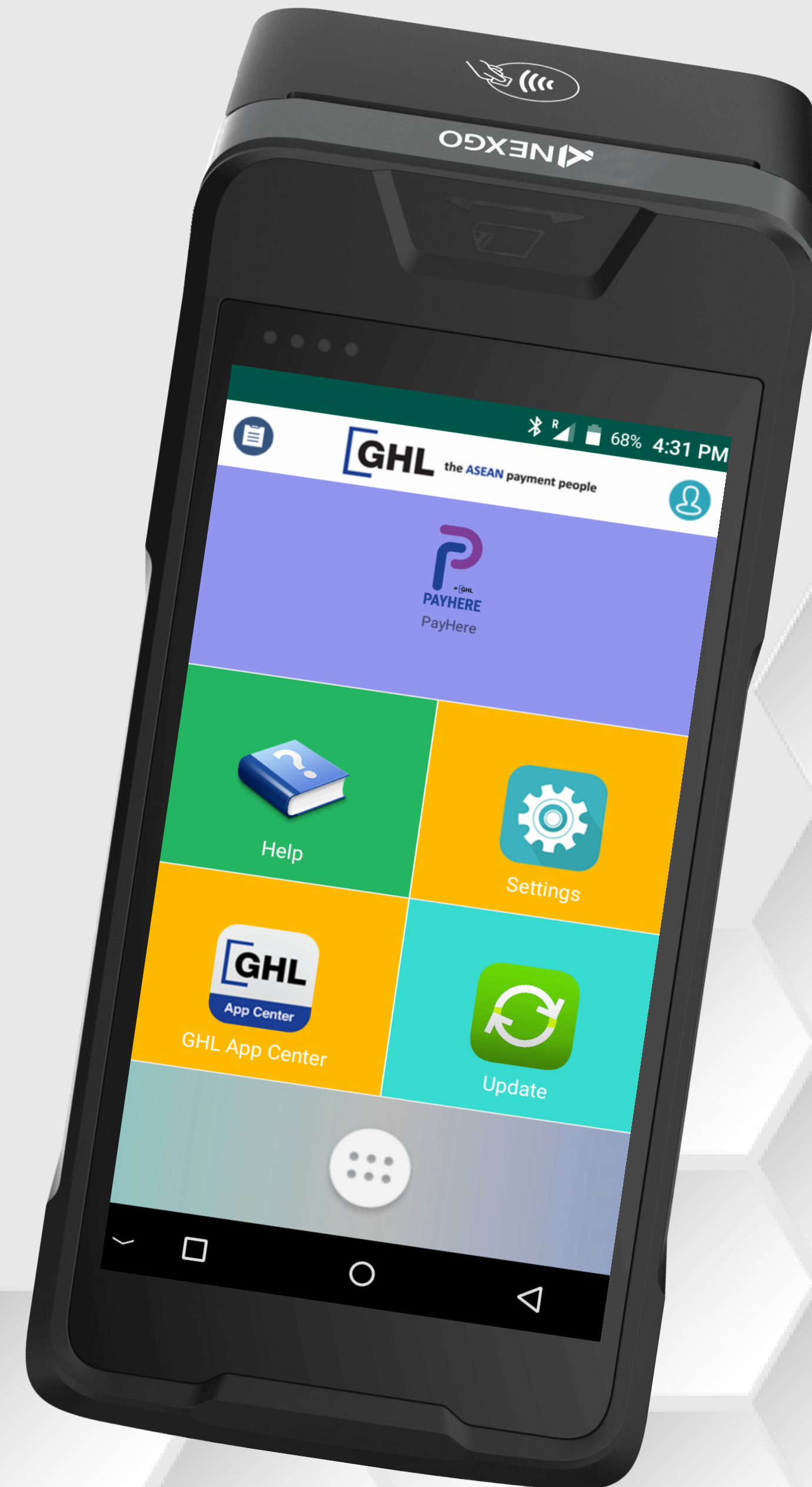# GHL

TERMINAL USER GUIDE

Pre-Authorisation & Completion Transaction
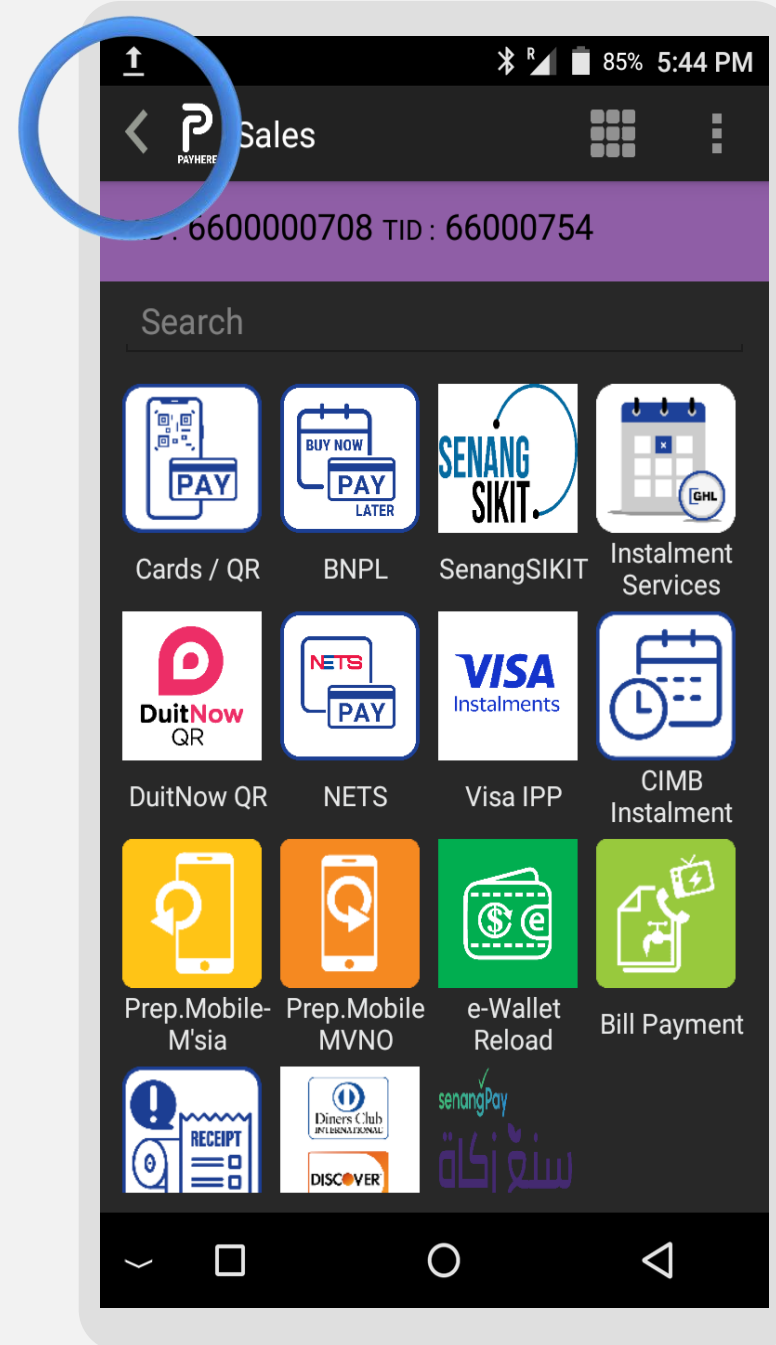
GHL MAH DA
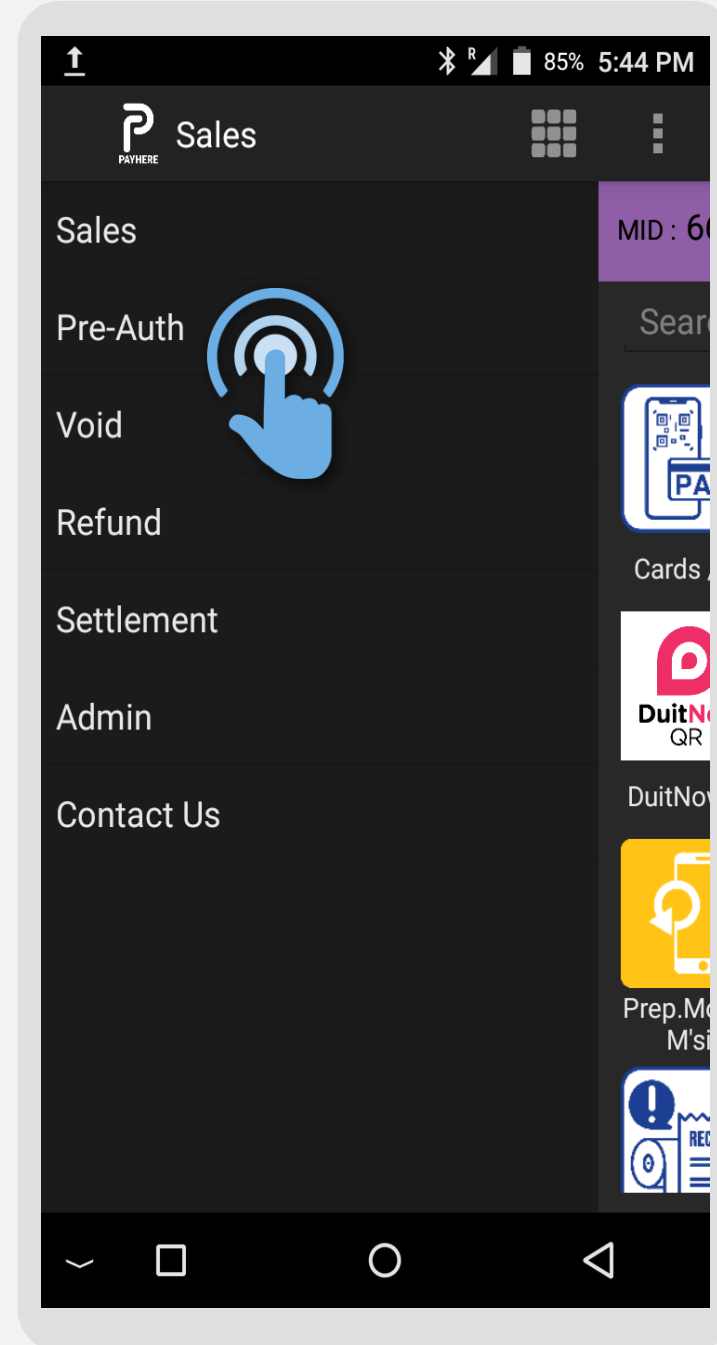
Terminal Model: Nexgo N86

