GHL

TERMINAL USER GUIDE

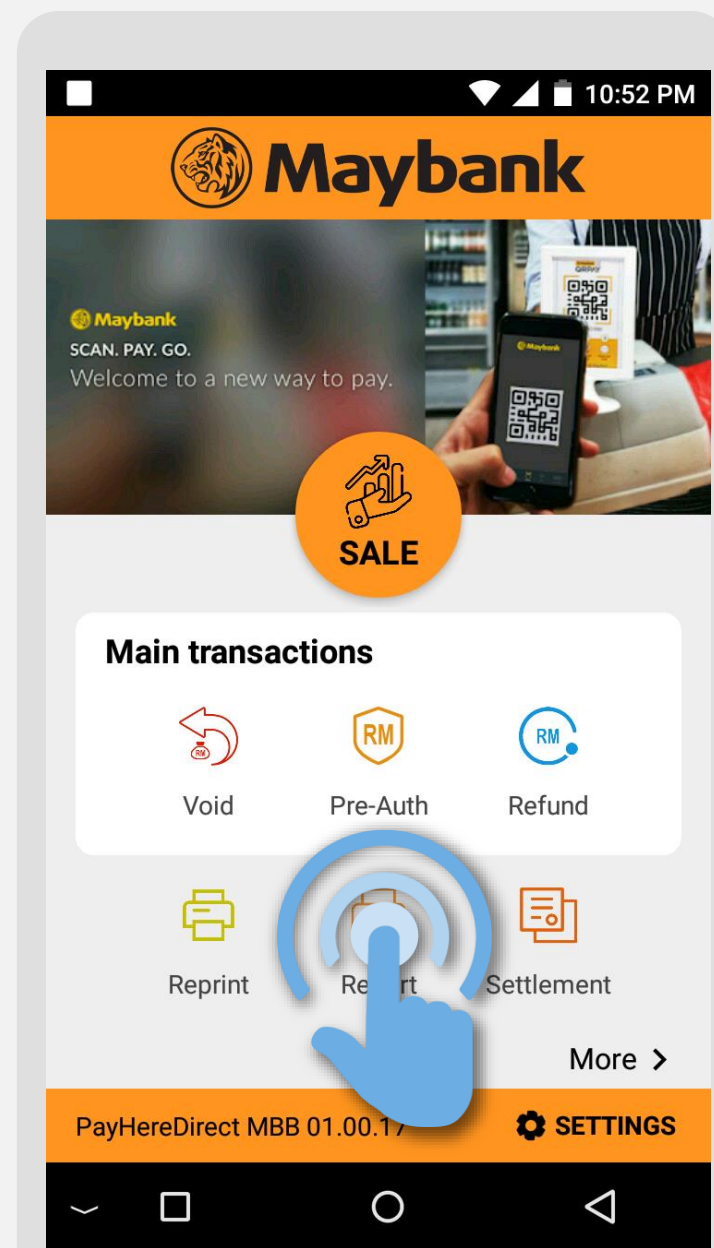## Pre-Authorisation & Offline Transaction

