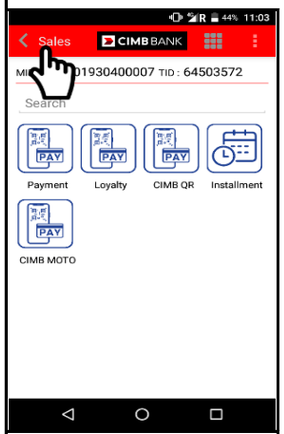
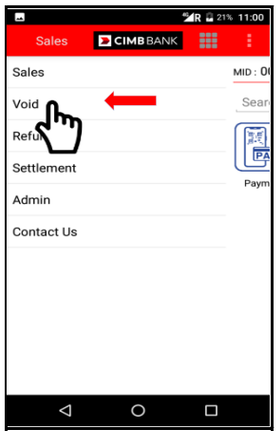
Void / Settlement Transaction Procedures

Quick Reference Guide
Model: A920

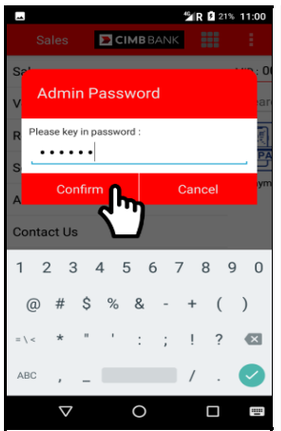
VOID SALE



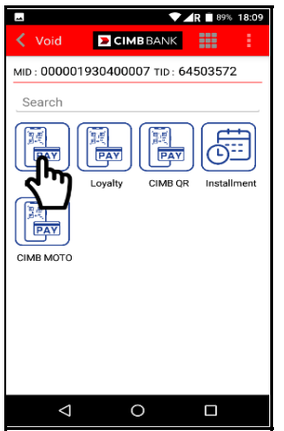
1. Tap on " < " at left top corner



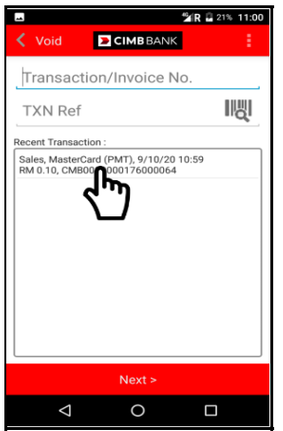
2. Select <Void> at side menu



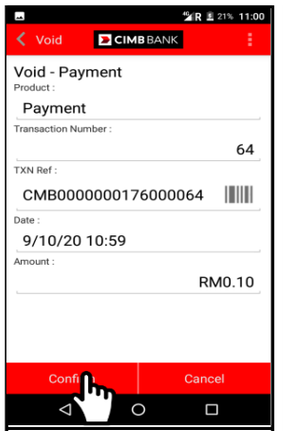
3. Key in admin password and press <Confirm>



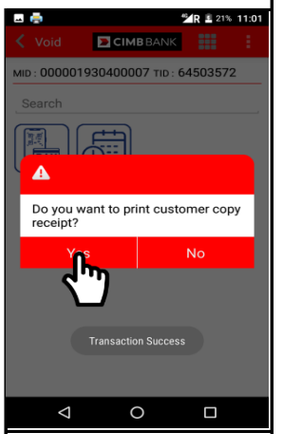
4. Tap on <Payment> icon



5. Select sale transaction record or Key in Txn Ref (Refer to sale receipt)

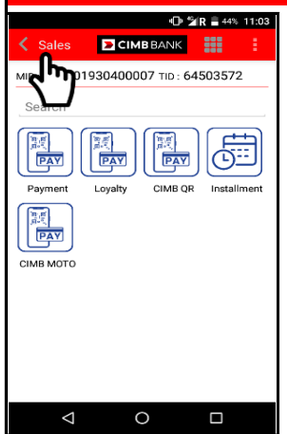


6. Confirm transaction details. Press <Yes> to proceed with void

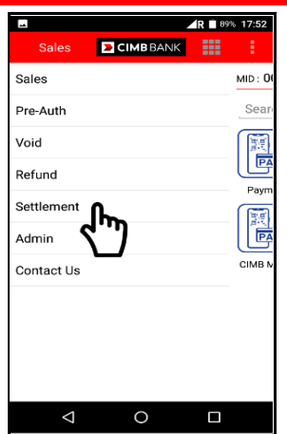


7. Transaction approved and prints merchant copy receipt. Press <Yes> to print customer copy.

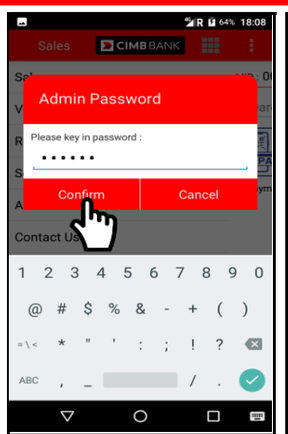
SETTLEMENT



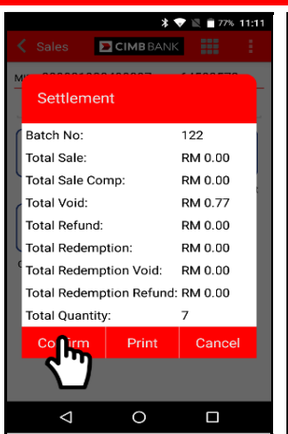
1. Tap on " < " at left top corner



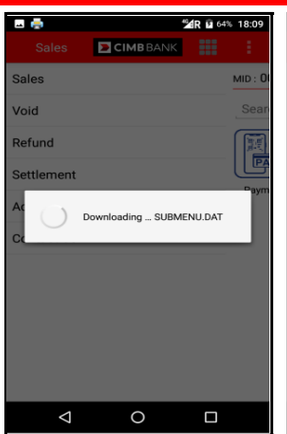
2. Select <Settlement>.



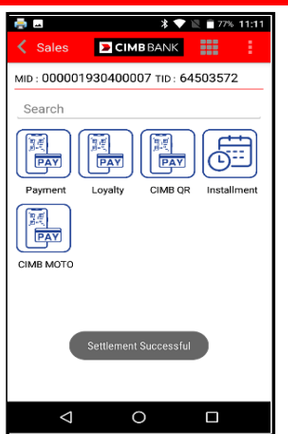
3. Key in admin password and press <Confirm>



4. Press <Print> to preview the Settlement, otherwise press <Confirm> to perform Settlement.



5. Terminal is processing



6. Settlement successful. Settlement receipt will auto print.