Pre-Authorisation Transaction
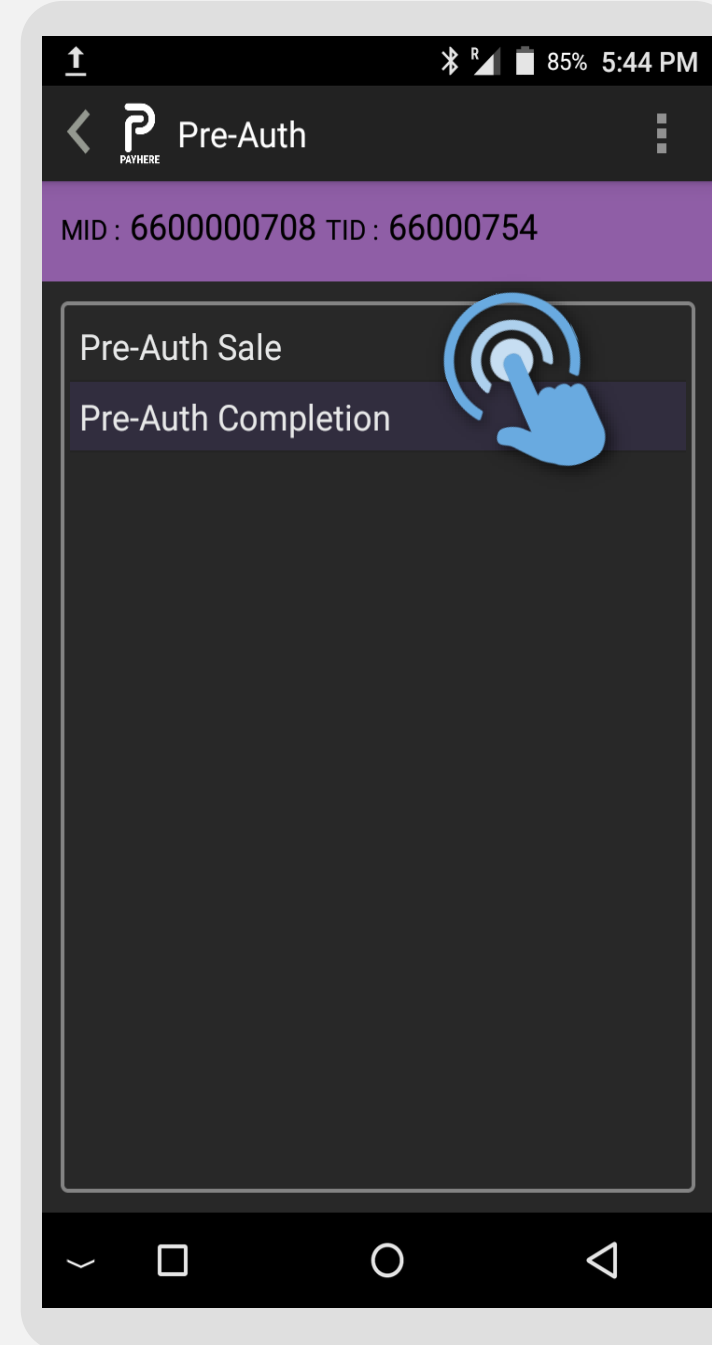
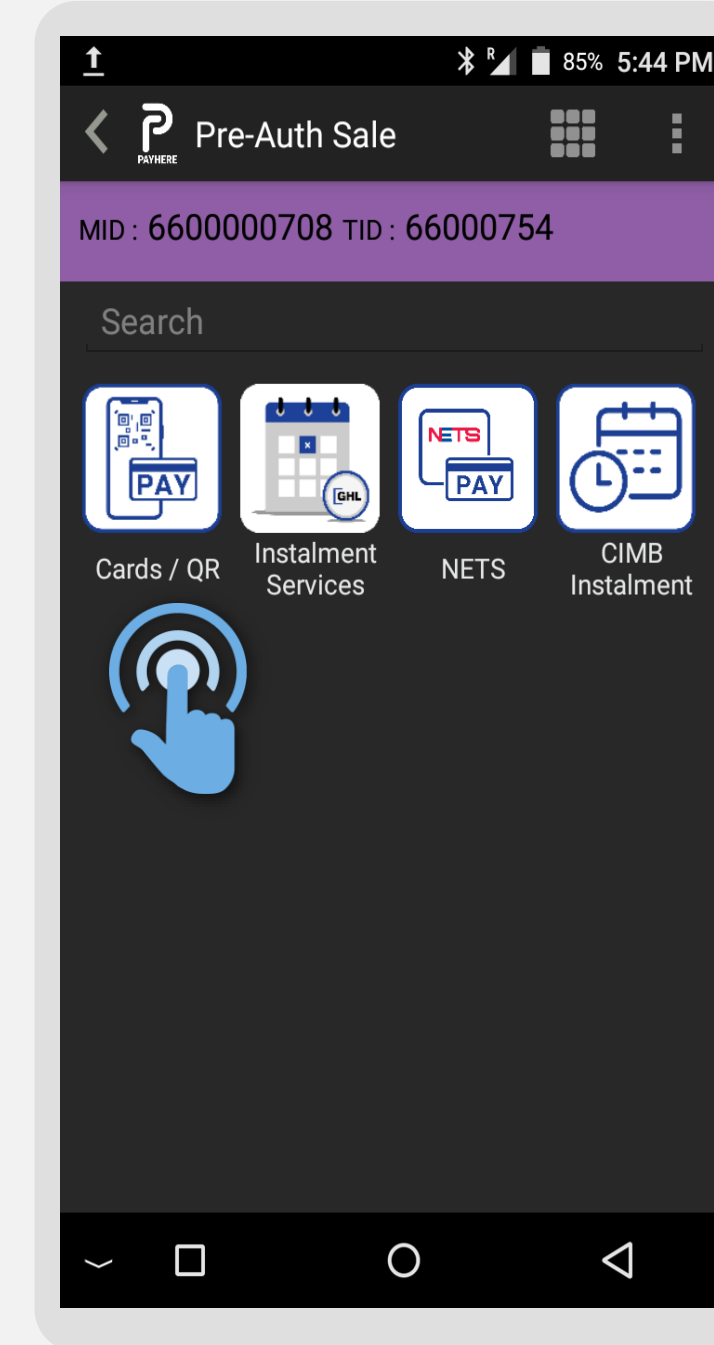**Terminal Model: Nexgo N86**
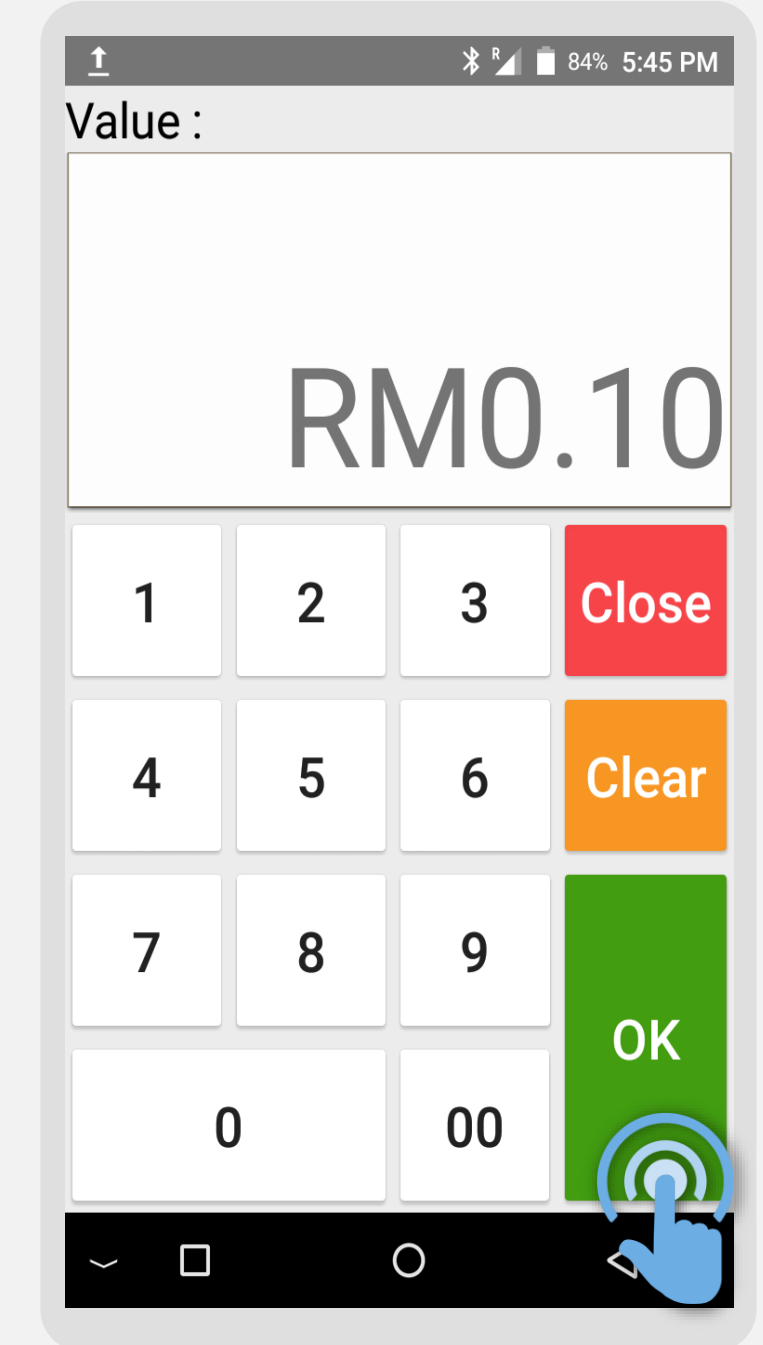