MAYBANK PAYHERE DIRECT
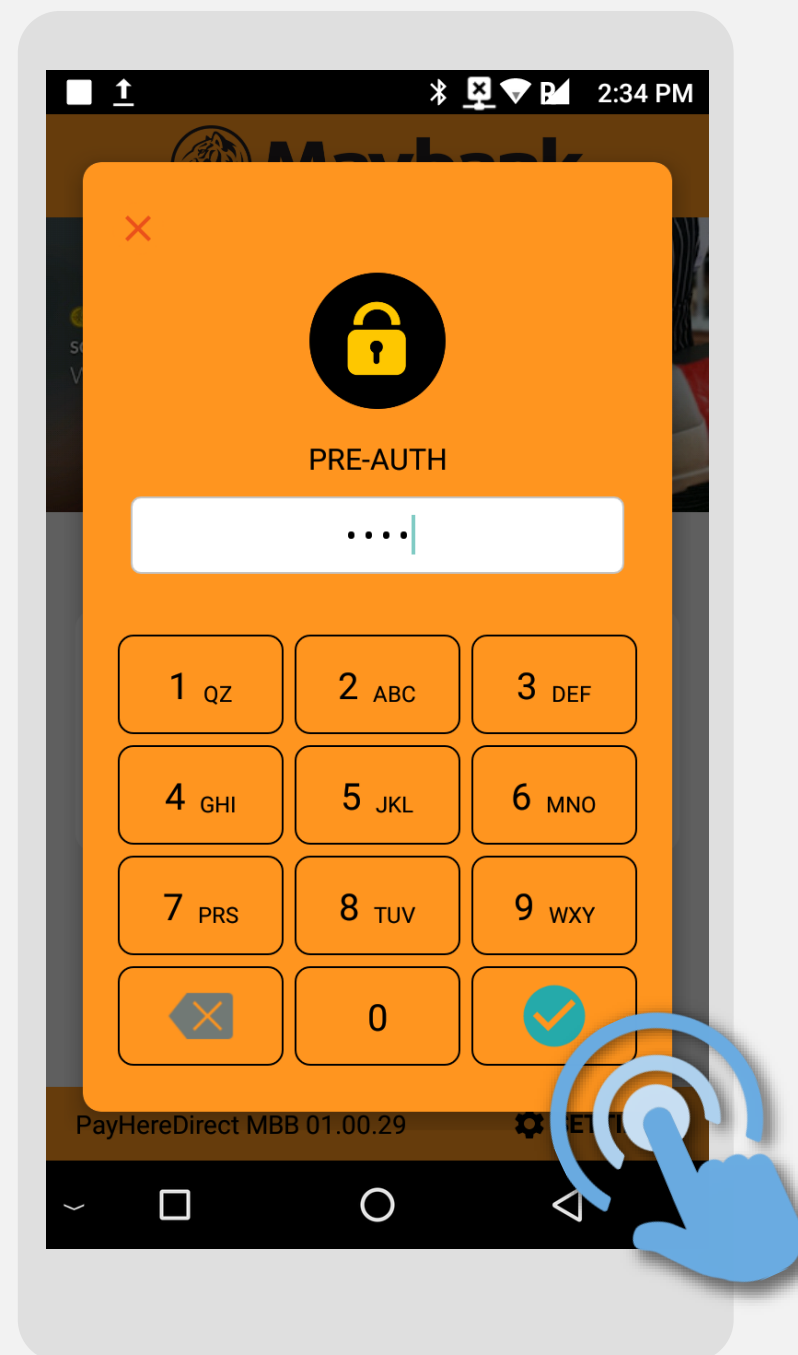
Terminal Model: Android N5
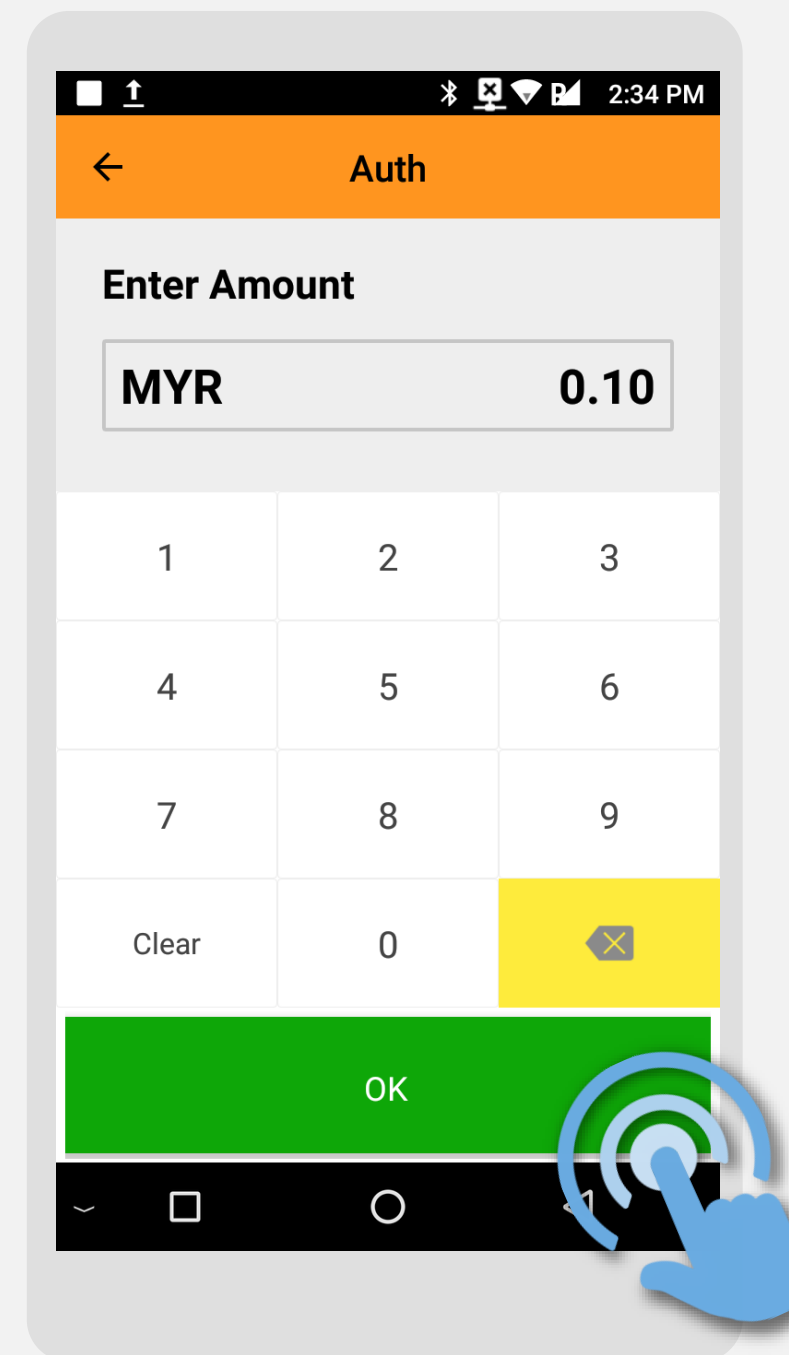
