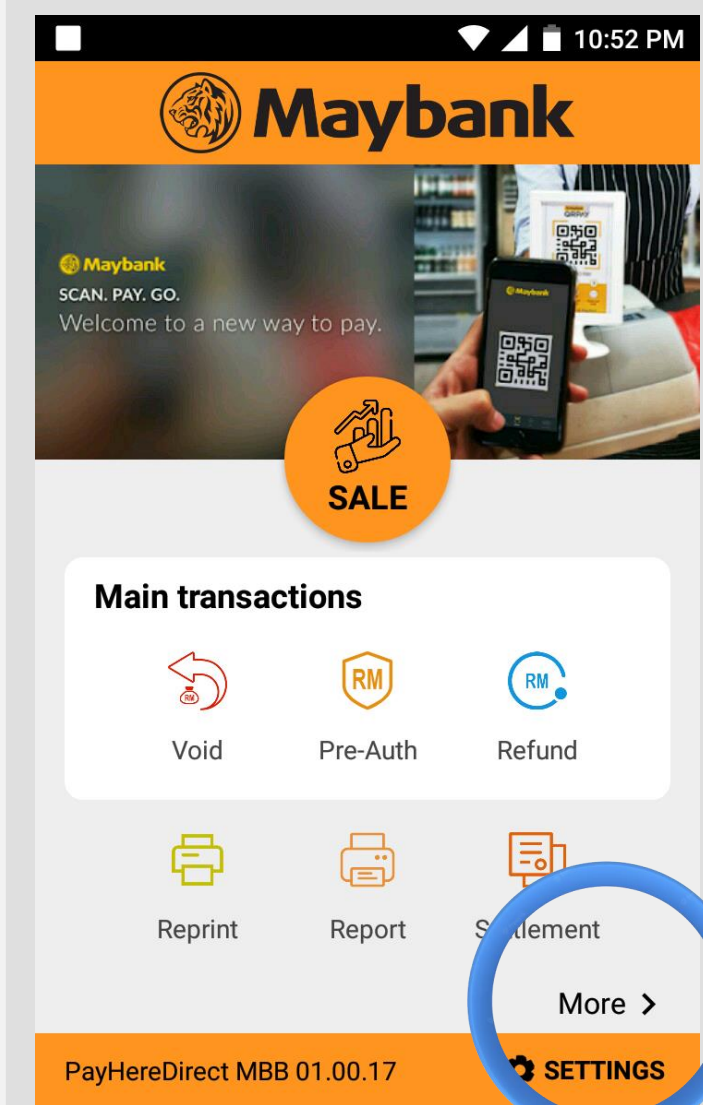Reprint successful with merchant receipt printed out

STEP 3
Press **OK** for the customer copy receipt
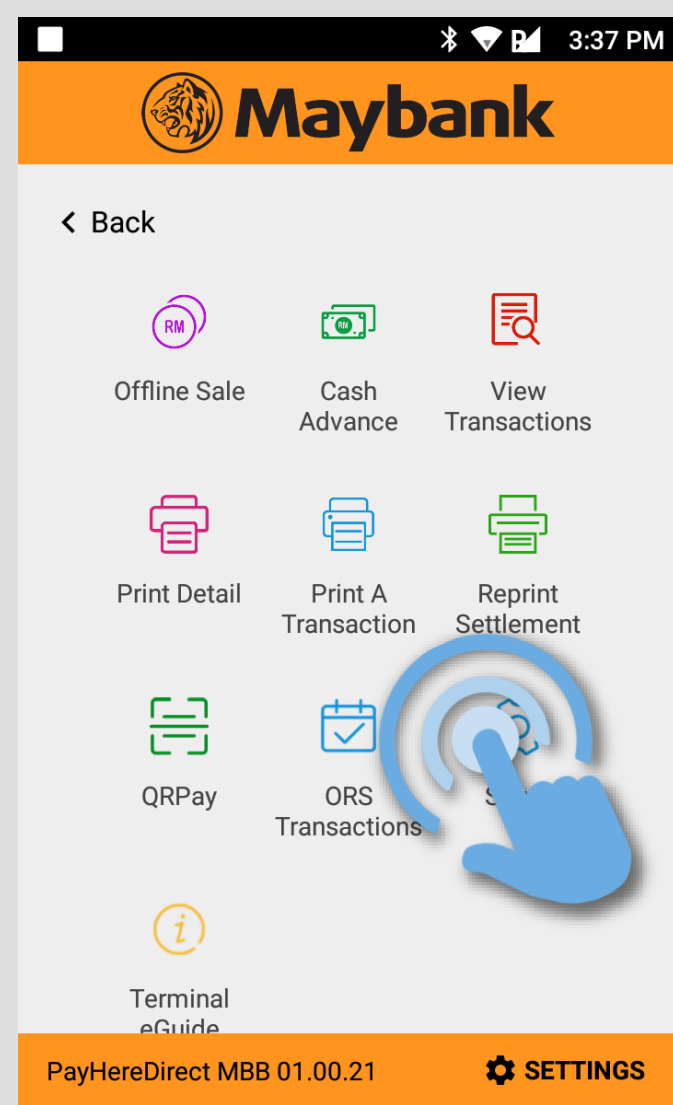
STEP 4
Customer receipt is printed out