STEP 1
Press on < icon to open side menu

STEP 2
Press on **Pre-Auth**

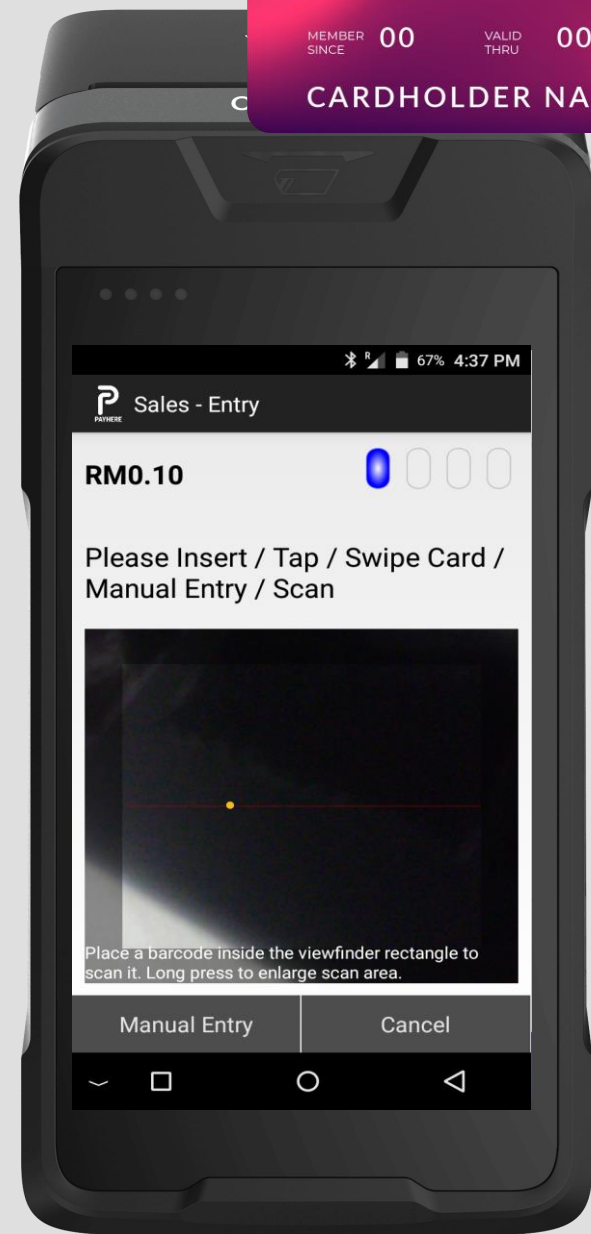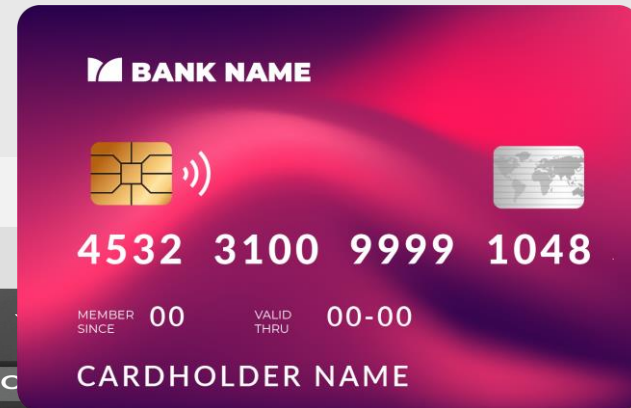**STEP 3**
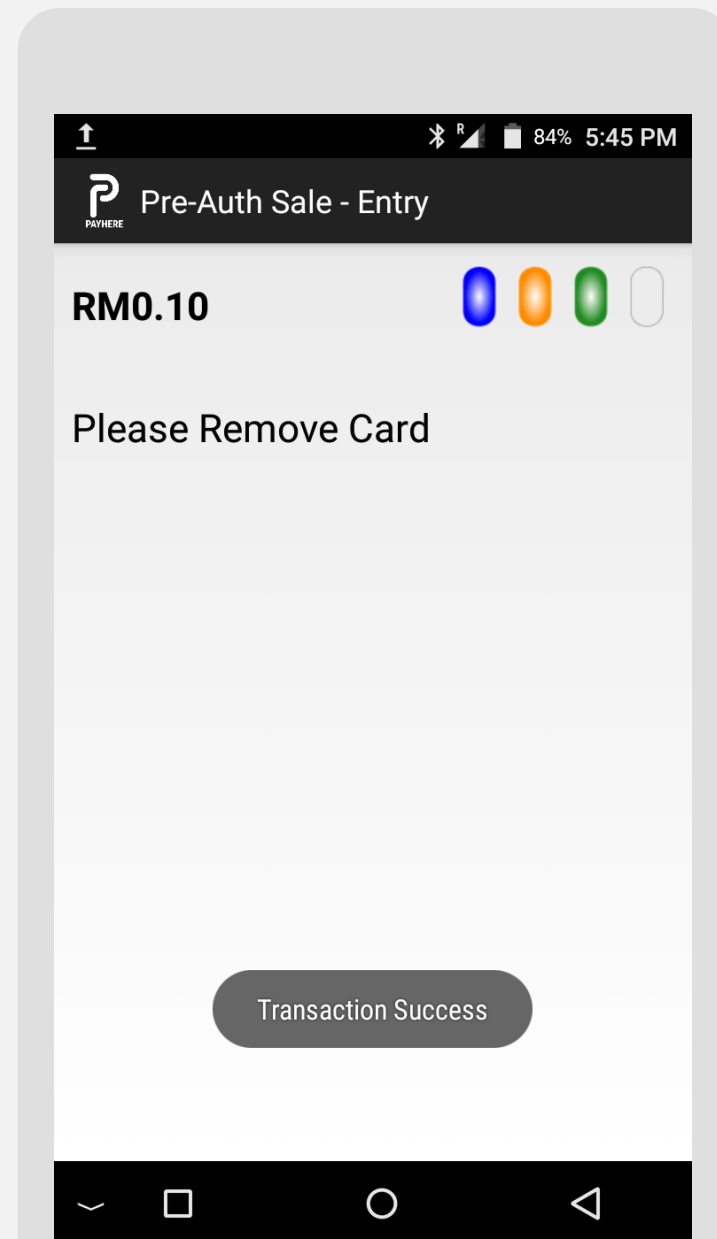Press on **Pre-Auth Sale**