Pre-Authorisation Transaction
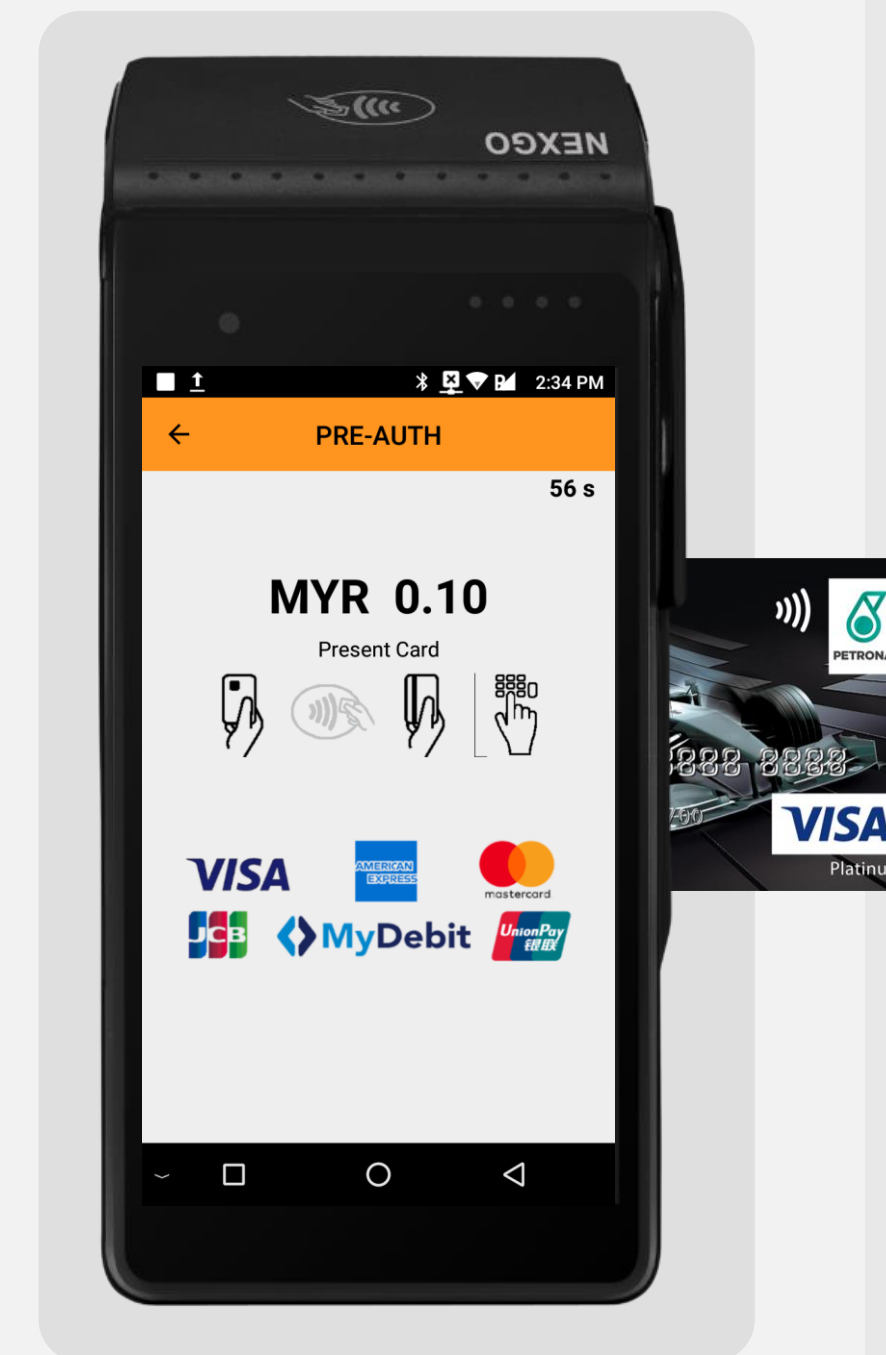
Terminal Model: Android N5

