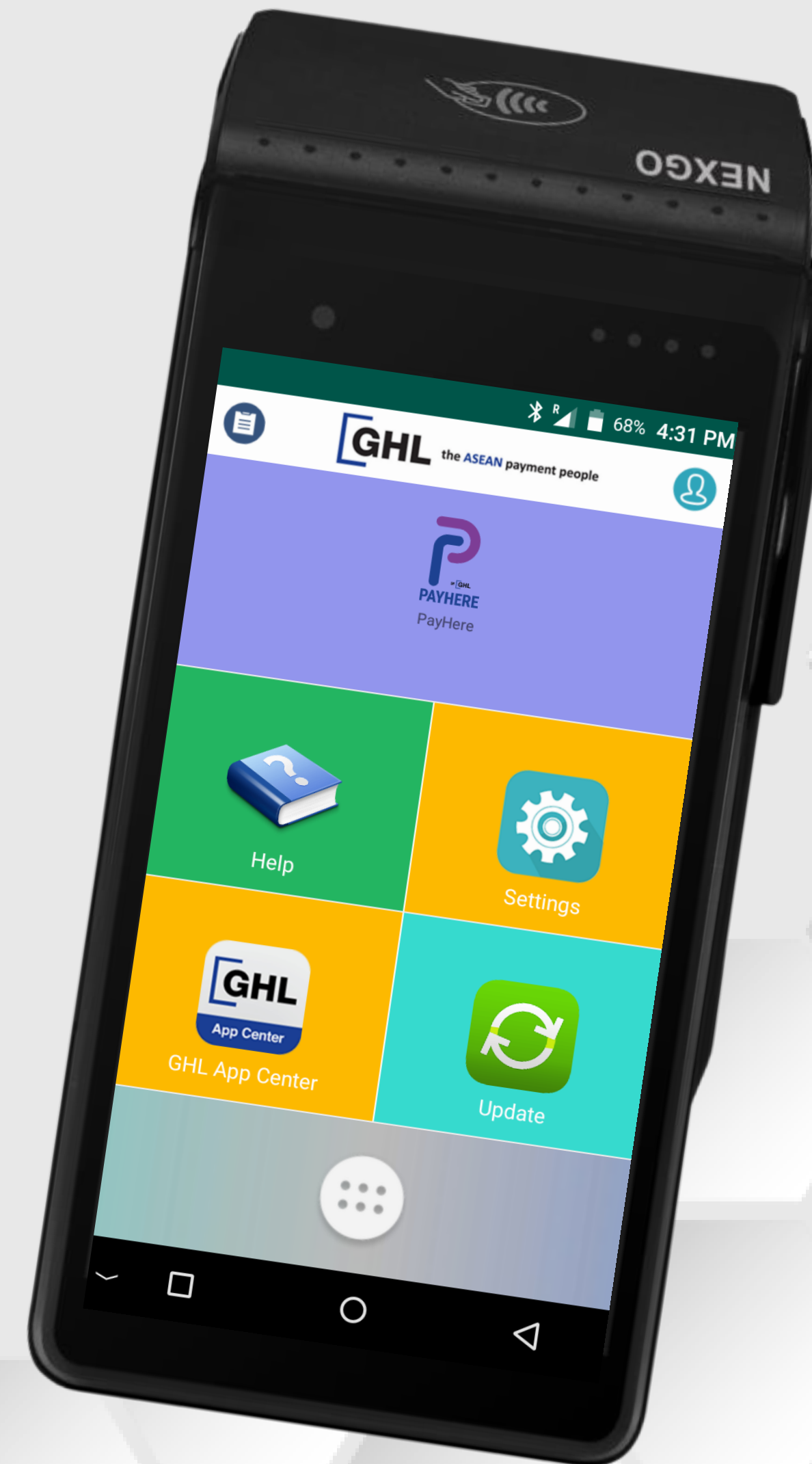# GHL

TERMINAL USER GUIDE

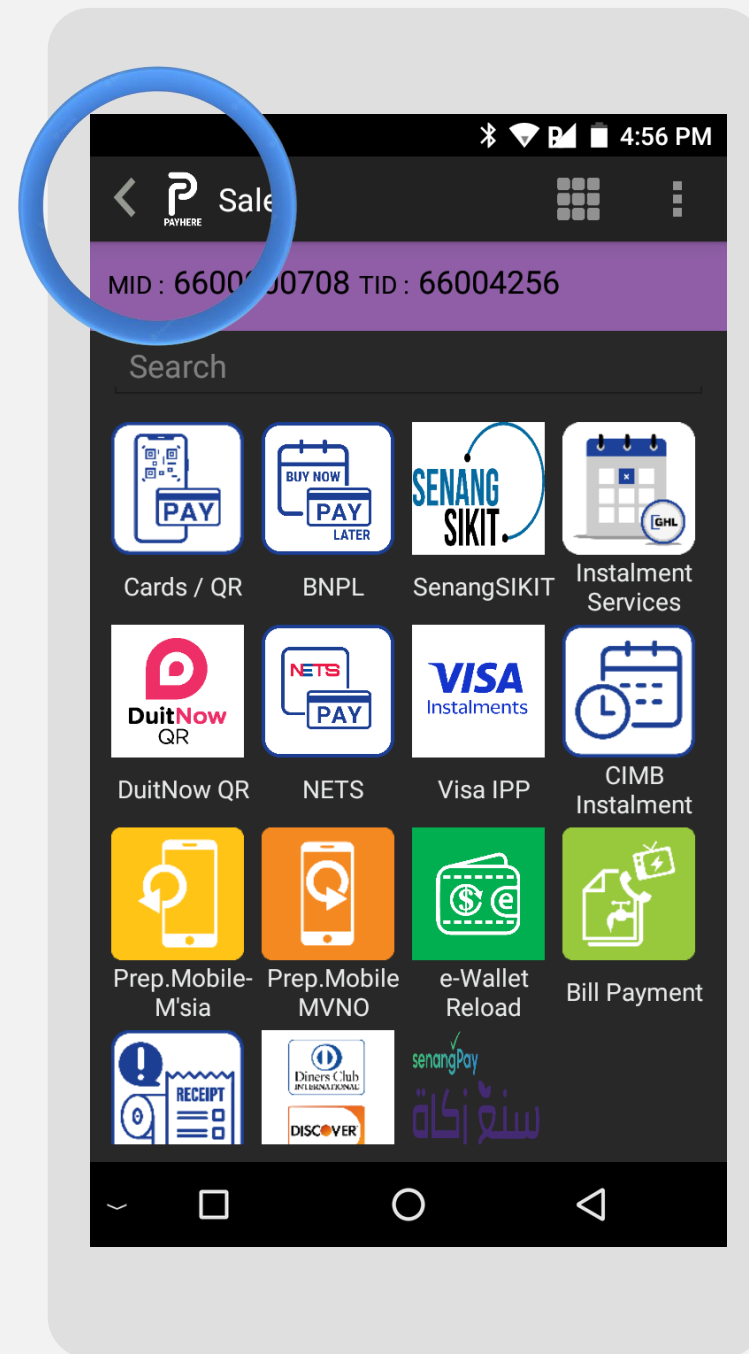## Reprint Receipt