STEP 4
Select **Cards/QR**

STEP 5
Key in Pre-Auth sale amount and press **OK**
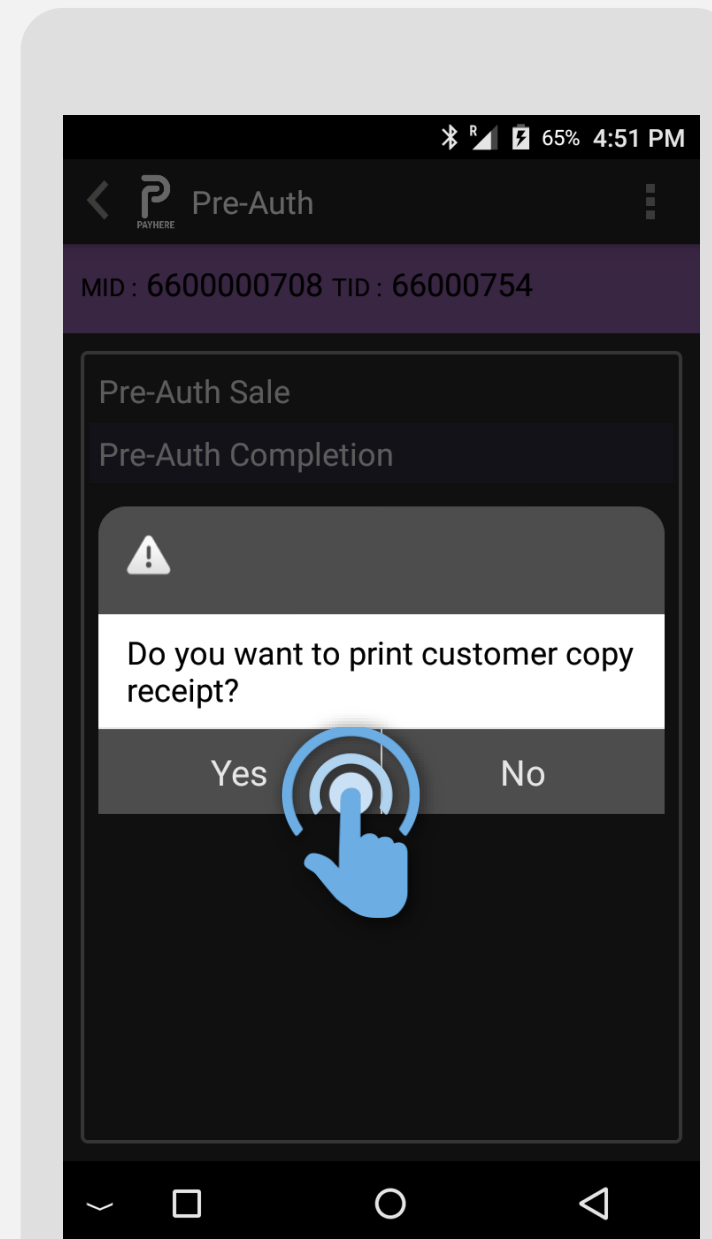
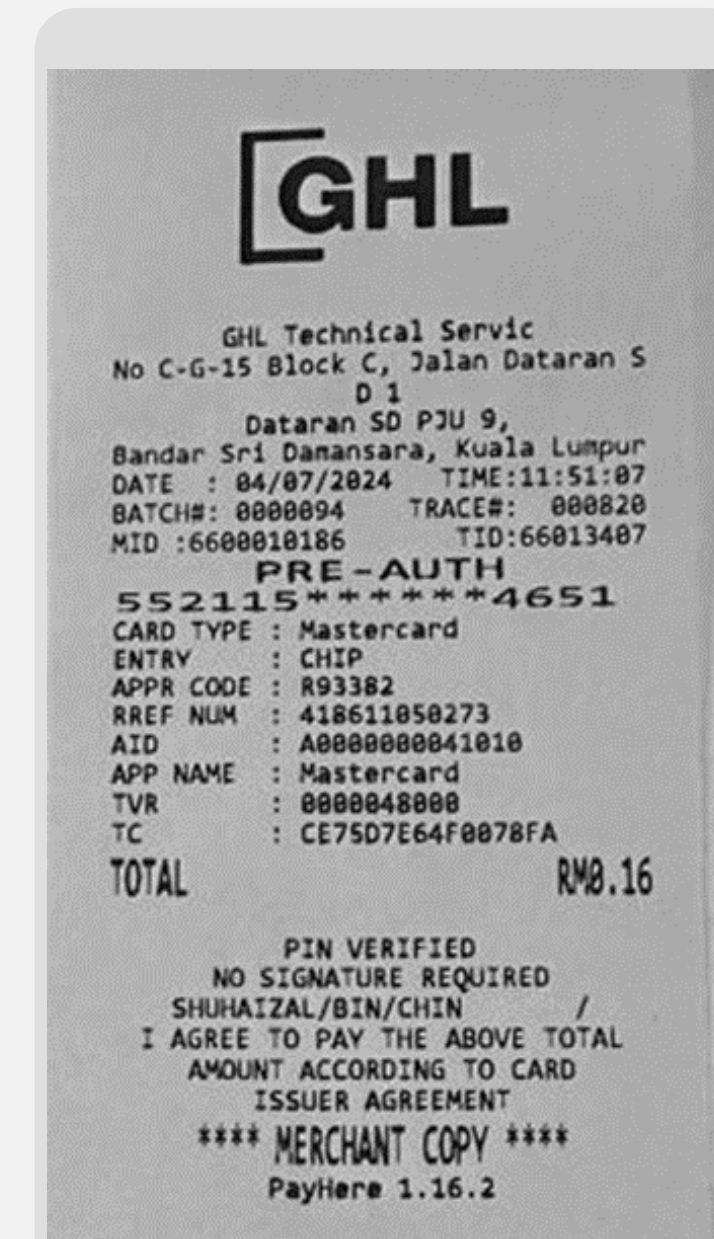# Pre-Authorisation Transaction

