REPRINT LAST RECEIPT

Terminal Display		User- Action
globalpayments **Sale** **Installment** ⬇ **Void**	F1 F2 F3 F4	1. Press 3rd purple color button from left
Reprint **Last Receipt** **Any Receipt** **Last Settlement**	F1 F2 F3 F4	2. Press F2 for **Last Receipt**
Reprint Last Rcpt Yes No Prnt Cust Copy?	F1 F2 F3 F4	3. Press F1 **Yes** to print customer copy

REPRINT ANY RECEIPT

Terminal Display		User- Action
globalpayments **Sale** **Installment** ⬇ **Void**	F1 F2 F3 F4	1. Press 3rd purple color button from left
Reprint **Last Receipt** **Any Receipt** **Last Settlement**	F1 F2 F3 F4	2. Press F3 for **Any Receipt**
Reprint Any Receipt Host: HSBC Prev Next Slct Exit	F1 F2 F3 F4	3. Press F3 to select host **HSBC** or press F2 next for other host and Press F3 to select the host
Reprint Any Rcpt Host: HSBC Trace #:	F1 F2 F3 F4	4. Key-in receipt Trace number & press **<ENTER>**
Reprint Any Receipt VISA Sale 437599******2679 MYR 100.00 Prev Next Slct Exit	F1 F2 F3 F4	5. Press F1 to select
Reprint Any Receipt VISA Sale 437599******2679 MYR 100.00 Enter to Confirm	F1 F2 F3 F4	6. Press **<ENTER>** to confirm and merchant copy will print out
Reprint Any Rcpt Yes No Prnt Cust Copy?	F1 F2 F3 F4	7. Press F1 **Yes** to print customer copy

REPRINT LAST SETTLE

Terminal Display		User- Action
globalpayments **Sale** **Installment** ⬇ **Void**	F1 F2 F3 F4	1. Press 3rd purple color button from left
Reprint **Last Receipt** **Any Receipt** **Last Settlement**	F1 F2 F3 F4	2. Press F4 for **Last Settlement**
Reprint last sett Host: HSBC Prev Next Slct Exit	F1 F2 F3 F4	3. Press F3 to select host **HSBC** or press F2 next for other host and Press F3 to select the host

SUMMARY REPORT

Terminal Display		User- Action
globalpayments **Sale** **Installment** ⬇ **Void**	F1 F2 F3 F4	1. Press 1st purple color button from right
Reports **Summary Report** **Detail Report** **Batch History**	F1 F2 F3 F4	2. Press F2 to select **Summary Report**
Summary Report Host: HSBC Prev Next Slct Exit	F1 F2 F3 F4	3. Press F3 to select host **HSBC** or press F2 next for other host and Press F3 to select the host

DETAIL REPORT

Terminal Display		User- Action
globalpayments **Sale** **Installment** ⬇ **Void**	F1 F2 F3 F4	1. Press 1st purple color button from the right
Reports **Summary Report** **Detail Report** **Batch History**	F1 F2 F3 F4	2. Press F3 to select **Detail Report**
Detail Report Host: HSBC Prev Next Slct Exit	F1 F2 F3 F4	3. Press F3 to select host **HSBC** or press F2 next for other host and Press F3 to select the host