STEP 1
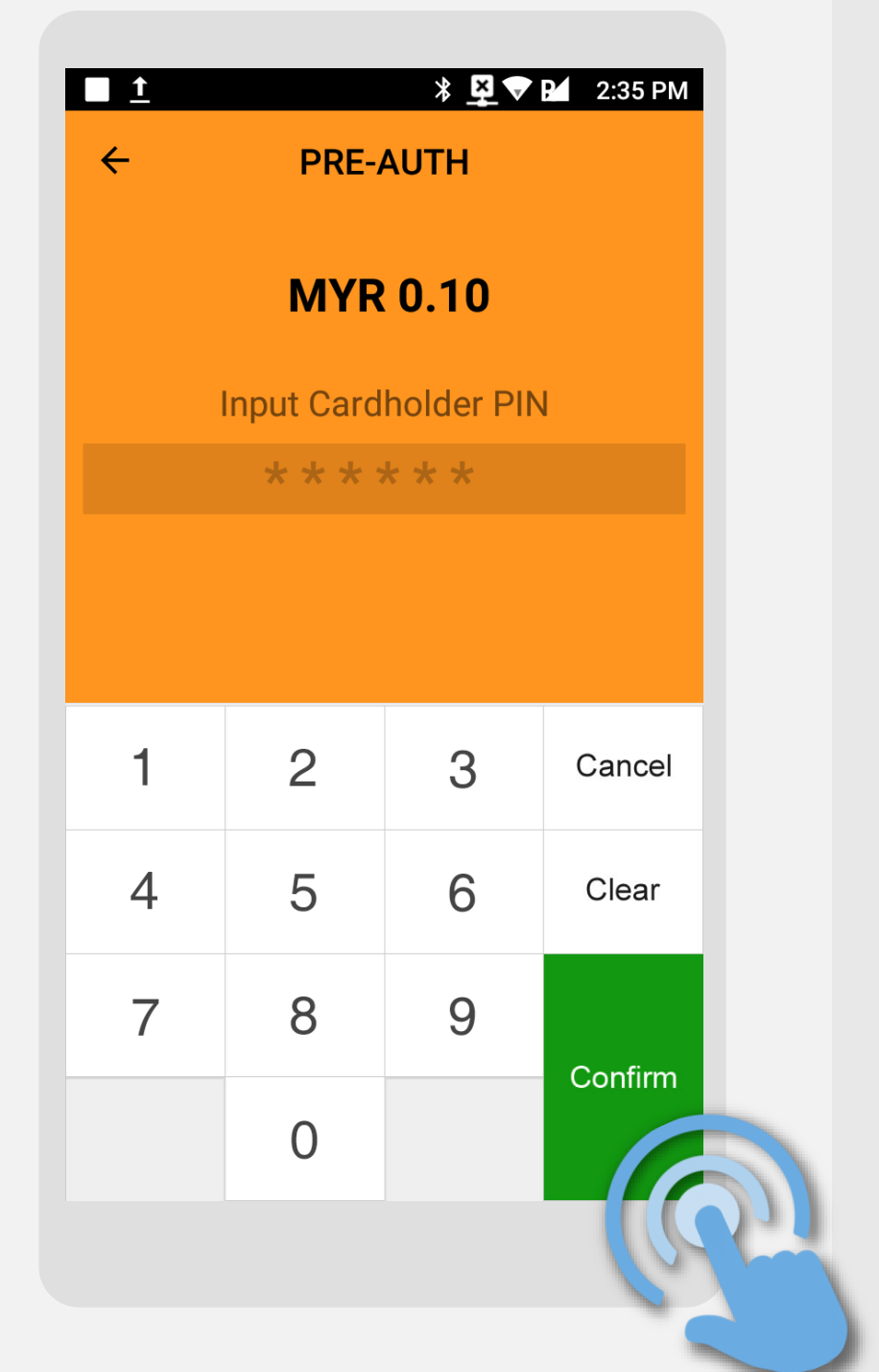Press on **Pre-Auth** icon

STEP 2
Key in Pre-Auth password (Use default password 0000) and press √

STEP 3
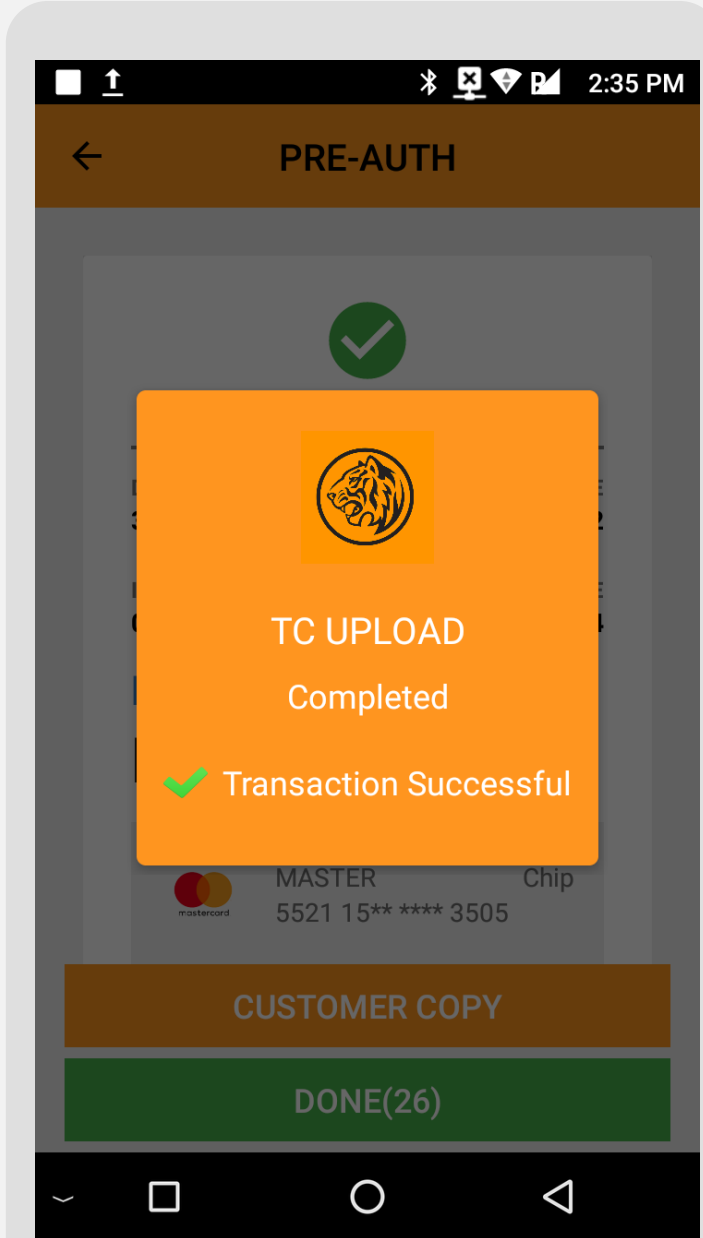Key in Pre-Auth sale amount and press **OK**

