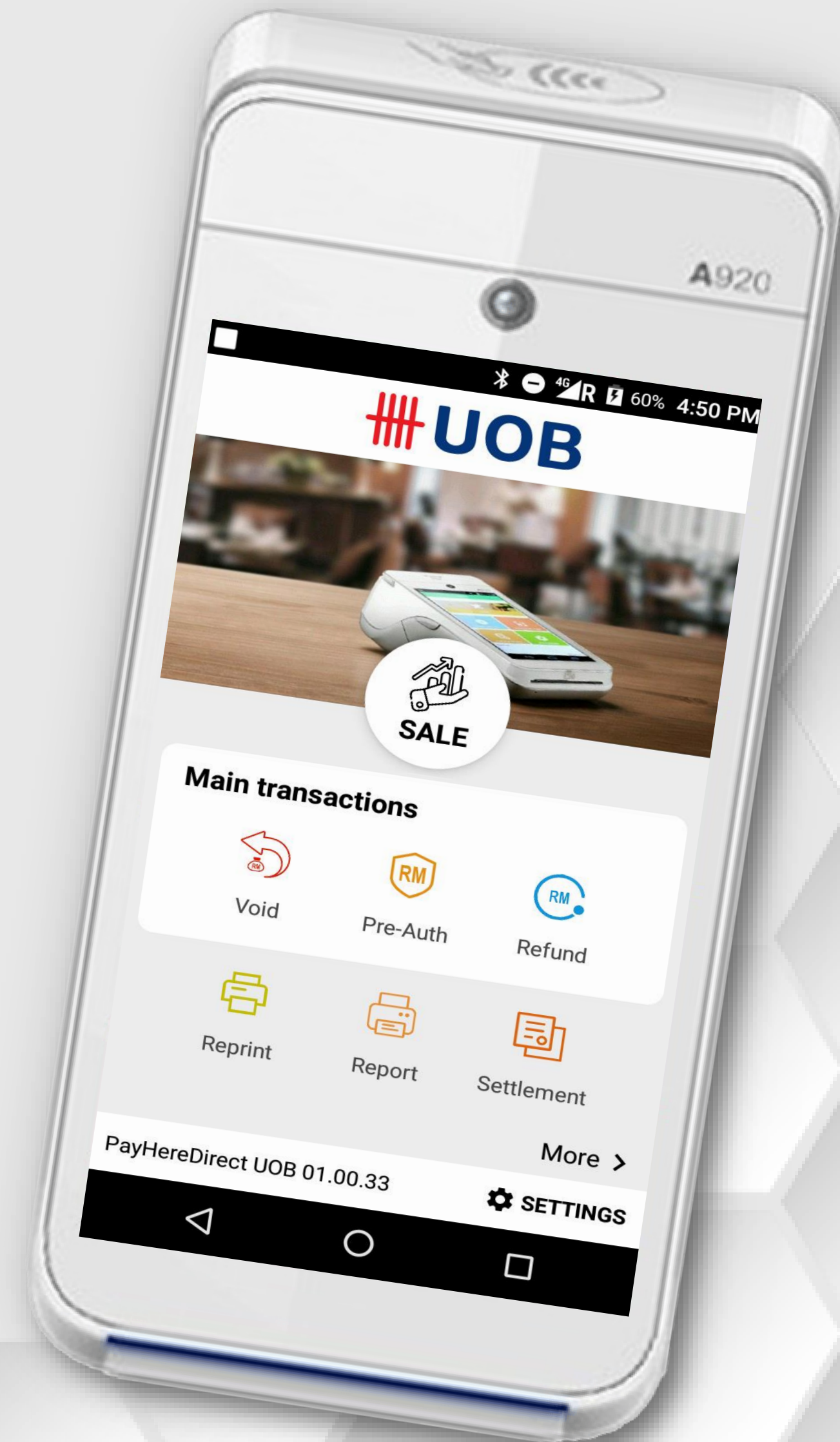# GHL

TERMINAL USER GUIDE

Reprint Receipt
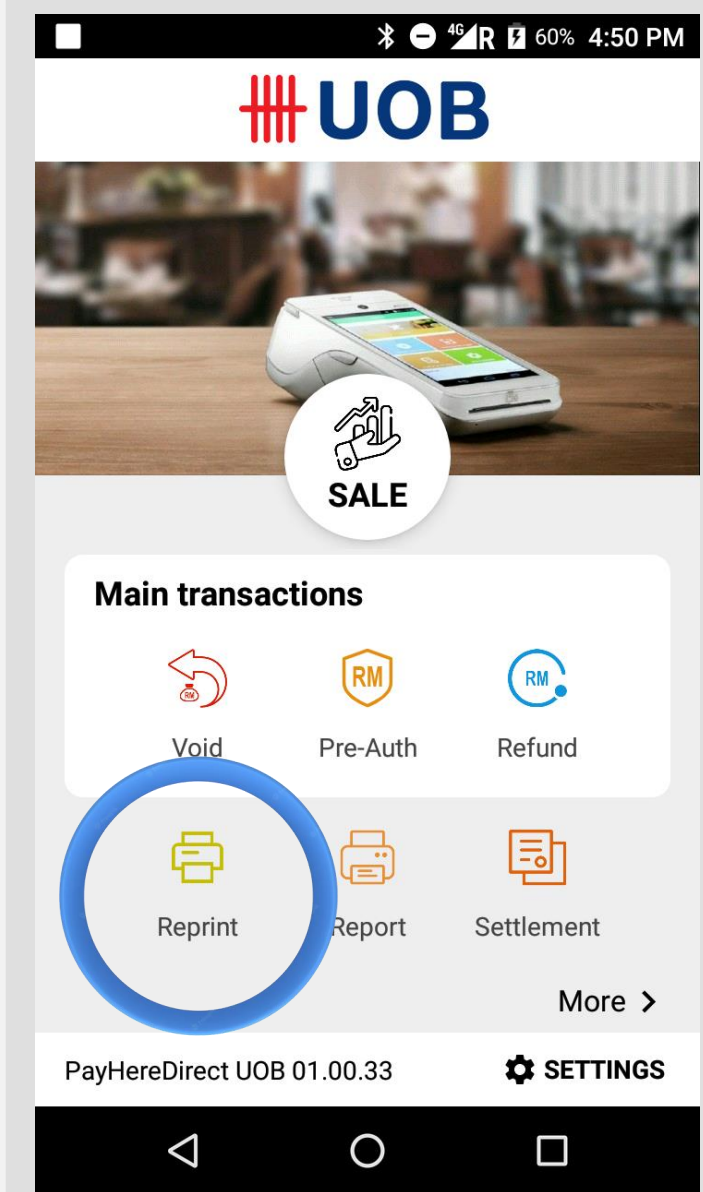
UOB PAYHERE DIRECT

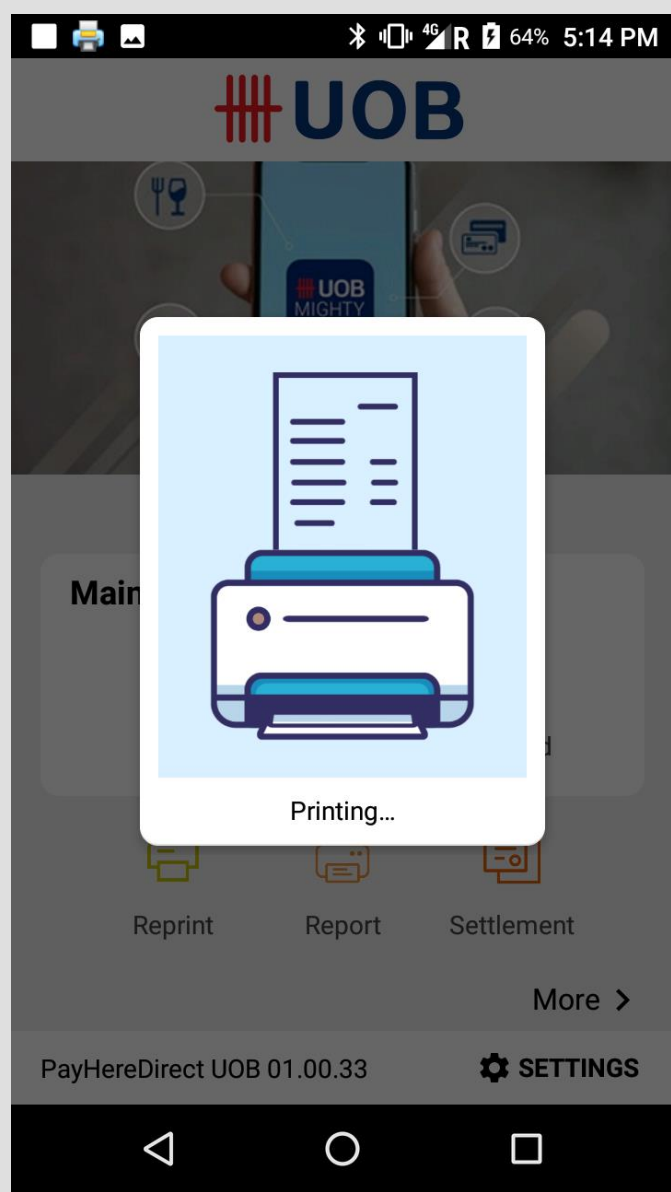**Terminal Model: PAX A920**

Reprint Receipt | Last Receipt
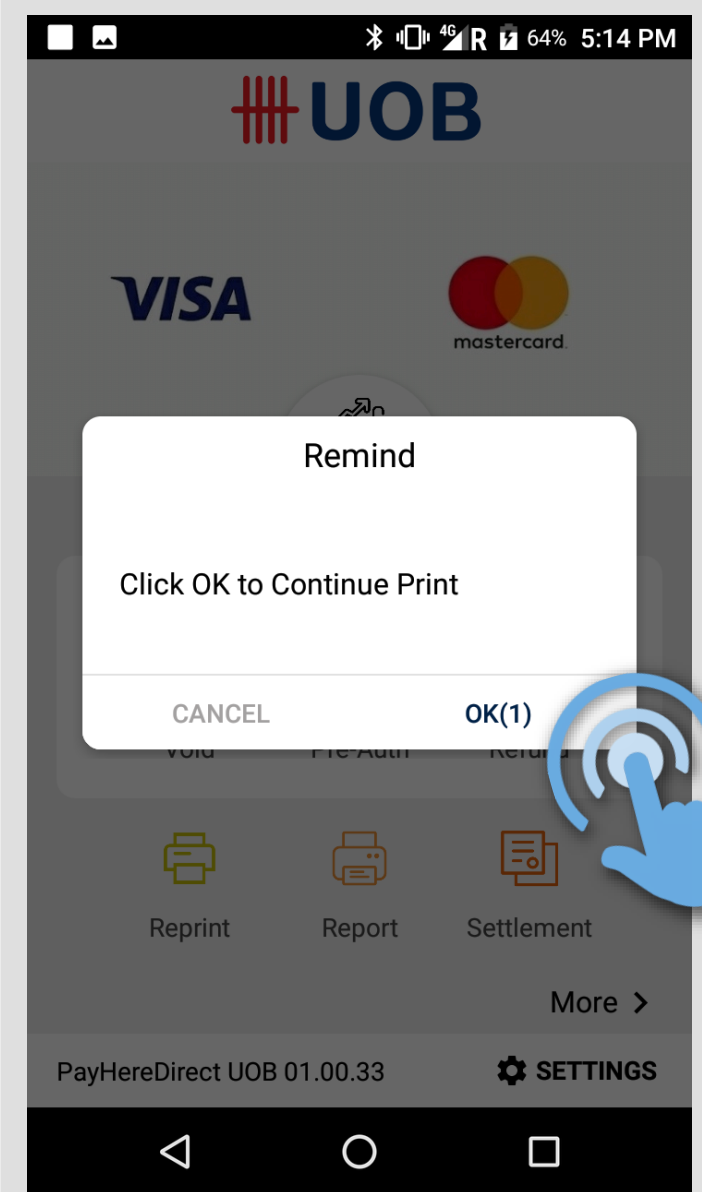
Terminal Model: Pax A920