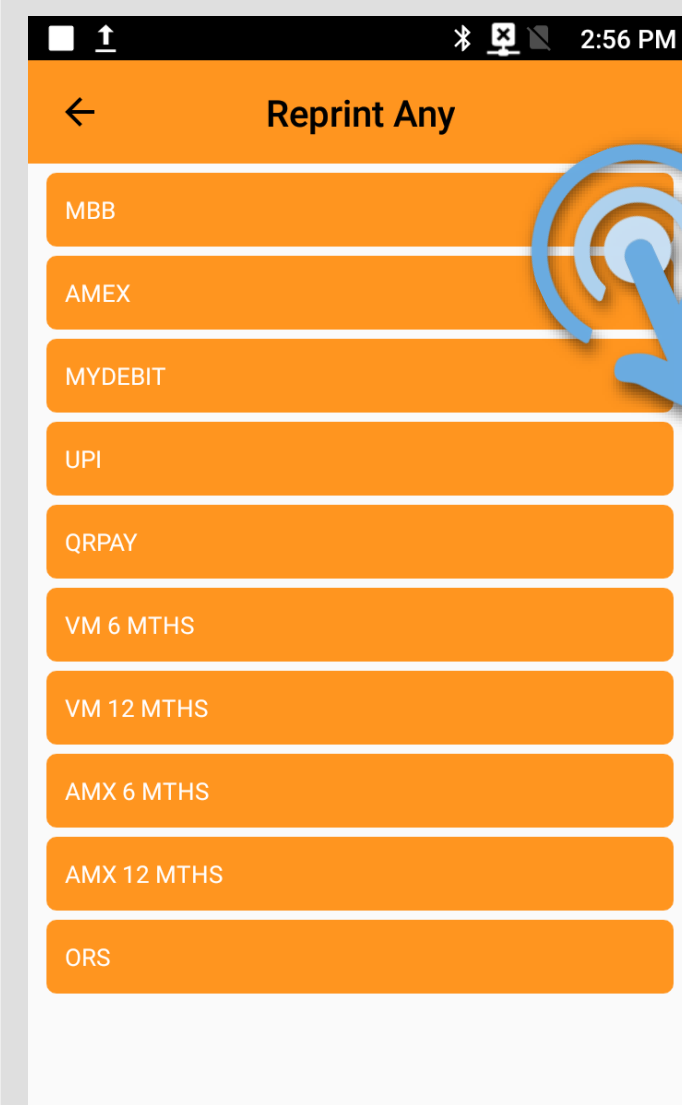# Reprint Receipt | Any Receipt

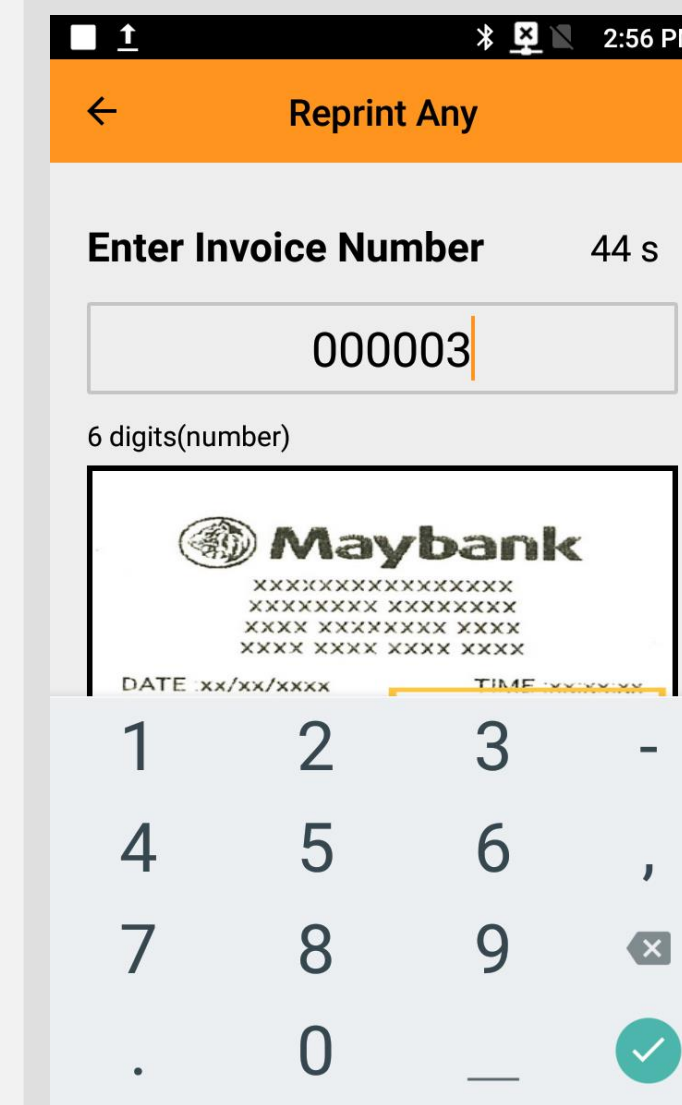Terminal Model: Verifone X990