STEP 4
Insert or **tap** customer's card to the terminal

STEP 5
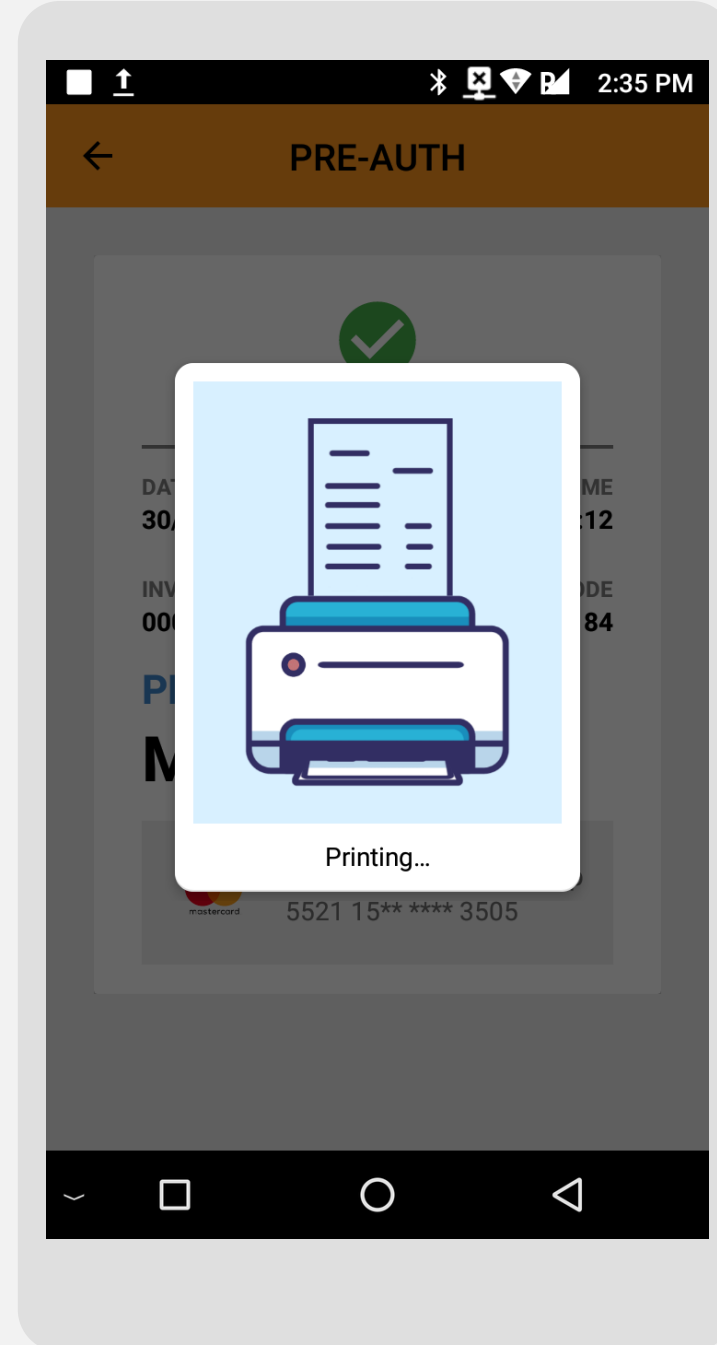Customer enters card PIN and press **Confirm**

Pre-Authorisation Transaction
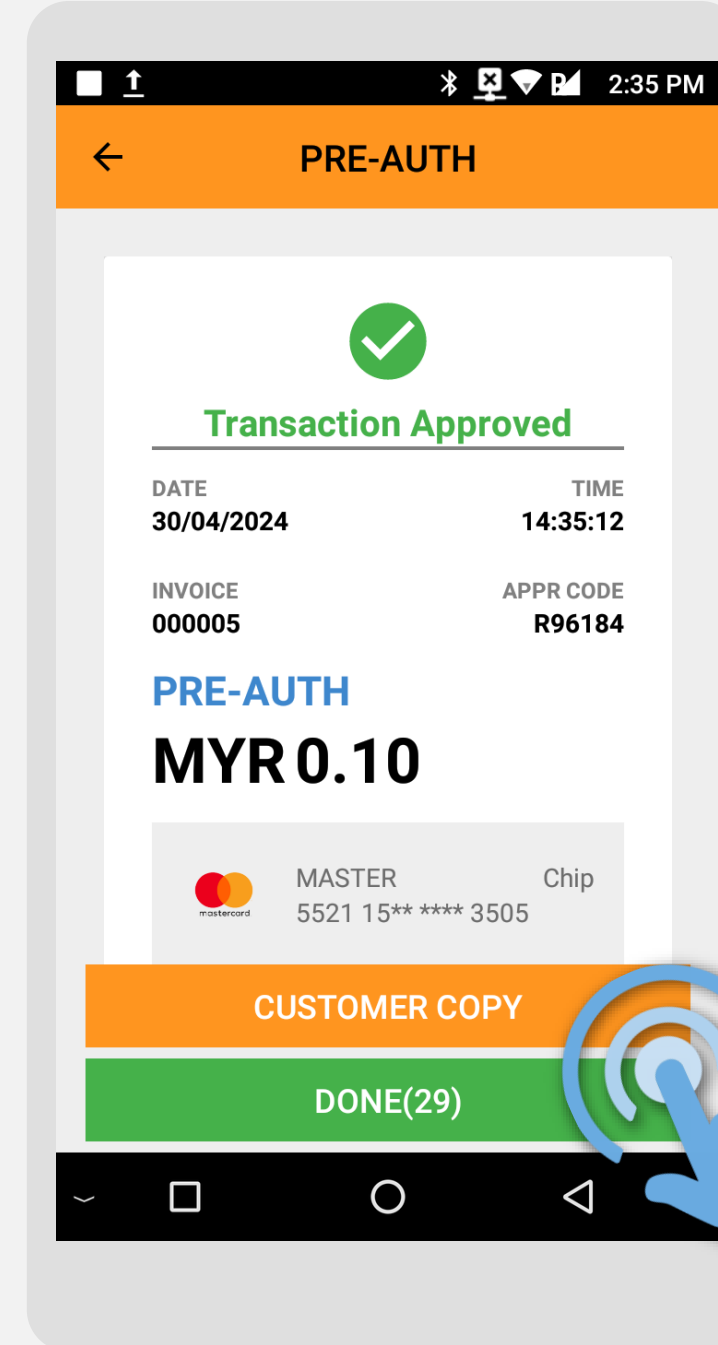
Terminal Model: Android N5