STEP 1
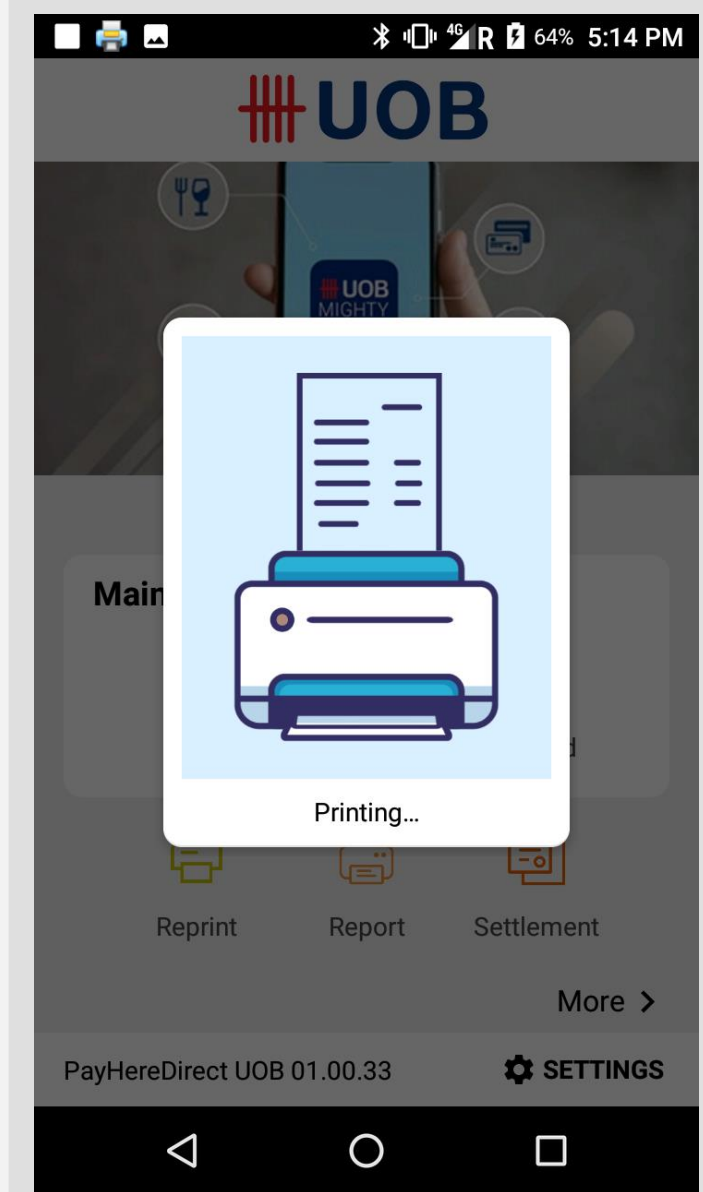Press on **Reprint** icon

STEP 2
Reprint successful with merchant receipt printed out
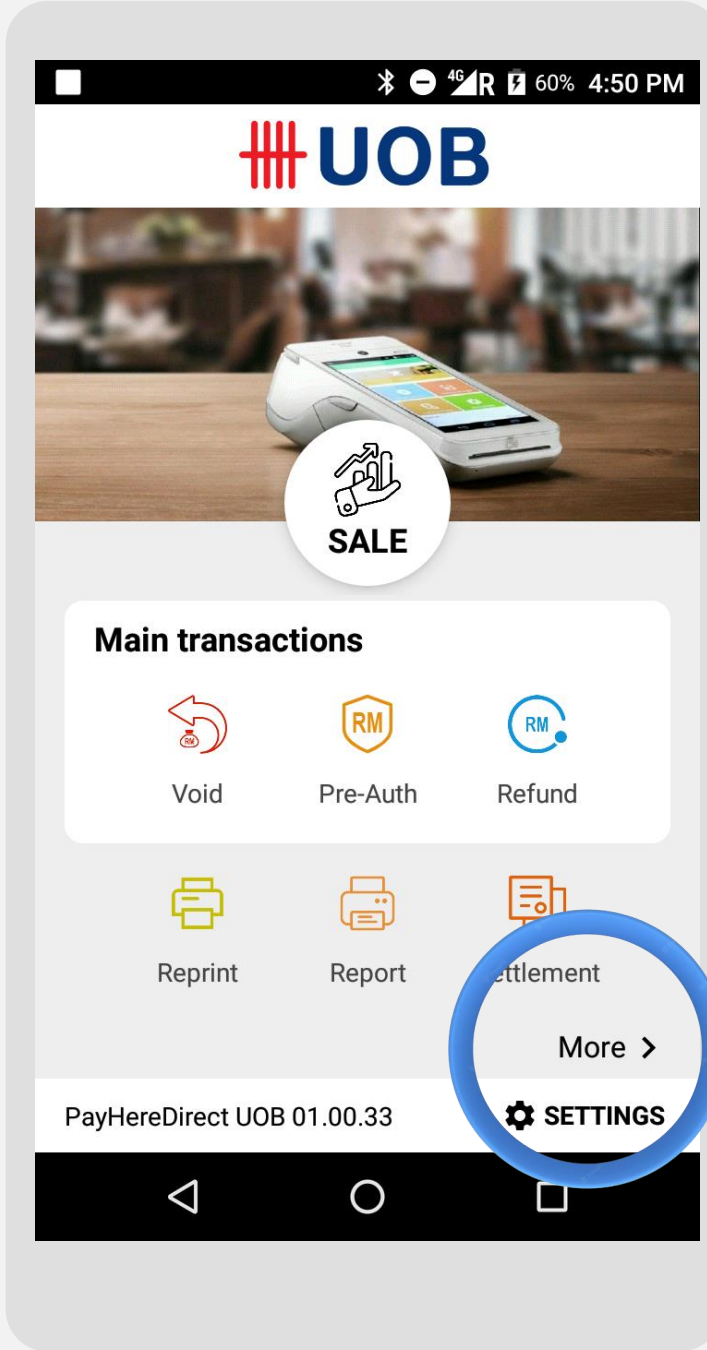
STEP 3
Press **OK** for the customer copy receipt