STEP 1 — Press on **More**

STEP 2 — Press on **Print A Transaction** icon
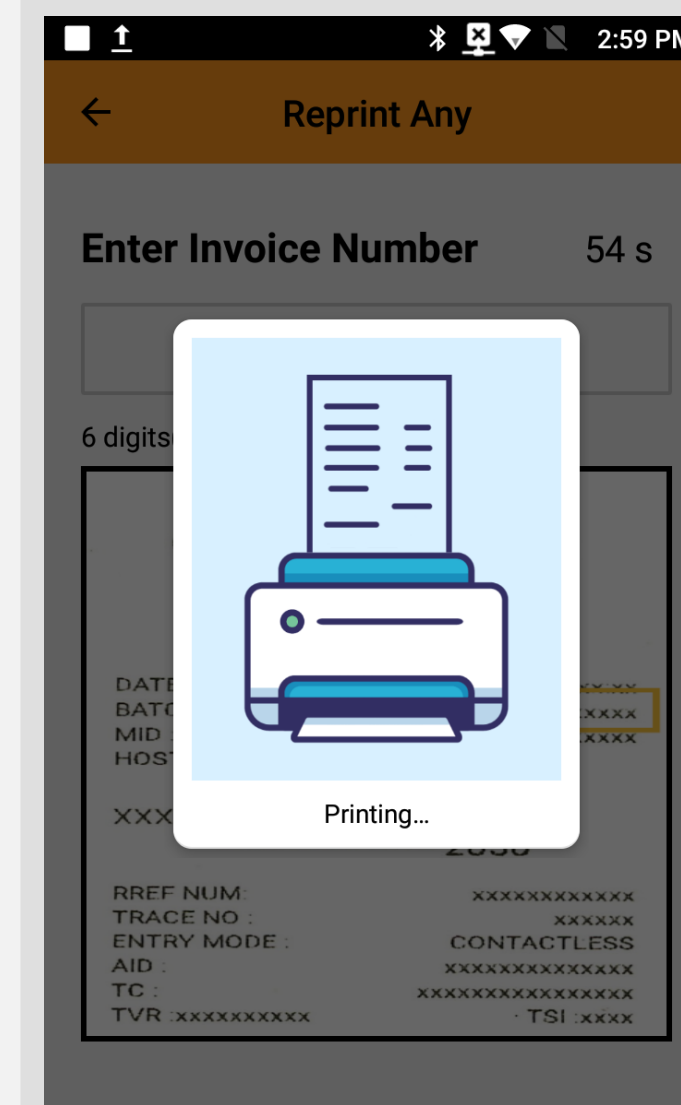
STEP 3 — Select host to Reprint