GHL MAH DA
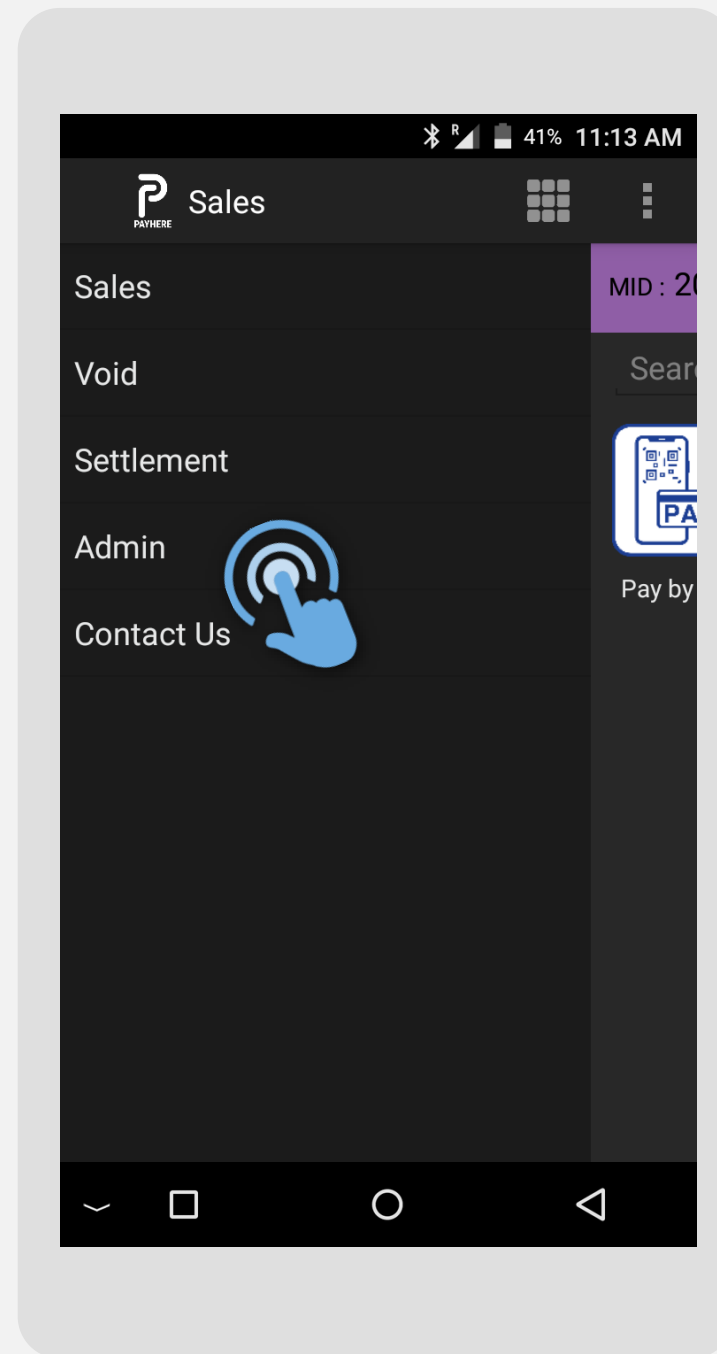
Terminal Model: Android N5

Reprint Receipt | Any Receipt