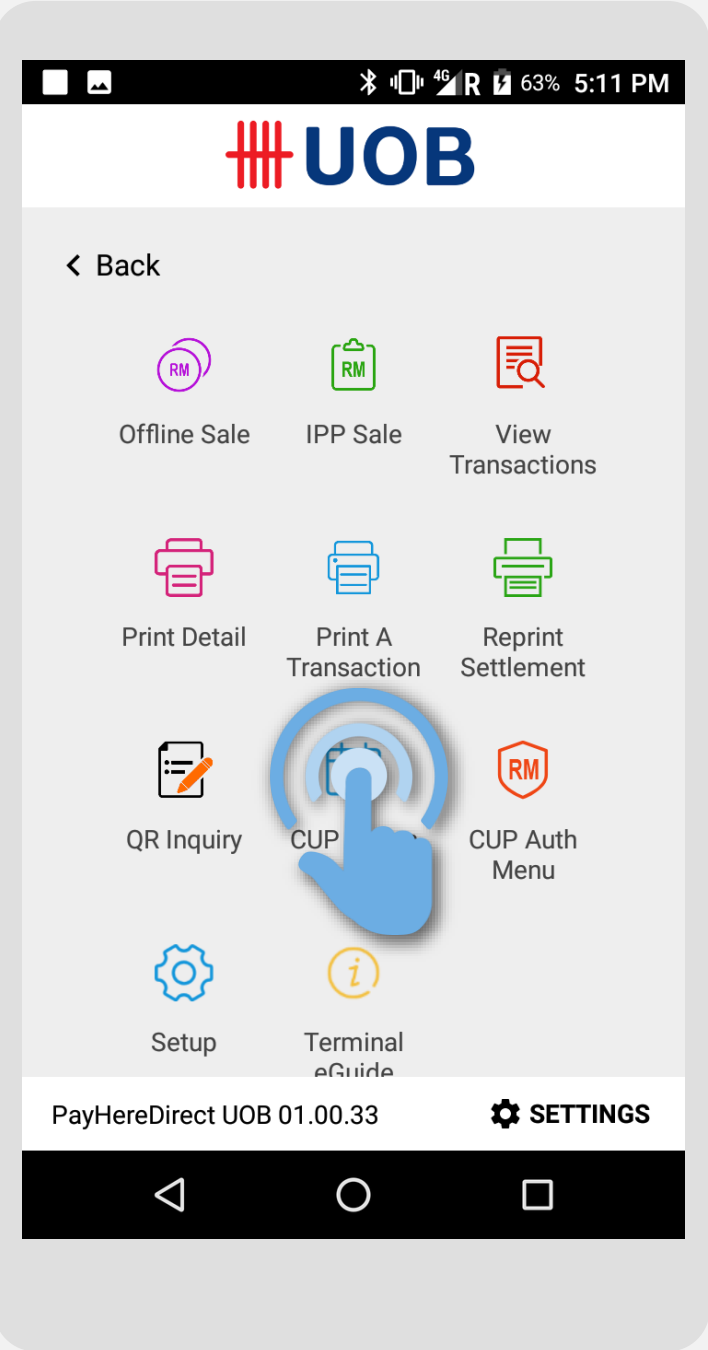**STEP 4**
Customer receipt is printed out
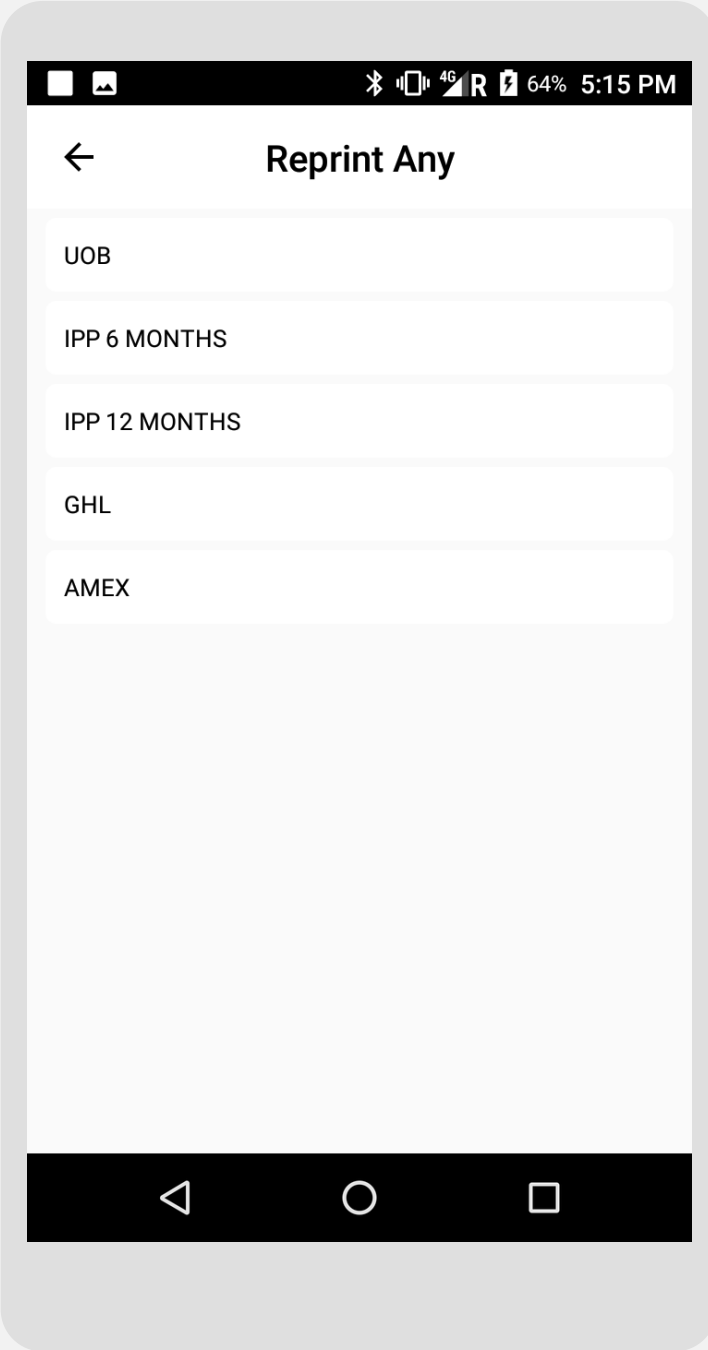