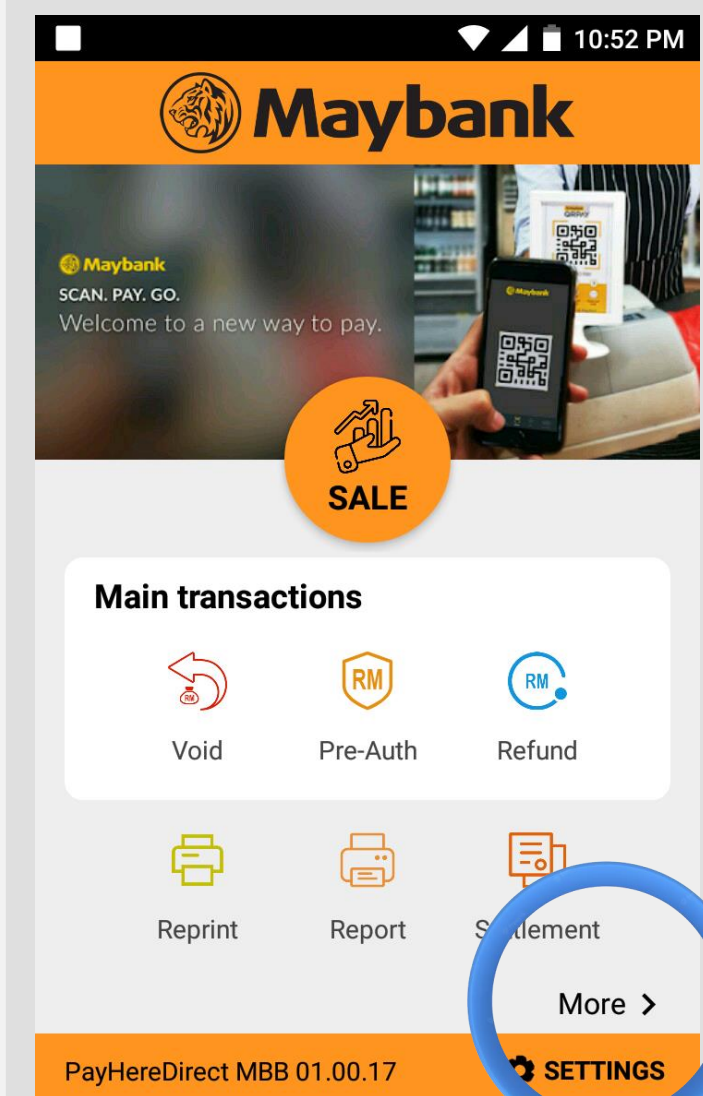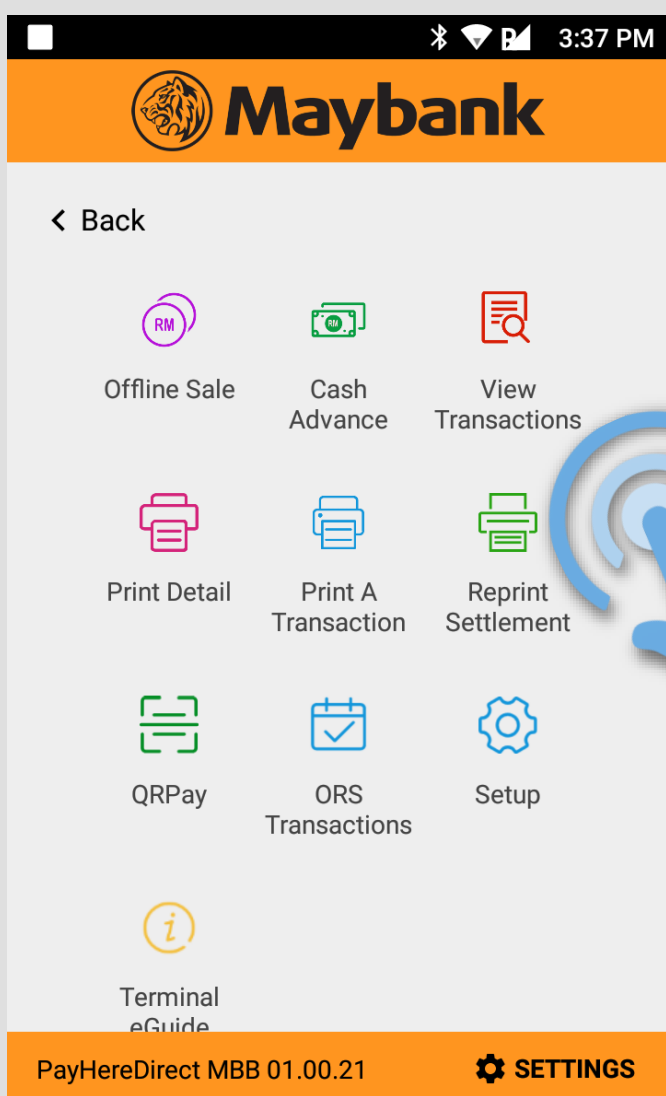**STEP 4** — Enter sale invoice number from any receipt