STEP 6 Please wait while the transaction is in process

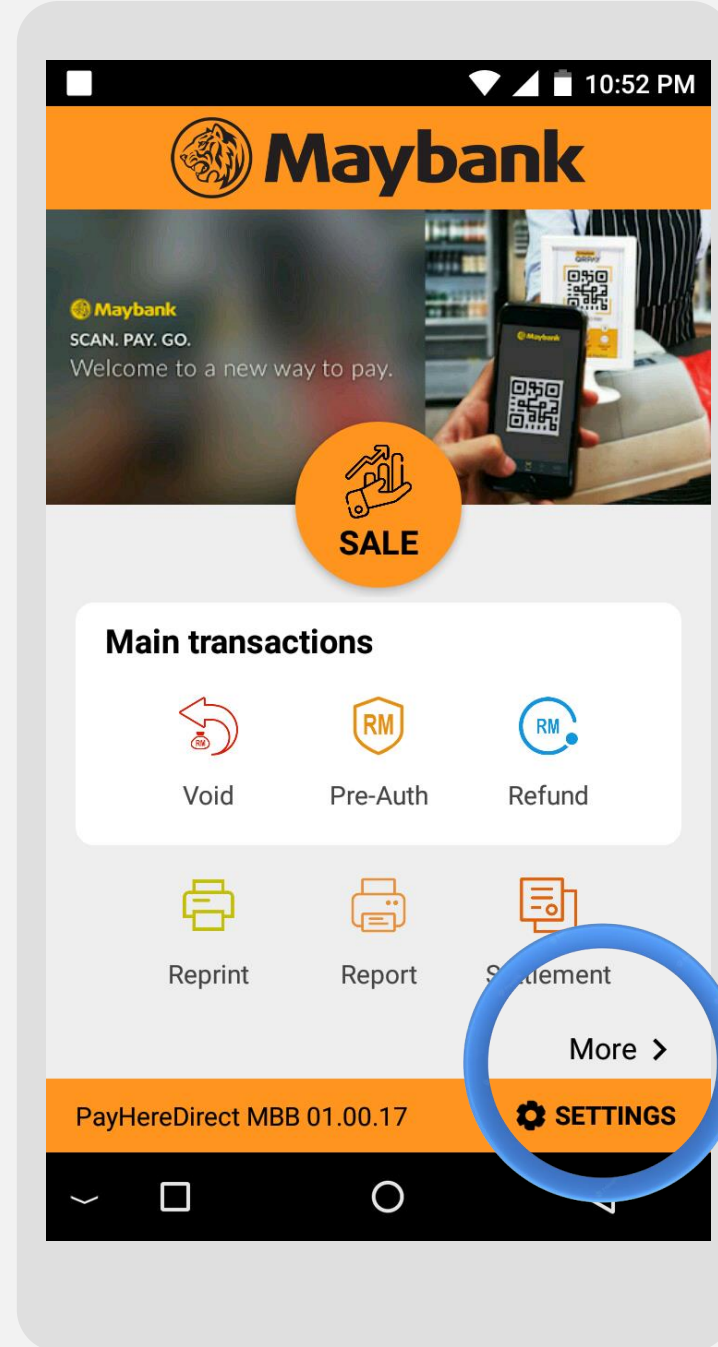**STEP 7** Process is successful with merchant receipts printed out
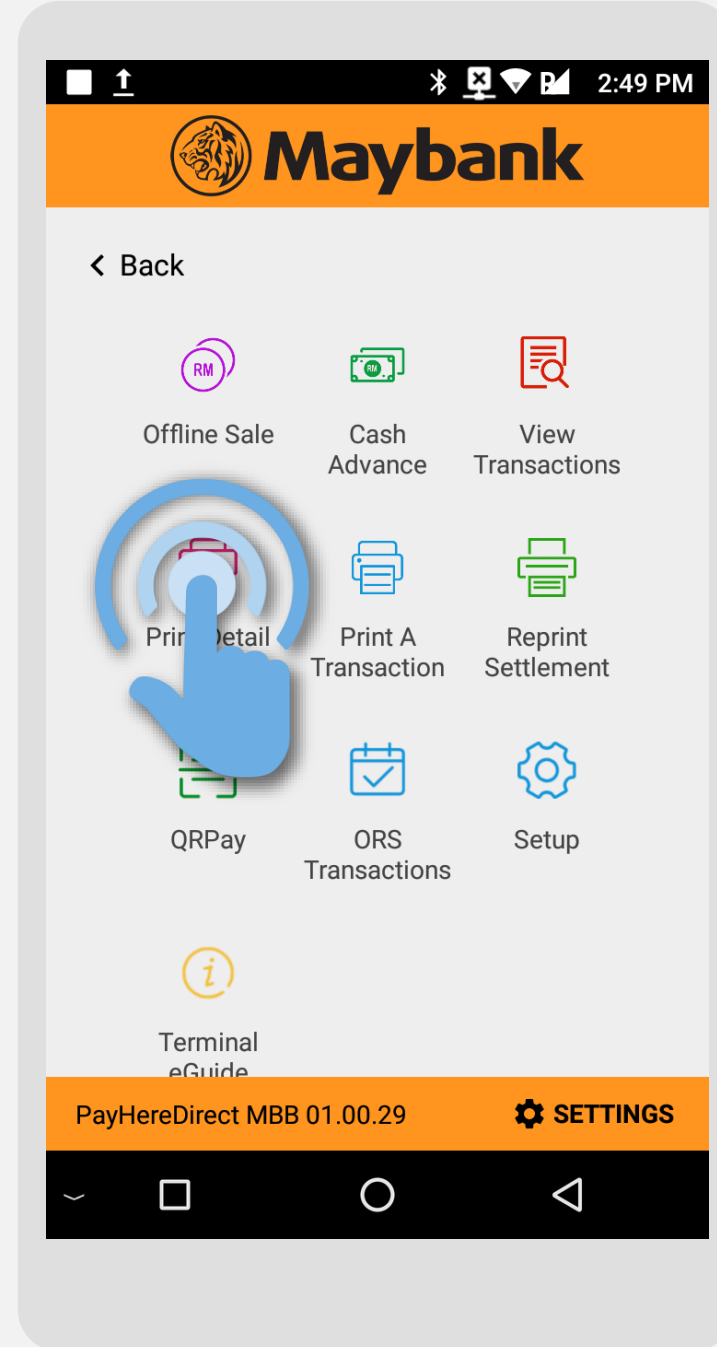