Reprint Receipt | Any Receipt

Terminal Model: Pax A920
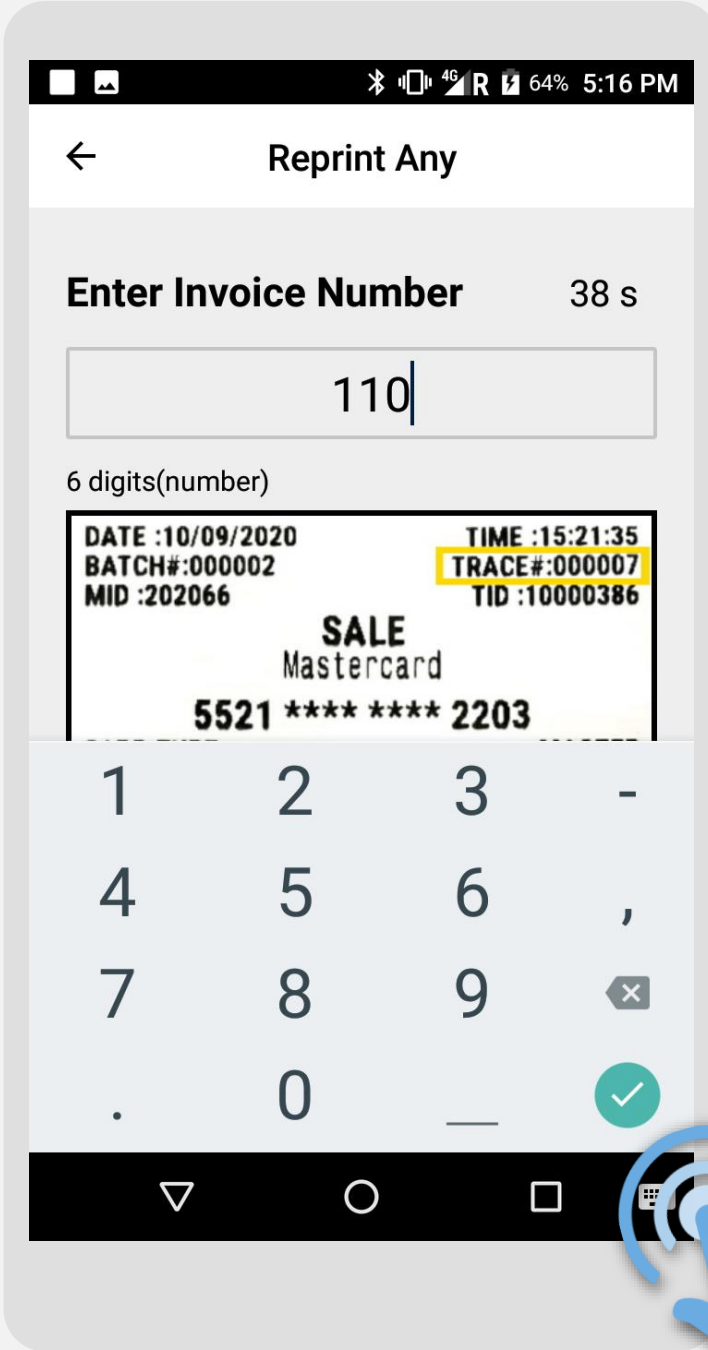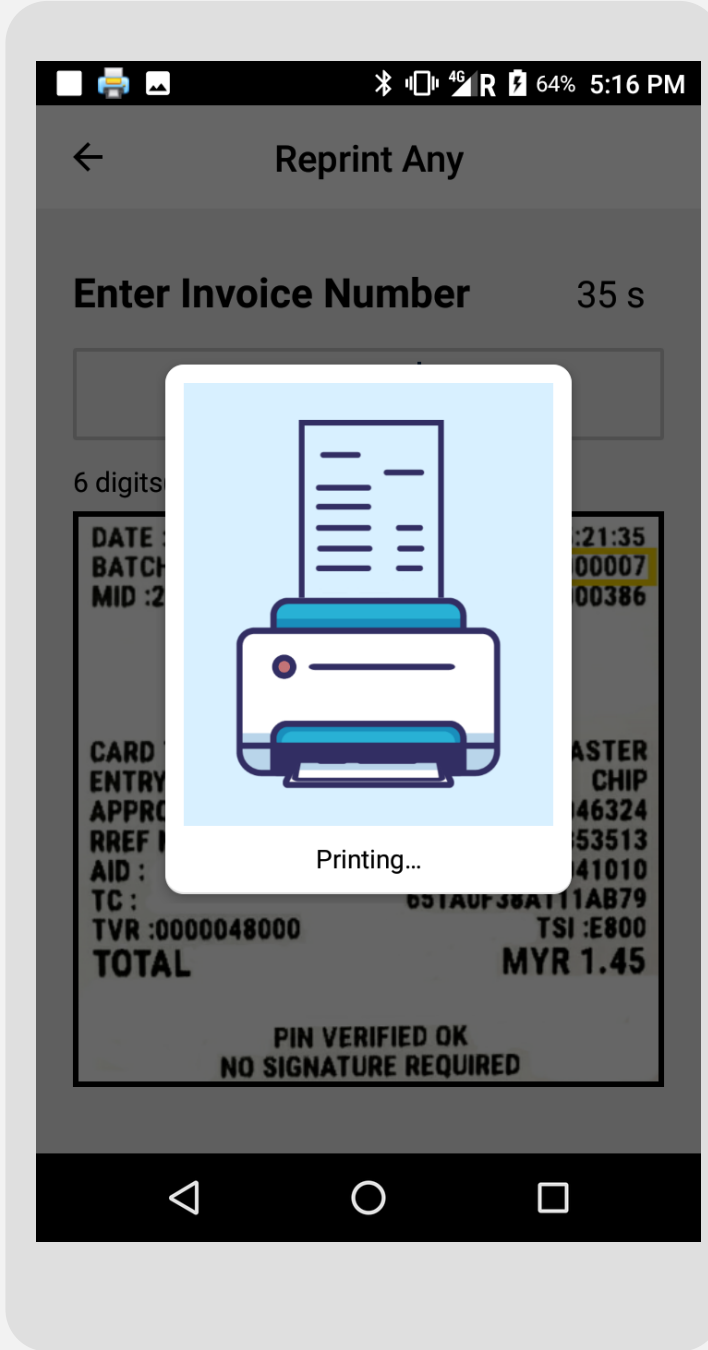