STEP 5 — Reprint transaction is successful with merchant & customer receipts printed out
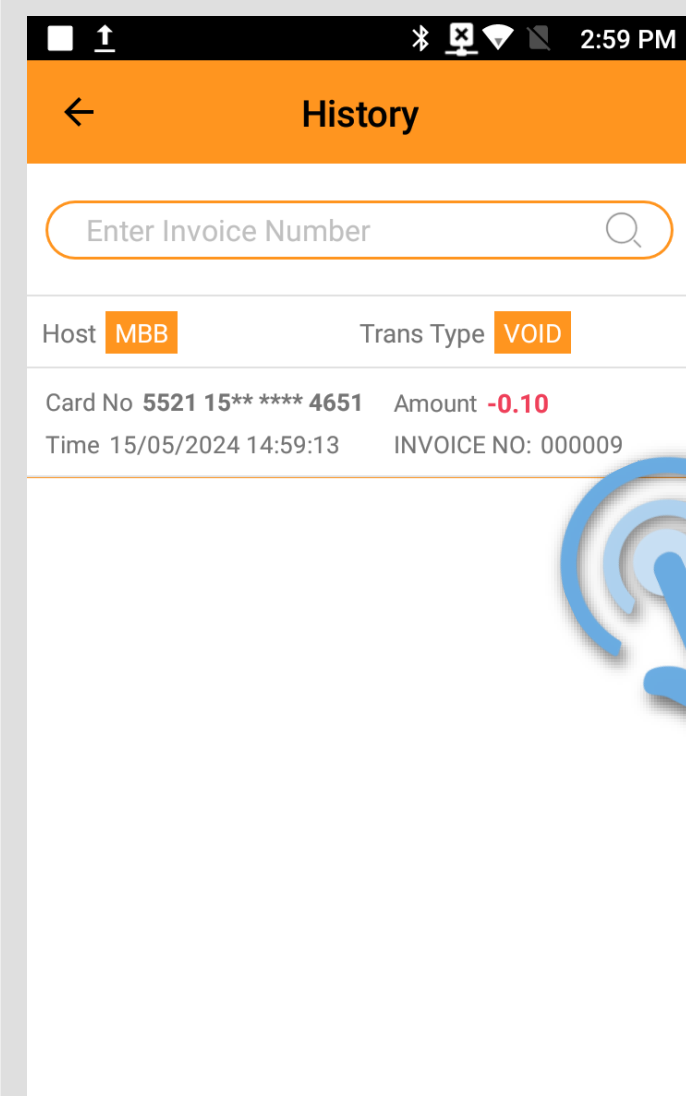
Reprint Receipt | View Transaction
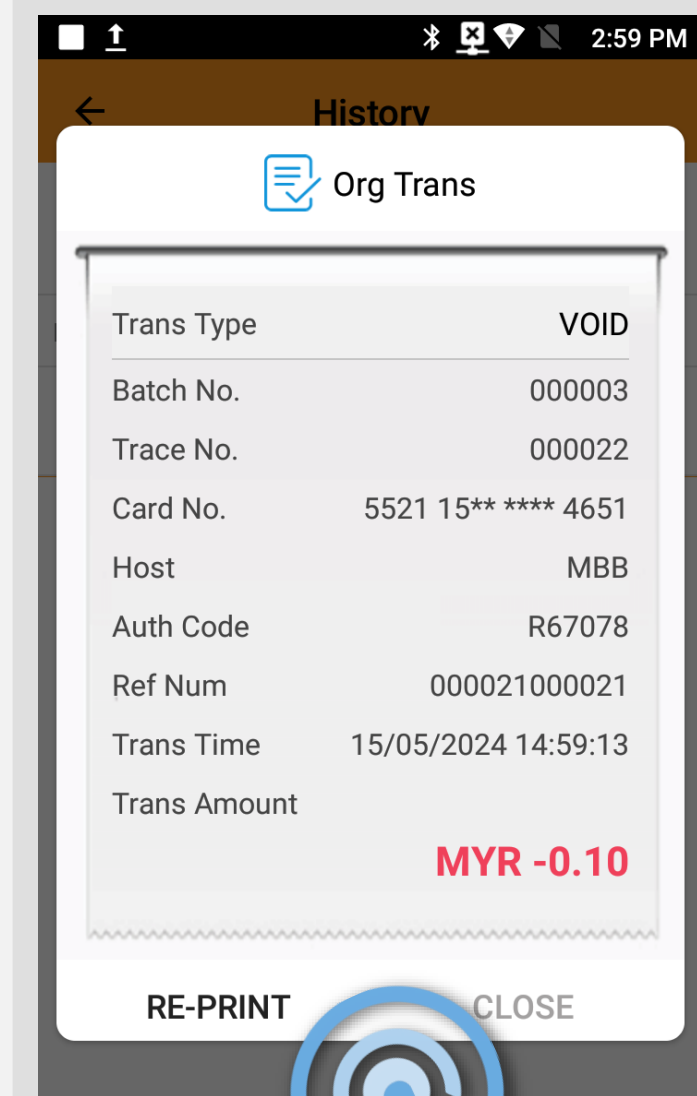
Terminal Model: Verifone X990