Terminal Model: Nexgo N86

STEP 6 — **Insert** or **tap** customer's card to the terminal

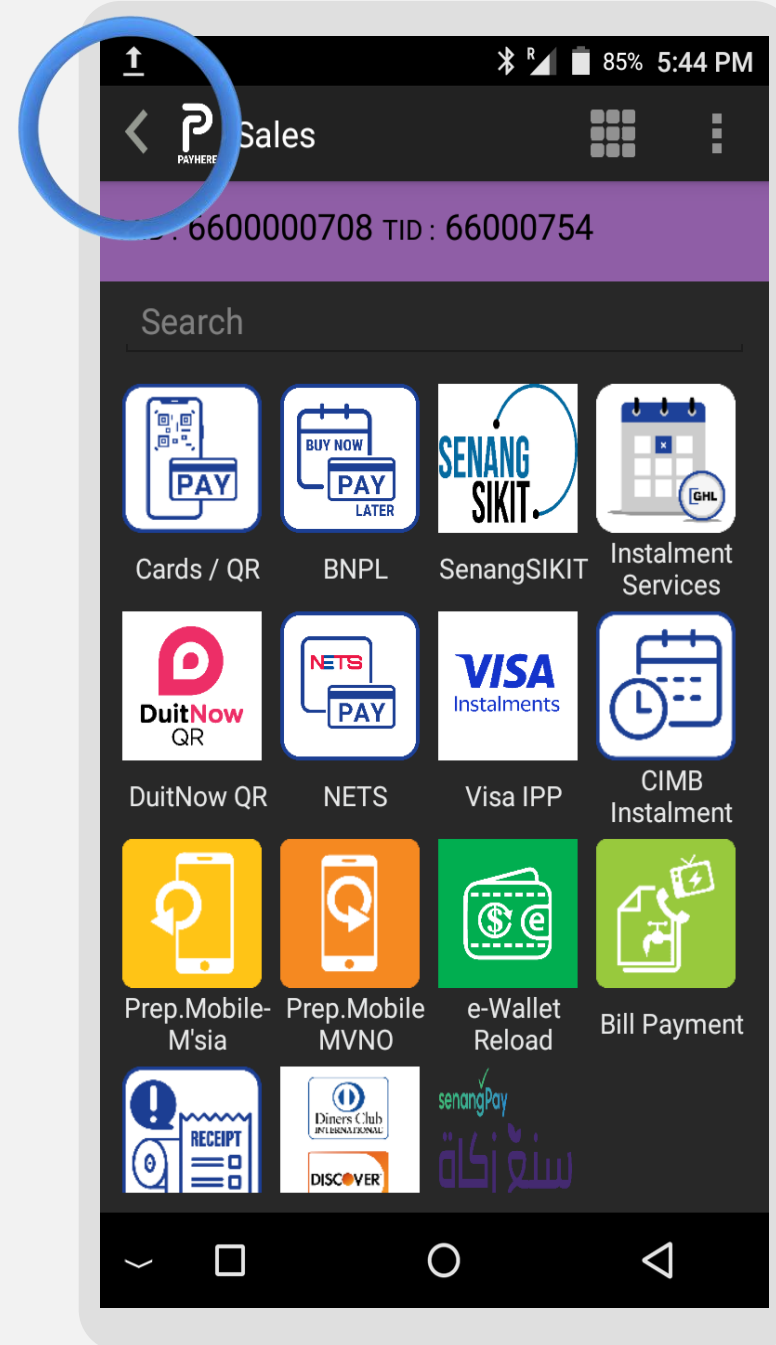**STEP 7** — Process is successful with merchant receipts printed out

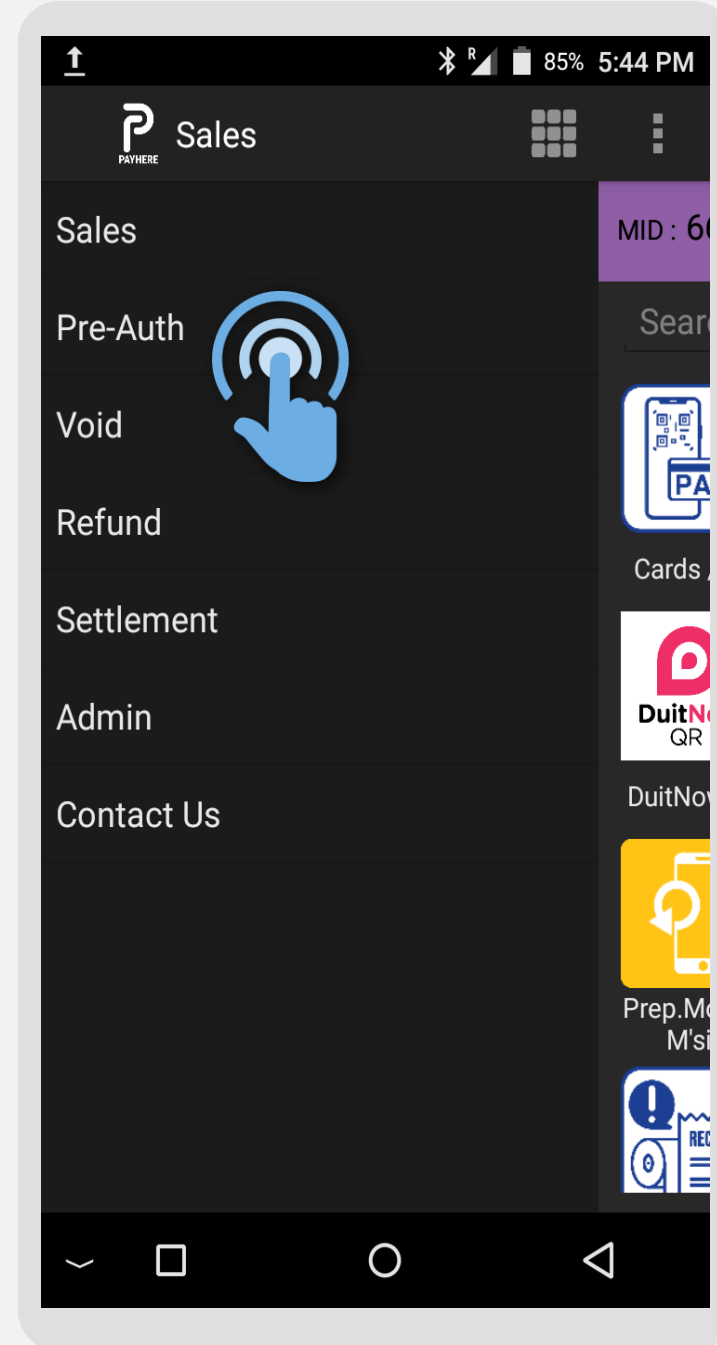**STEP 8** — Press **Yes** to print the customer copy receipt