STEP 1 — Press **More**

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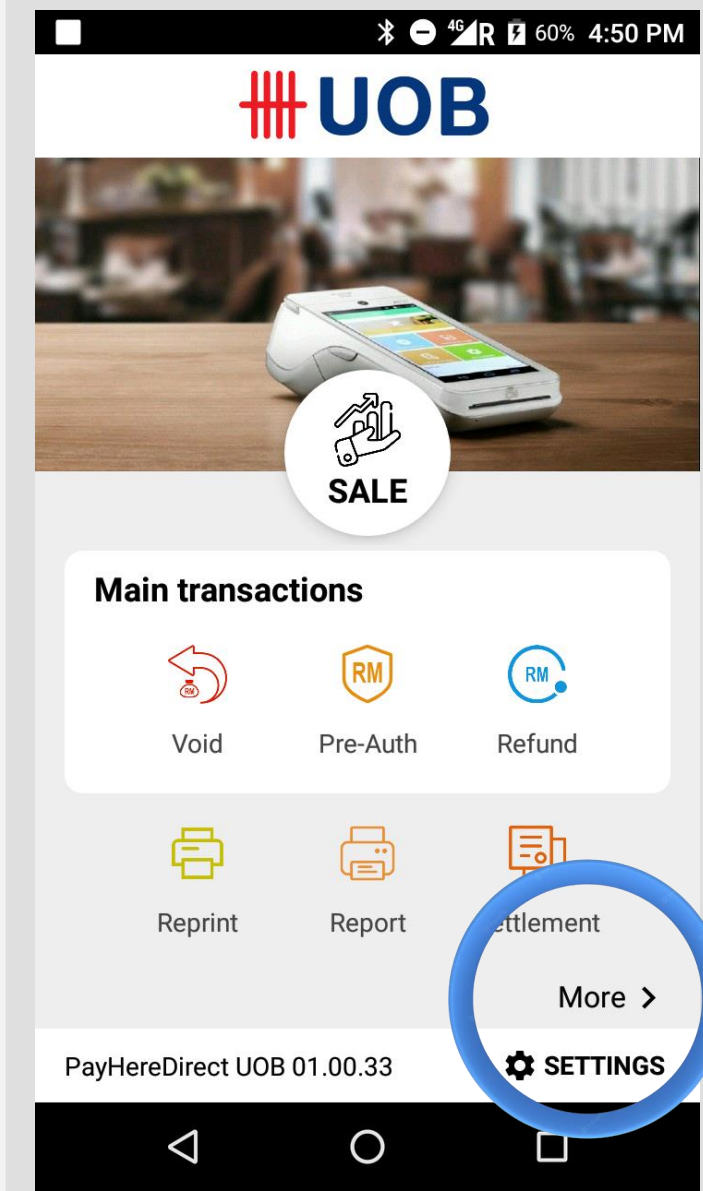
STEP 3 — Select host to Reprint