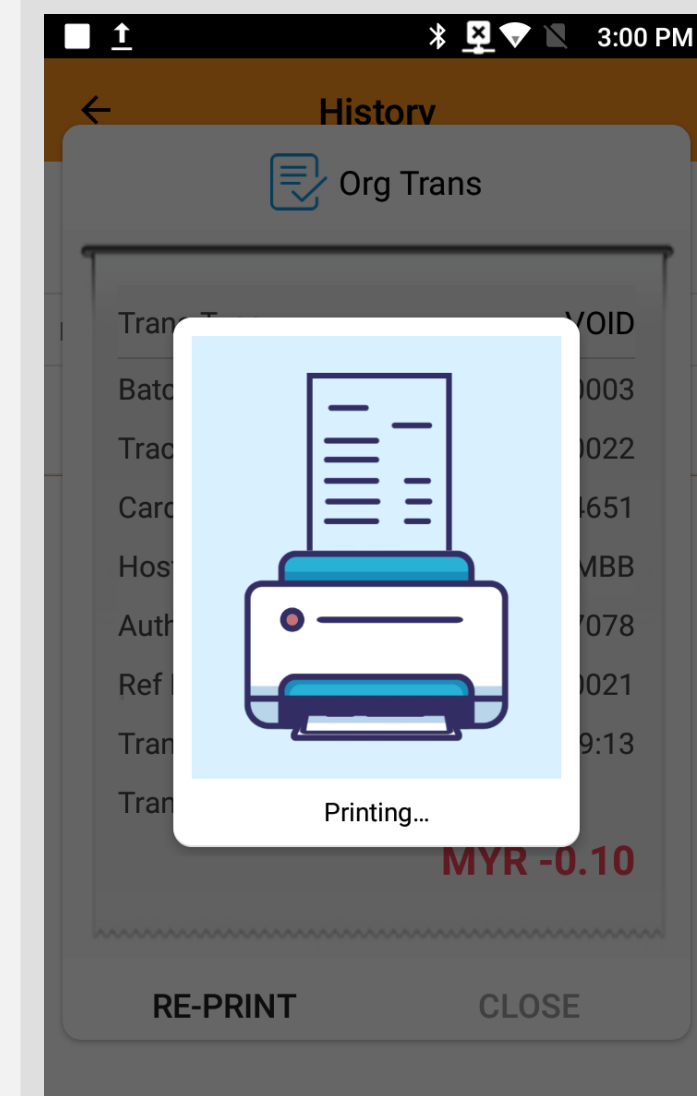**STEP 1** — Press on **More**

STEP 2 — Press on **View Transaction** icon

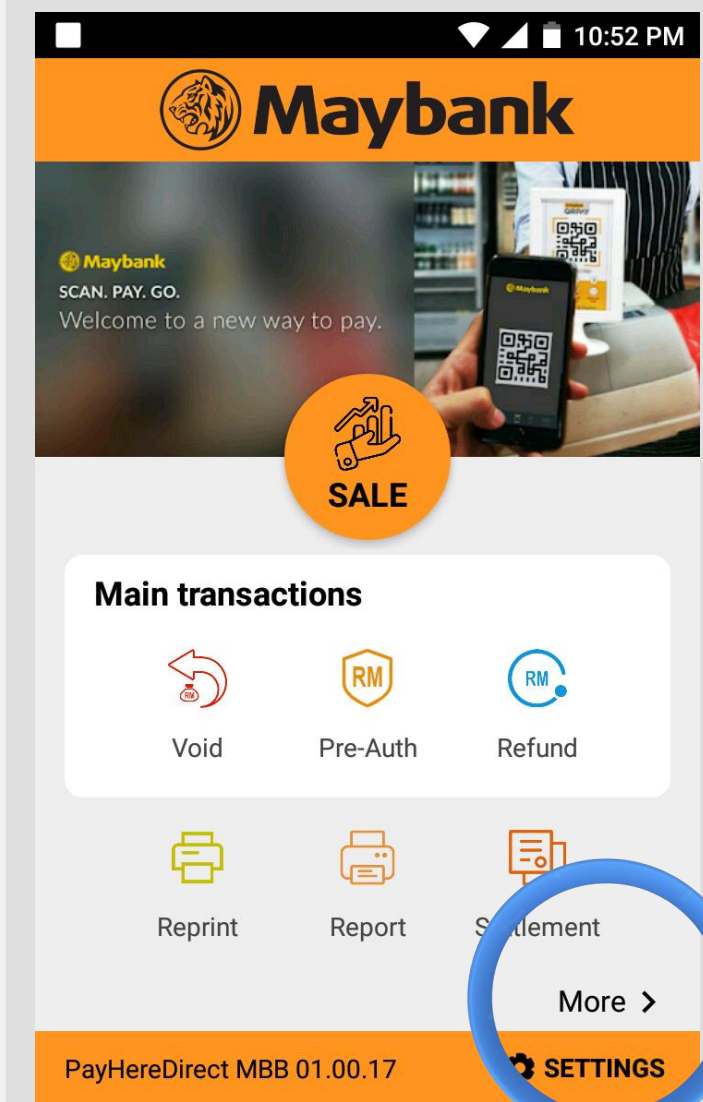**STEP 3** — Select transaction to view or reprint