STEP 9 — Sample of Pre-Auth receipt
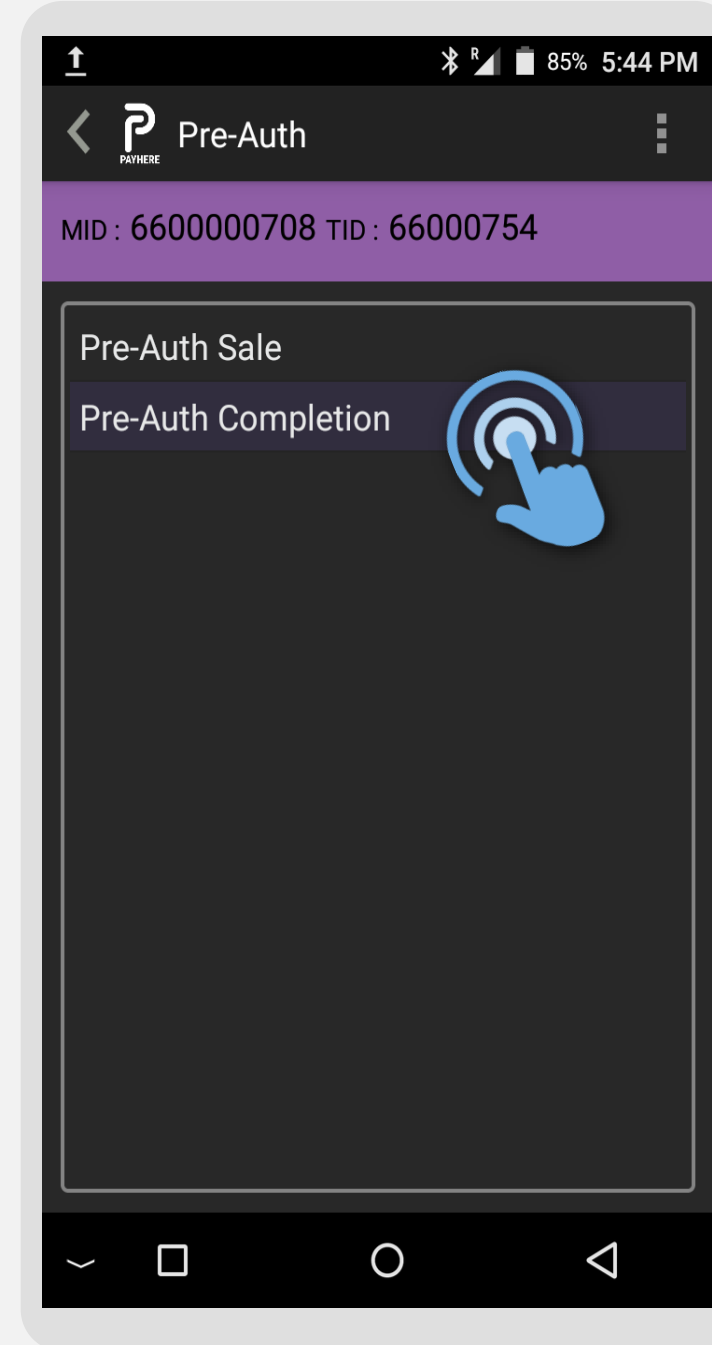
Completion Transaction
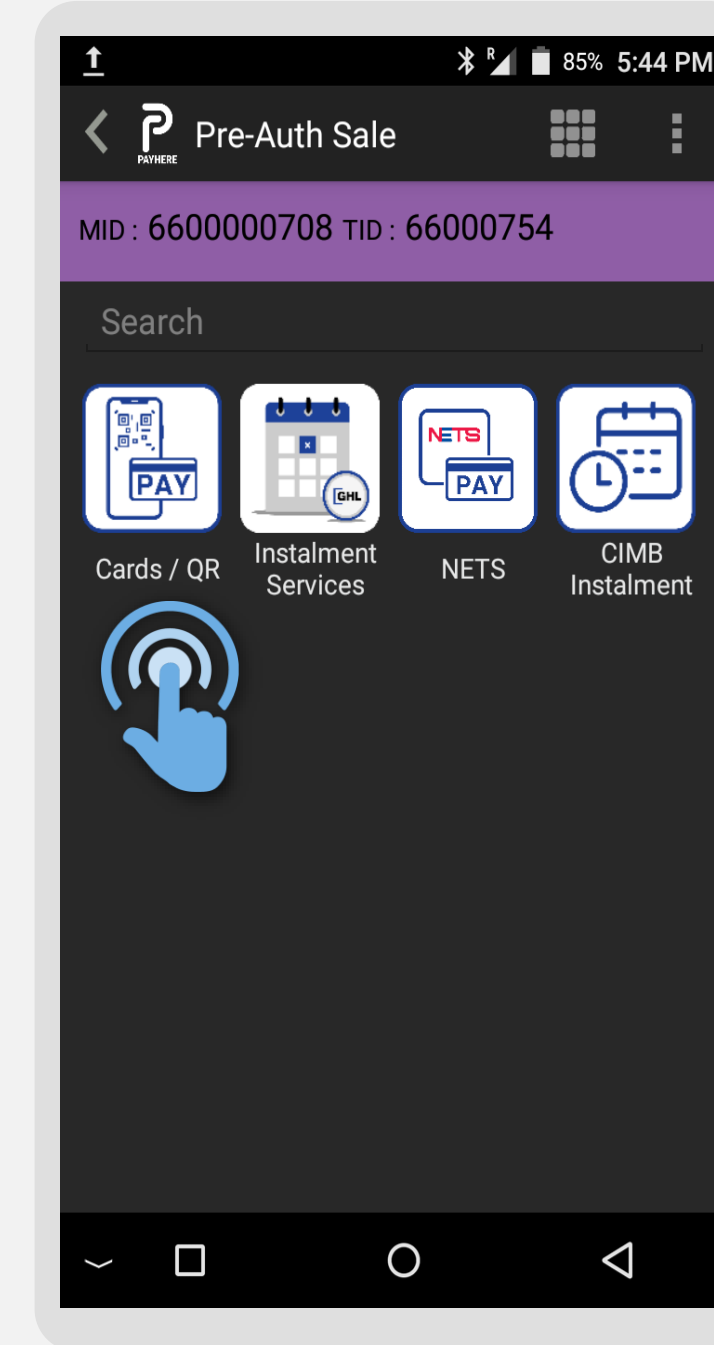
Terminal Model: Nexgo N86

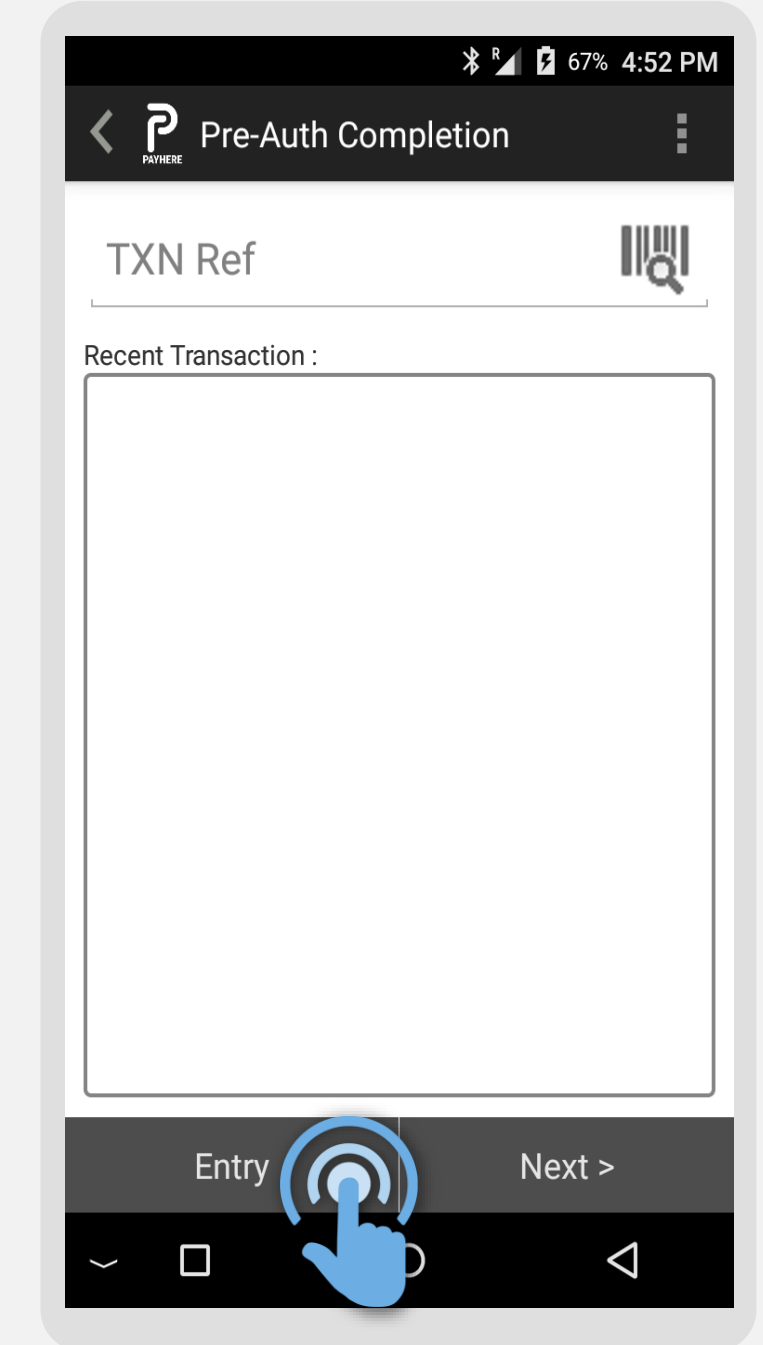**STEP 1** — Press on **<** icon to open side menu