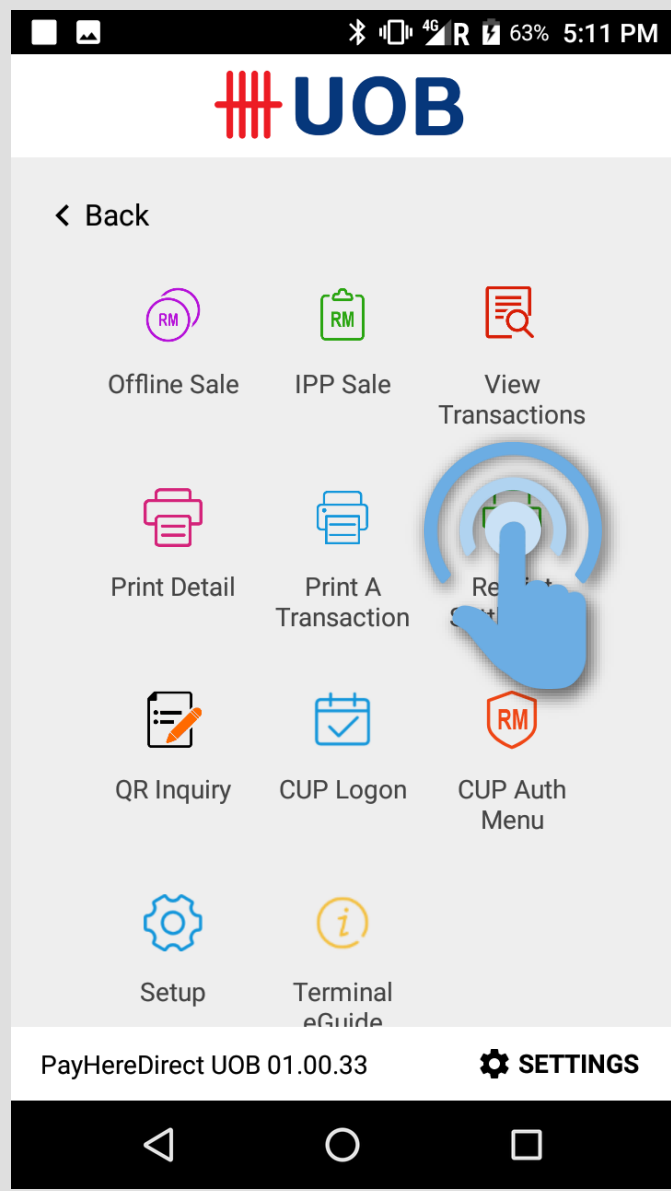**STEP 4** — Enter sale invoice number from any receipt

STEP 5 — Reprint transaction is successful with merchant & customer receipts printed out
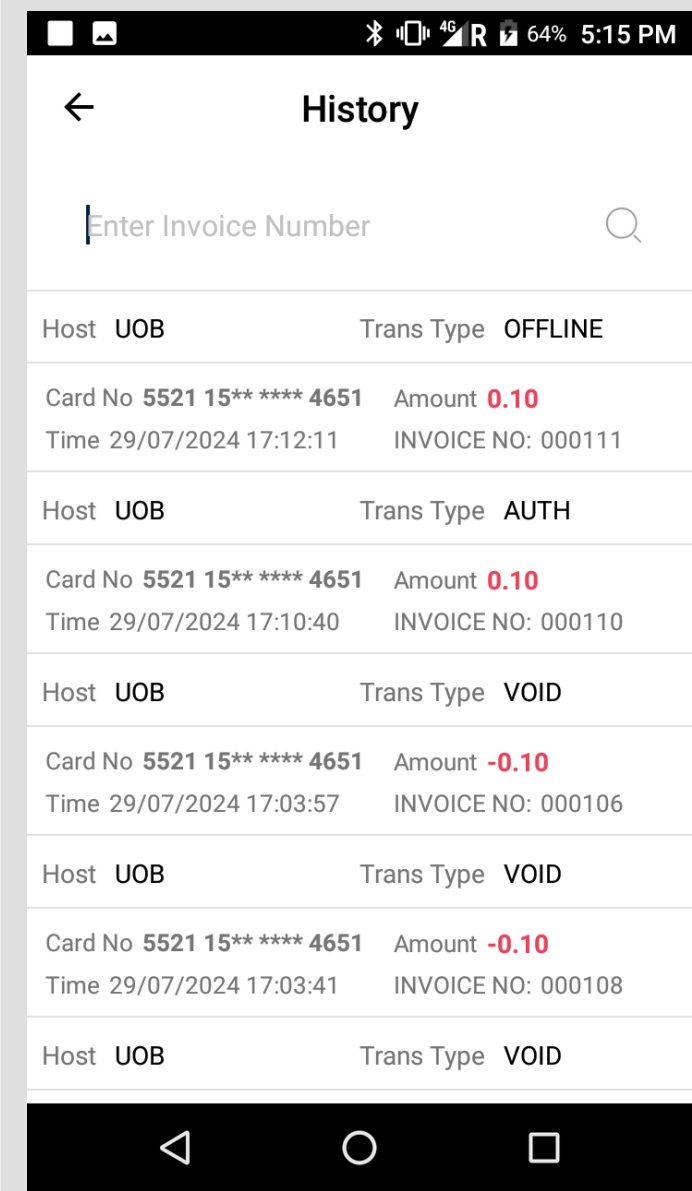
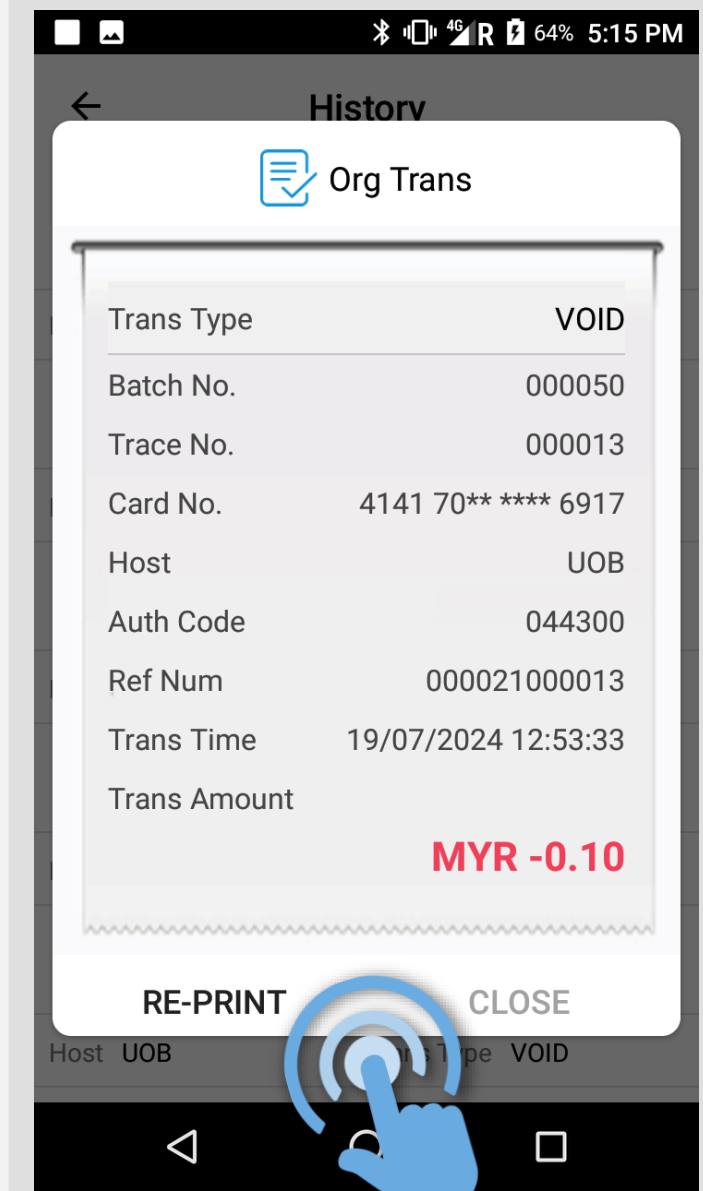# Reprint Receipt | View Transaction
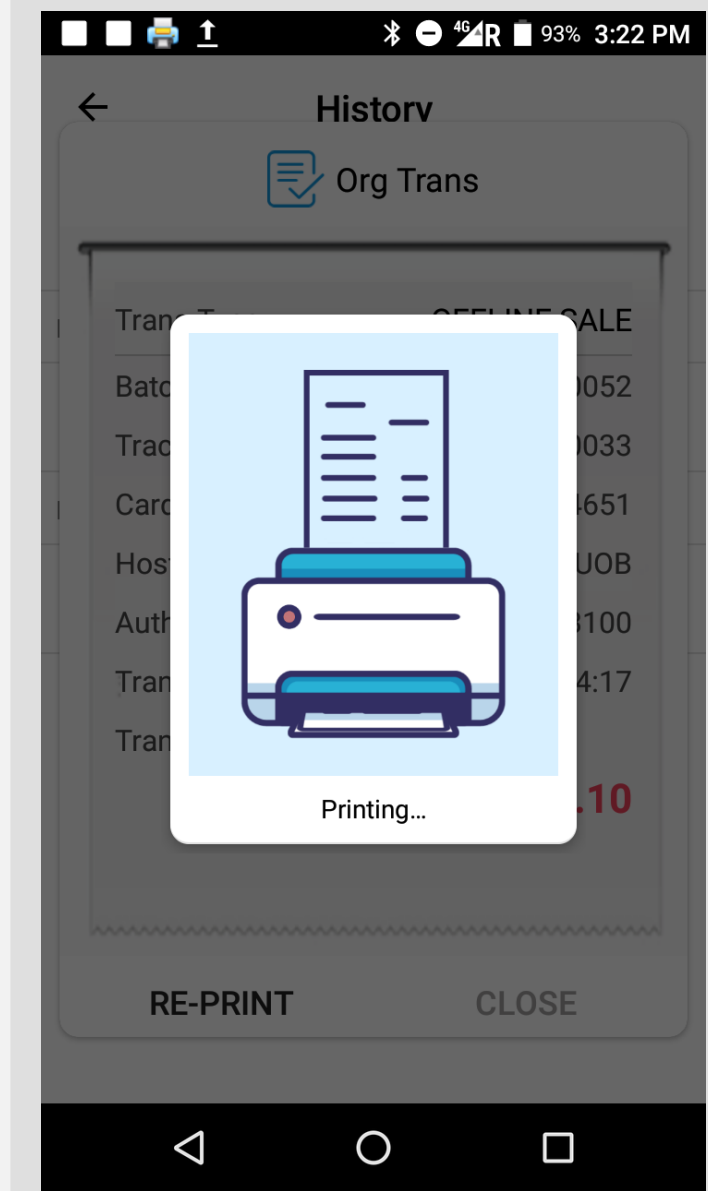
Terminal Model: Pax A920