STEP 8 Press **Customer Copy** to print the customer copy receipt
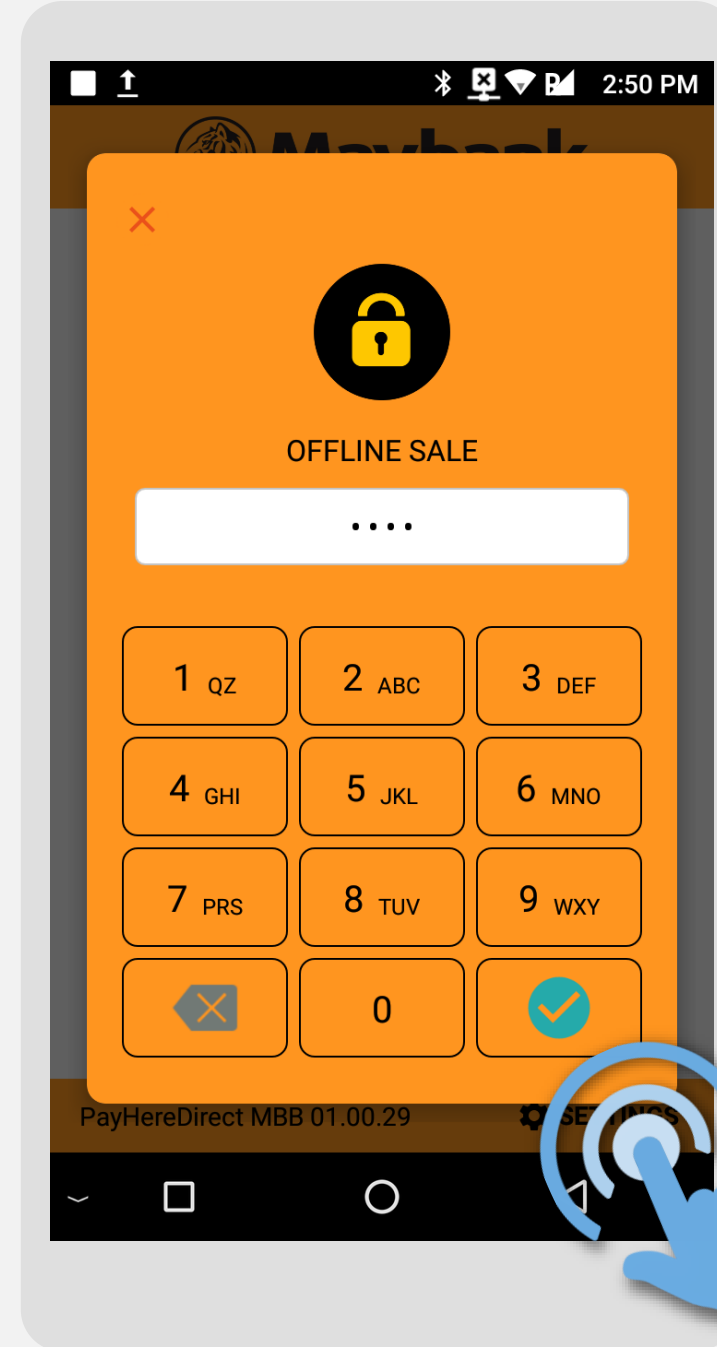
Offline Transaction (Completion)
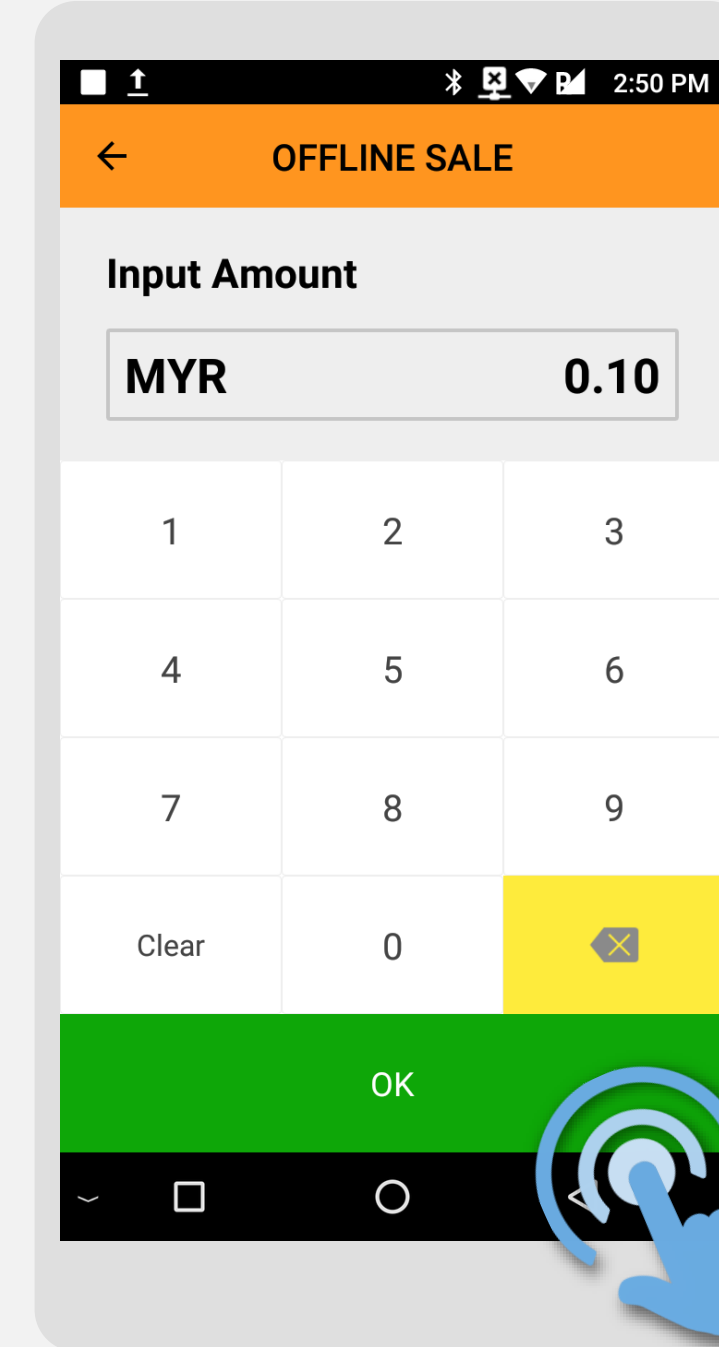
Terminal Model: Android N5
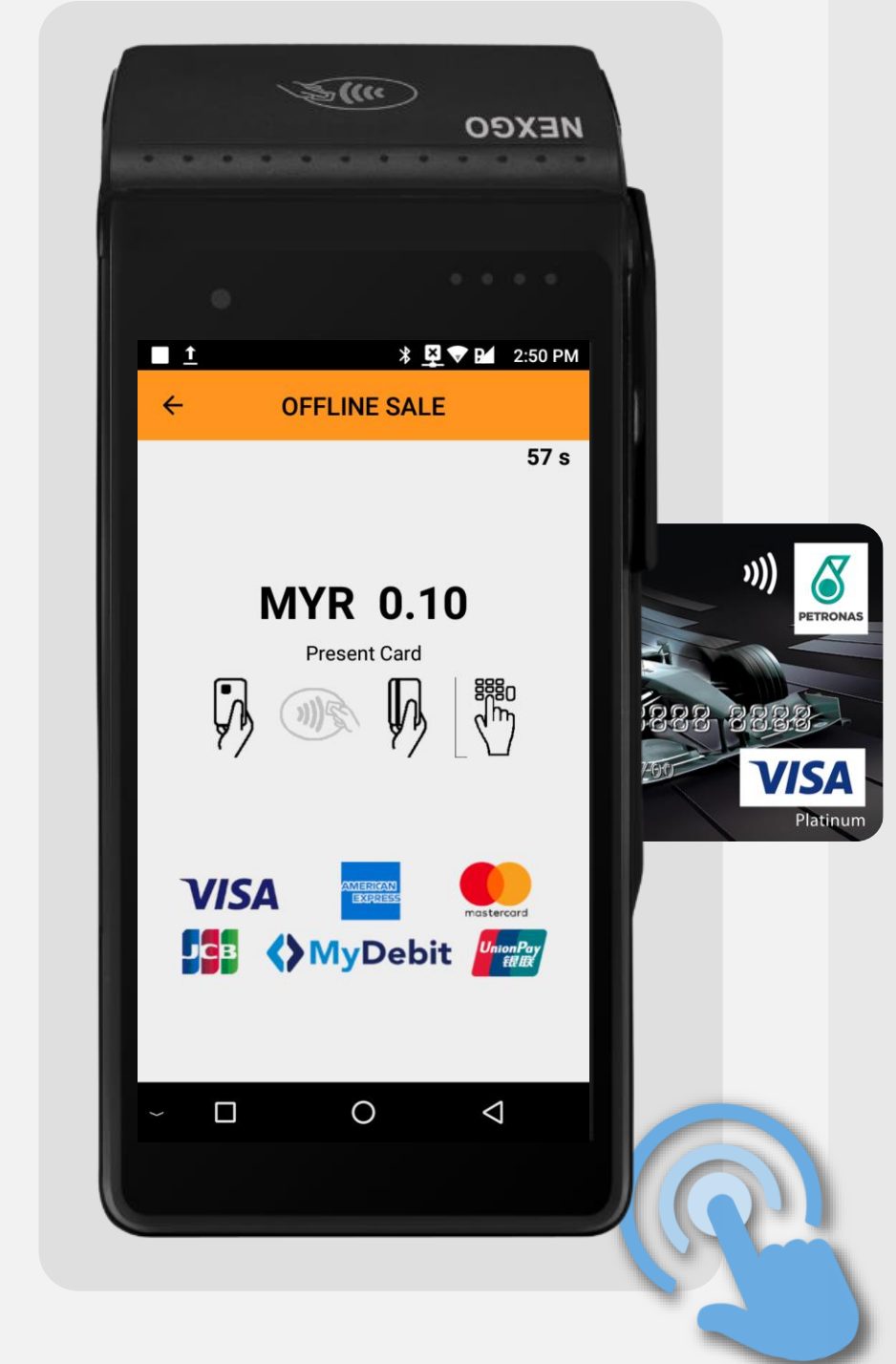