STEP 2 — Press on **Pre-Auth**

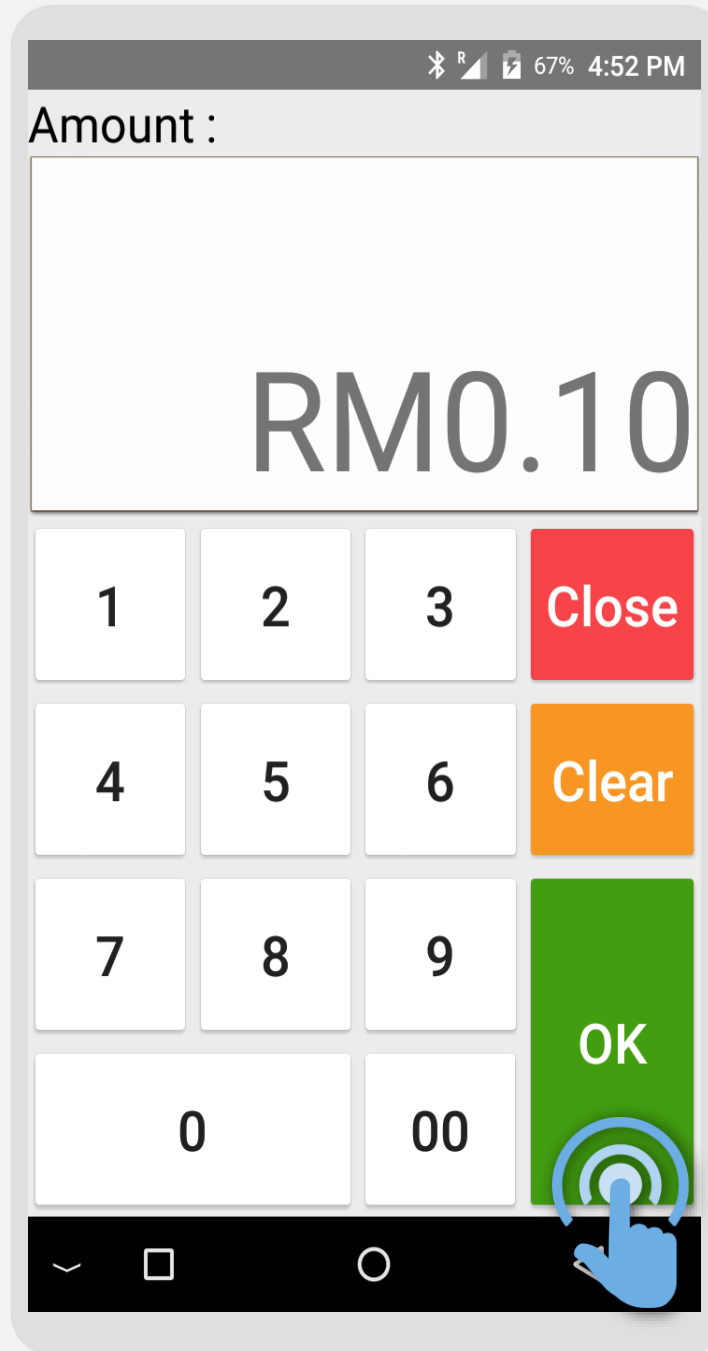**STEP 3** — Press on **Pre-Auth Completion**
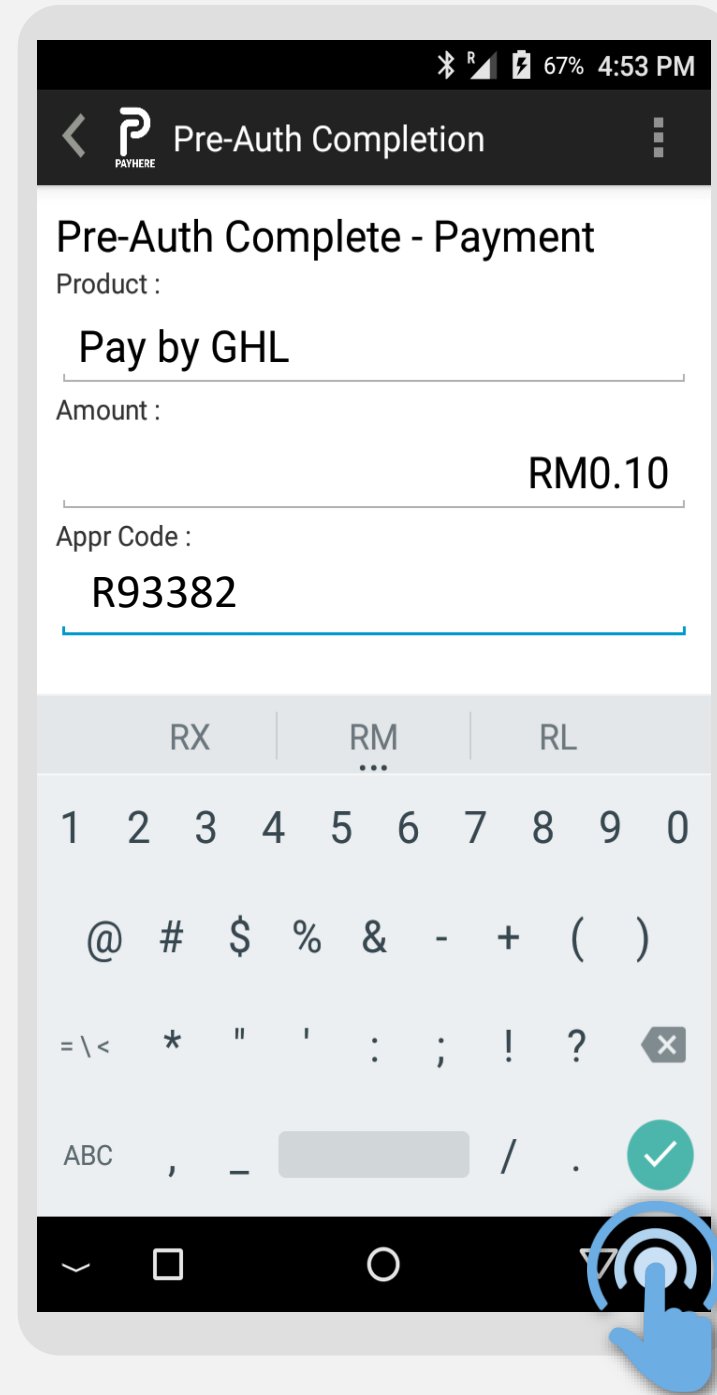
STEP 4 — Select **Cards/QR**

STEP 5 — Press on **Entry**
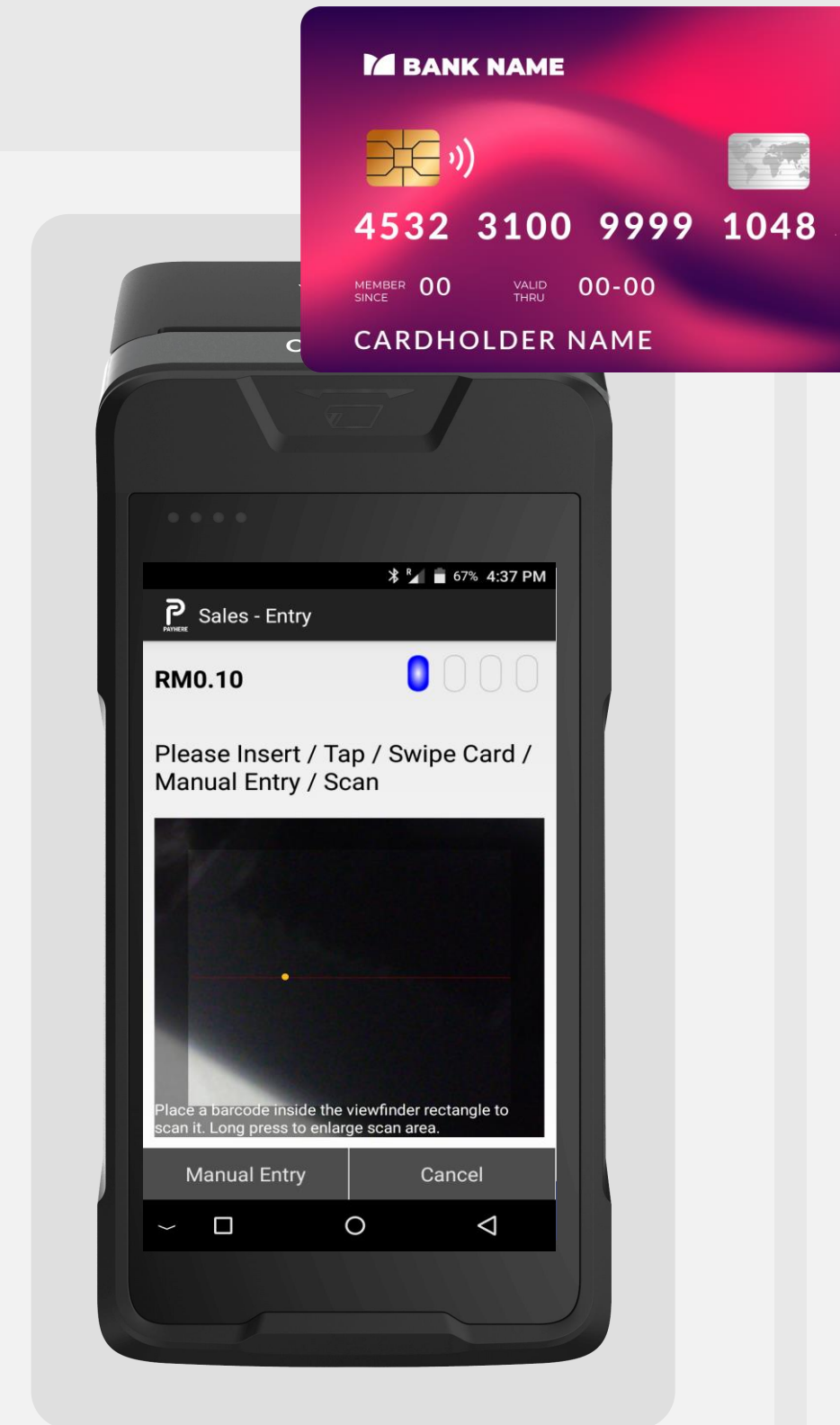
Completion Transaction