STEP 1 — Press **More**

STEP 2 — Press **View Transaction** icon

STEP 3 — Select transaction to view or reprint
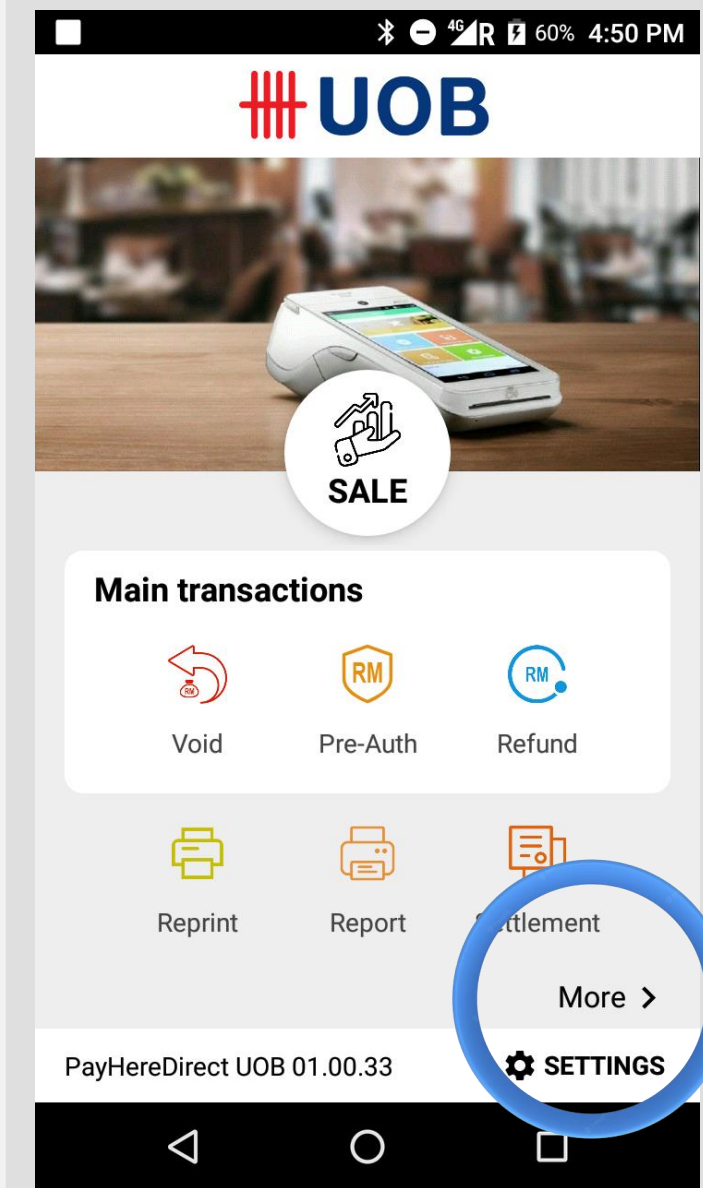
STEP 4 — Verify the transaction details and press **Re-Print**