STEP 1 — Press on **More**

STEP 2 — Press on **Offline Sale** icon

STEP 3 — Key in Offline Sale password (Use default password 0000) and press √
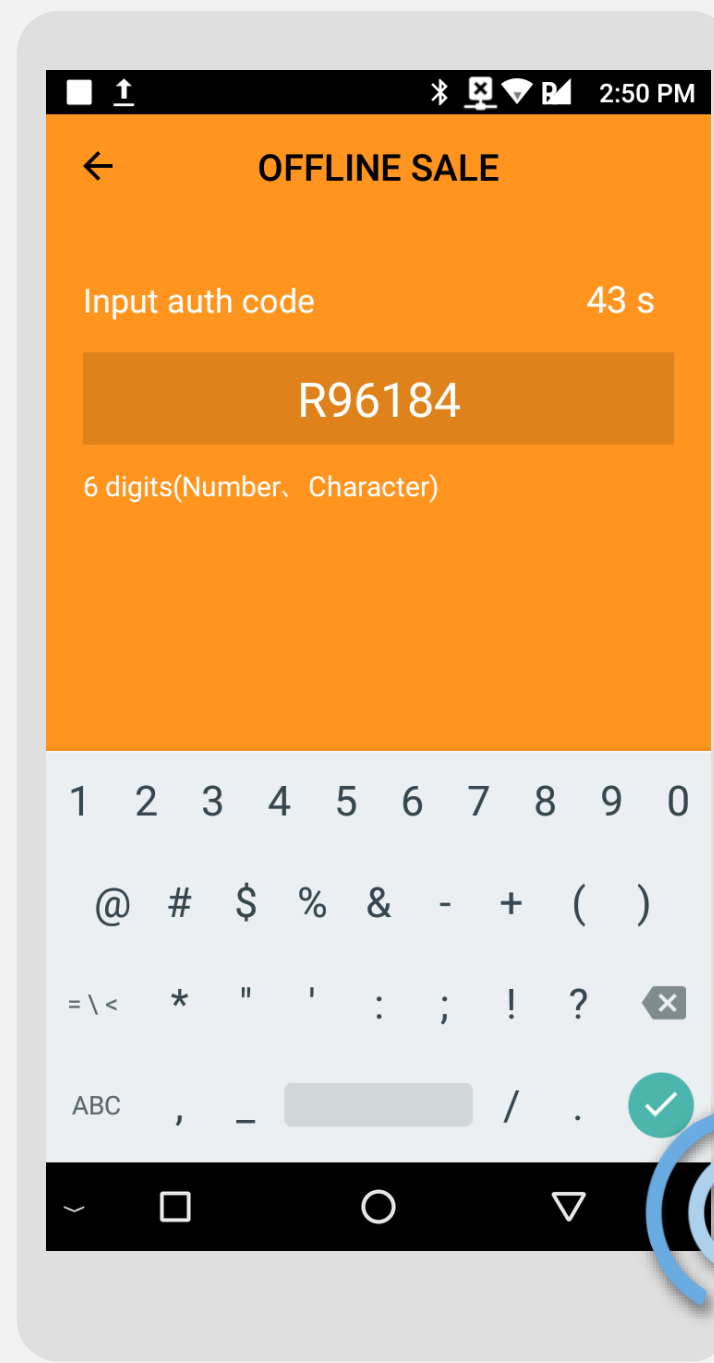
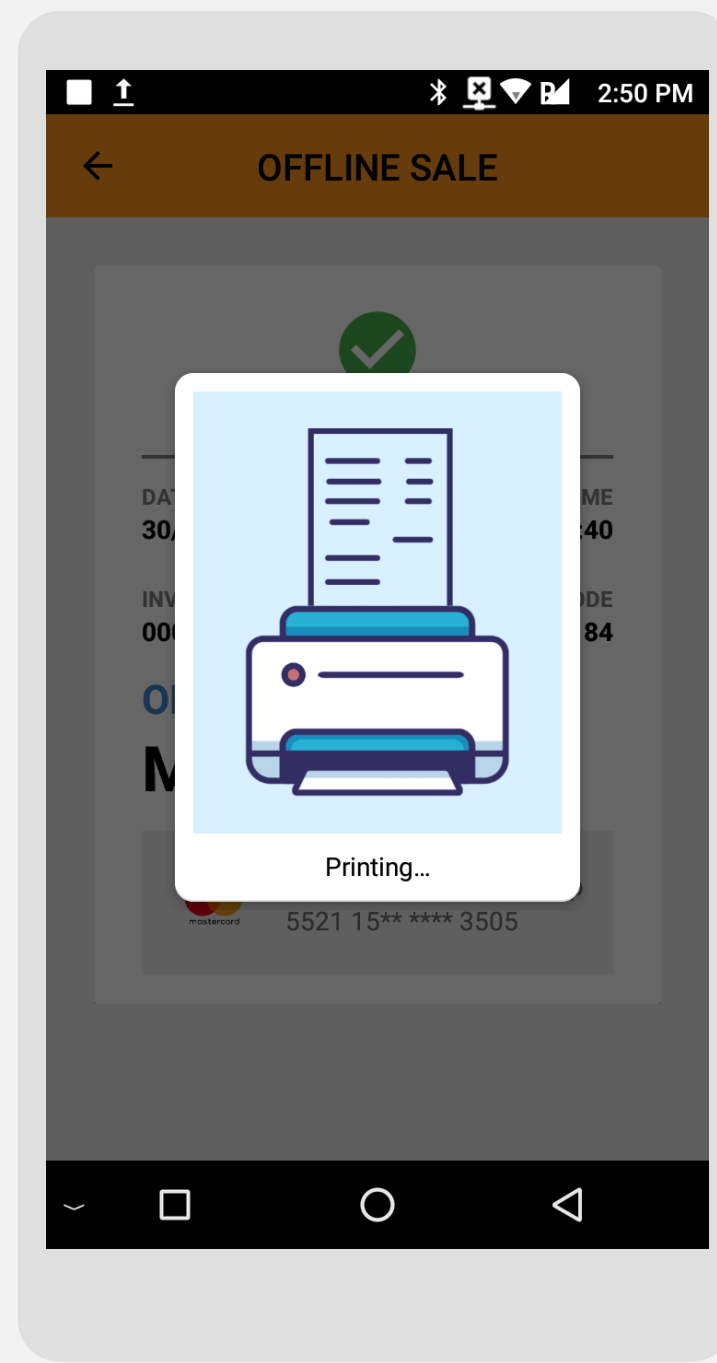**STEP 4** — Key in Offline Sale amount and press **OK**

STEP 5 — **Insert** or **tap** customer's card to the terminal
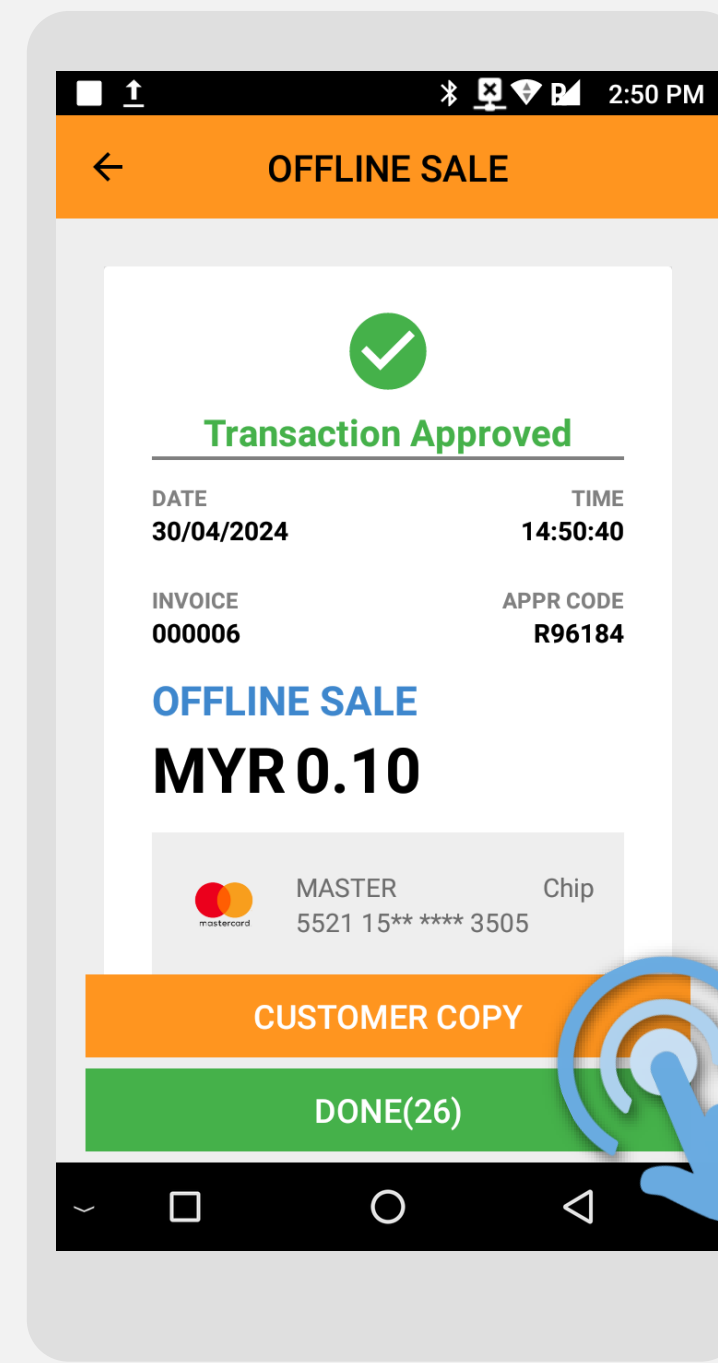
Offline Transaction (Completion)

Terminal Model: Android N5

STEP 6

Key in **Auth Code** from Approval Code customer's Pre-Auth receipt

STEP 7

Process is successful with merchant receipts printed out

STEP 8

Press **Customer Copy** to print the customer copy receipt