STEP 4 — Verify the transaction details and press **Re-Print** for the merchant & customer receipt
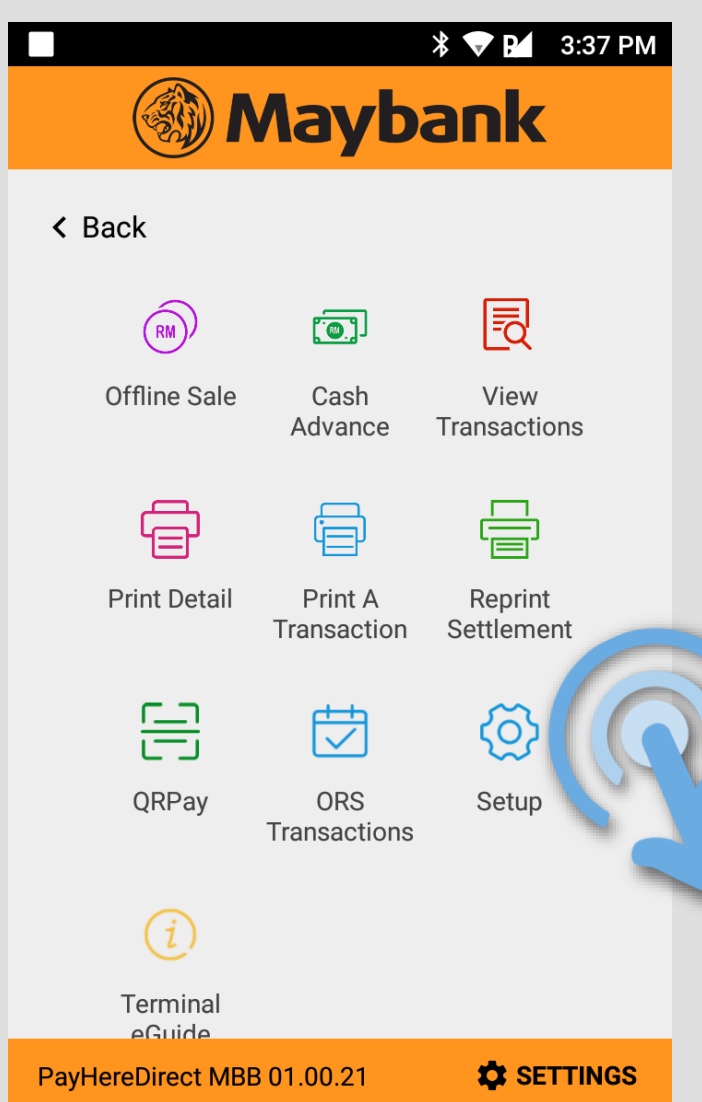
STEP 5 — Reprint transaction is successful with merchant & customer receipts printed out
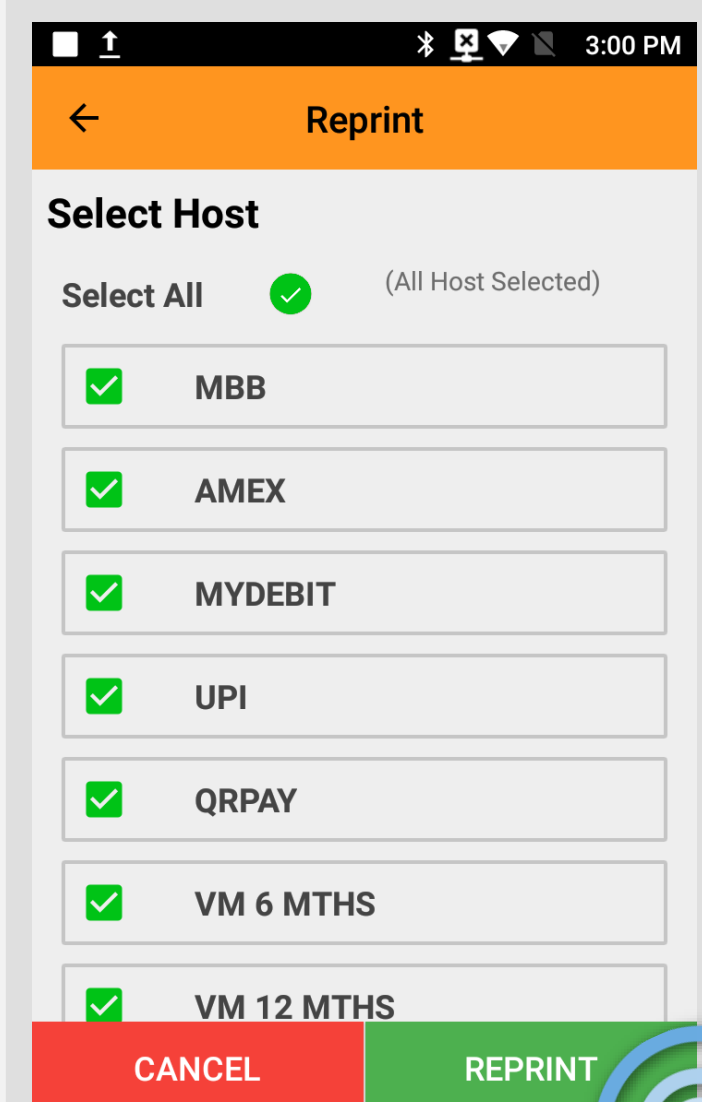