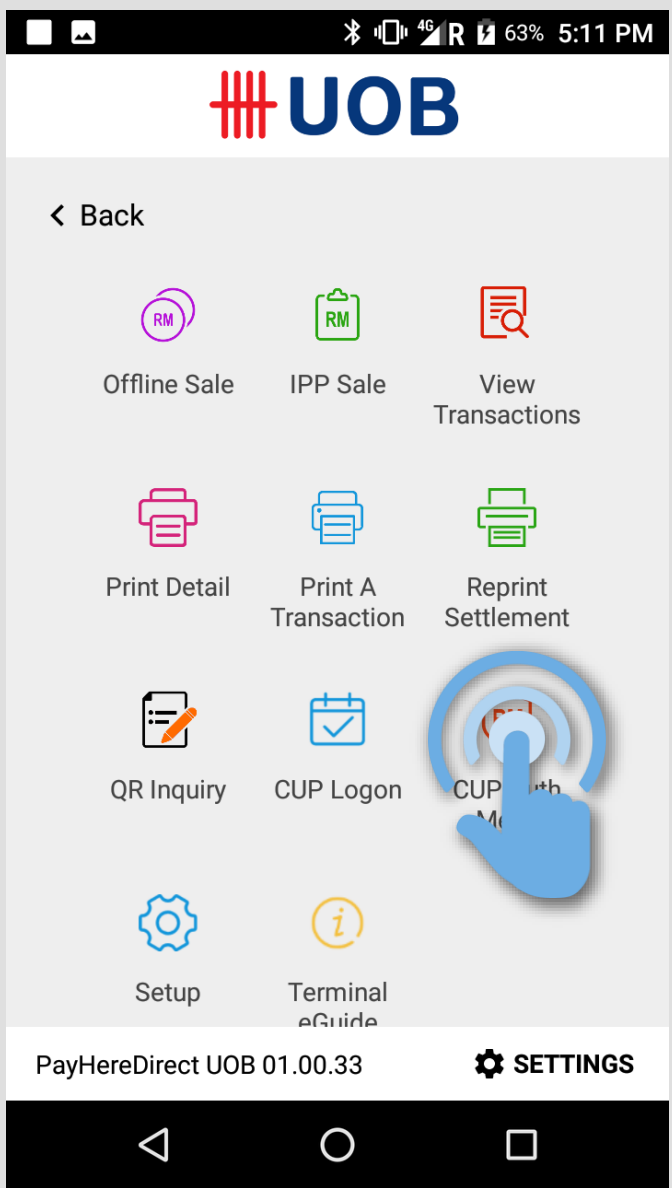**STEP 5** — Reprint transaction is successful with merchant & customer receipts printed out

Reprint Receipt | Settlement
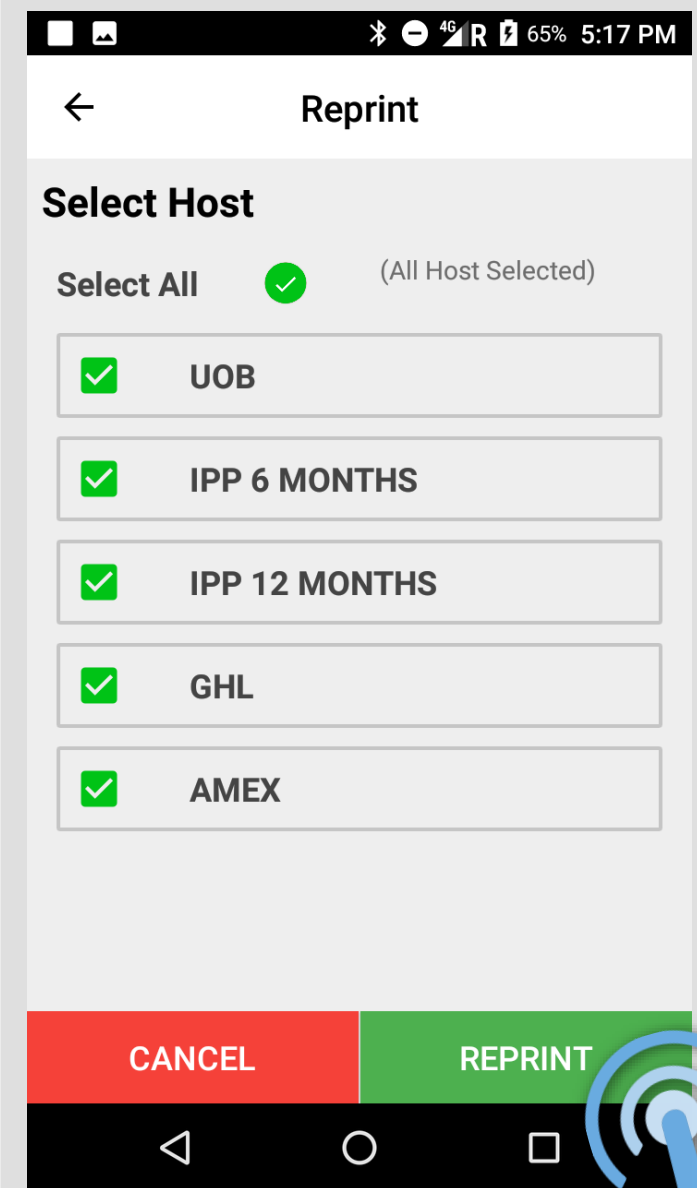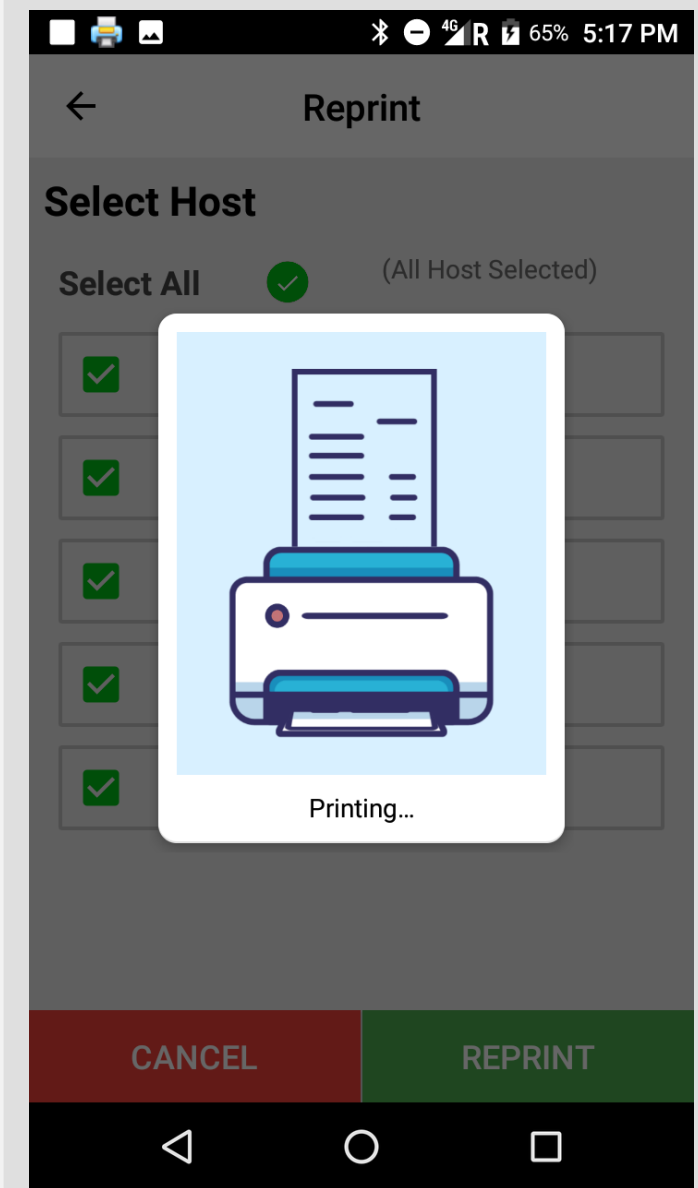
Terminal Model: Pax A920