Terminal Model: Nexgo N86

STEP 6
Key in Pre-Auth sale amount and press **OK**
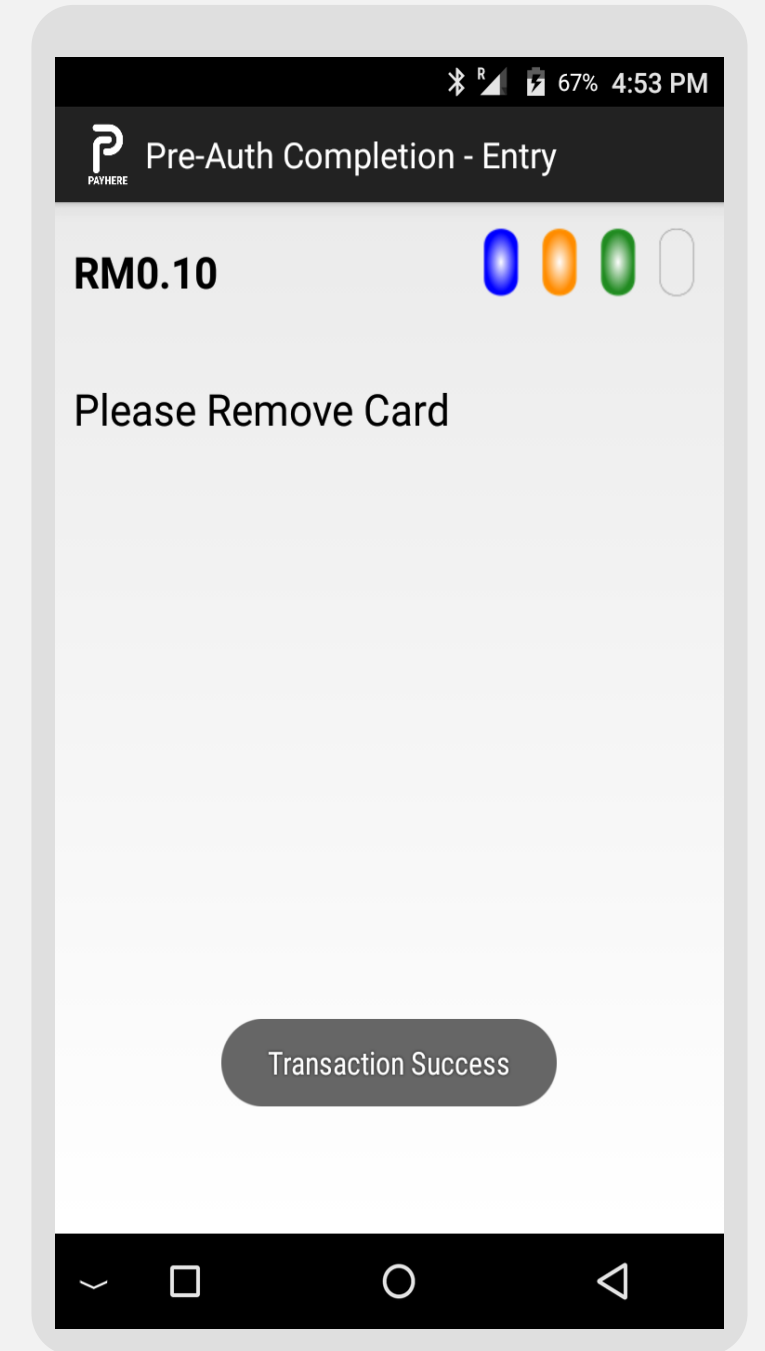

STEP 7
Key in **Approval code** from Pre-Auth receipt and press √

STEP 8
Sample of Approval code from Pre-Auth Sale receipt
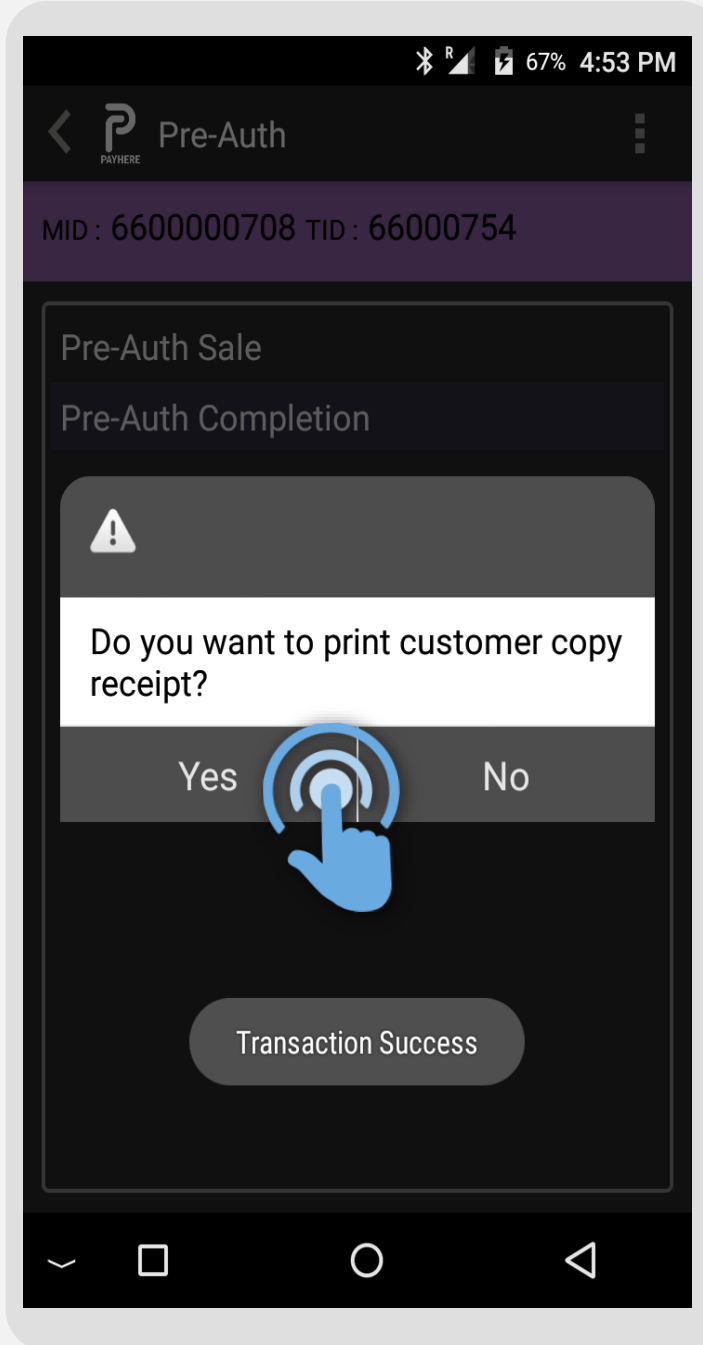

STEP 9
Insert or **tap** customer's card to the terminal

STEP 10
Select YES for the customer copy receipt

Completion Transaction

Terminal Model: Nexgo N86

STEP 11

Press **Yes** to print the customer copy receipt

STEP 12

Sample of Offline Sale receipt