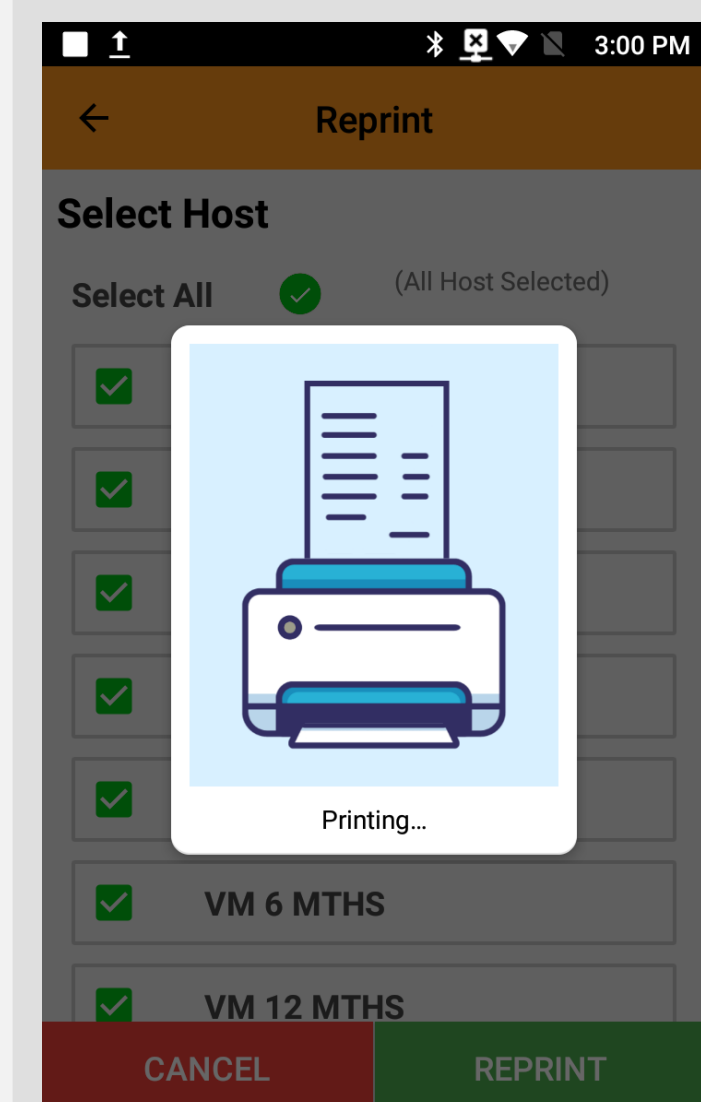# Reprint Receipt | Settlement

Terminal Model: Verifone X990

STEP 1 Press on **More**

STEP 2 Press on **Reprint Settlement** icon

STEP 3 Select host to Reprint Settlement and press **Reprint**

STEP 4 Reprint transaction is successful with merchant & customer receipts printed out