Terminal Model: Android N5

STEP 1
Press on **<** icon to open side menu
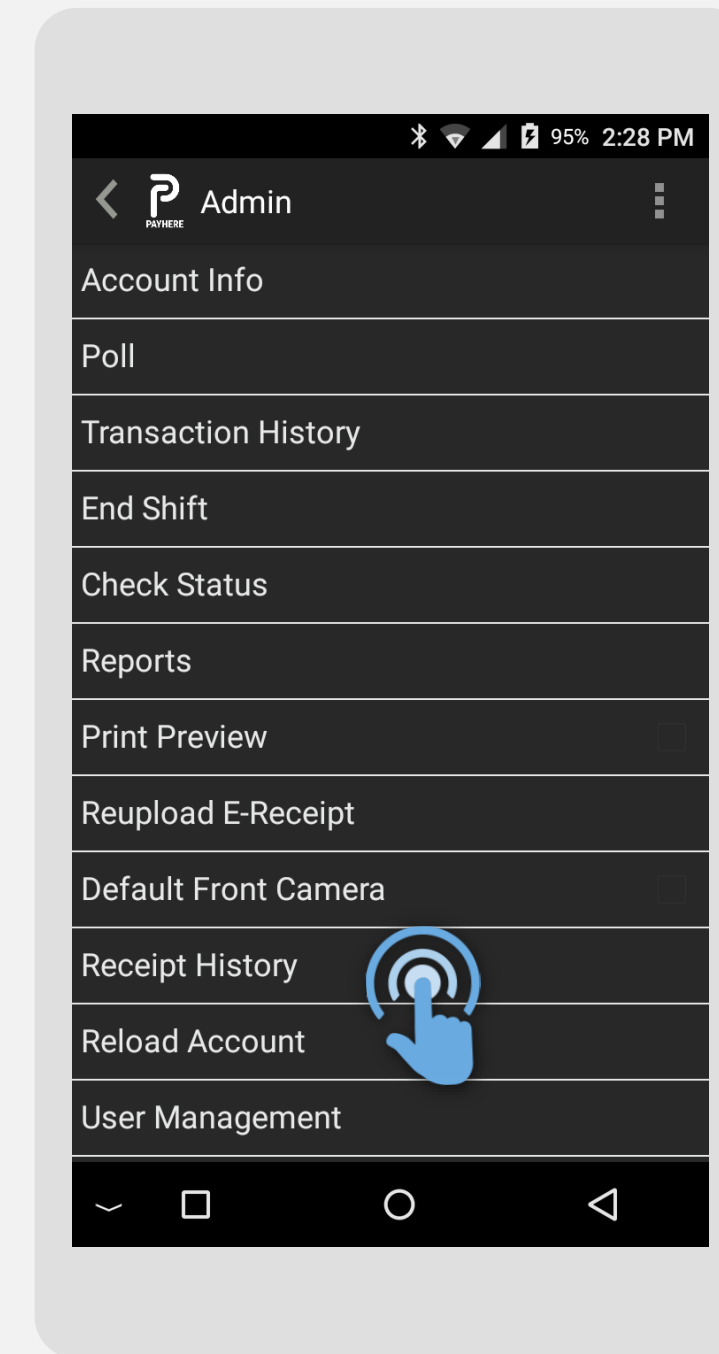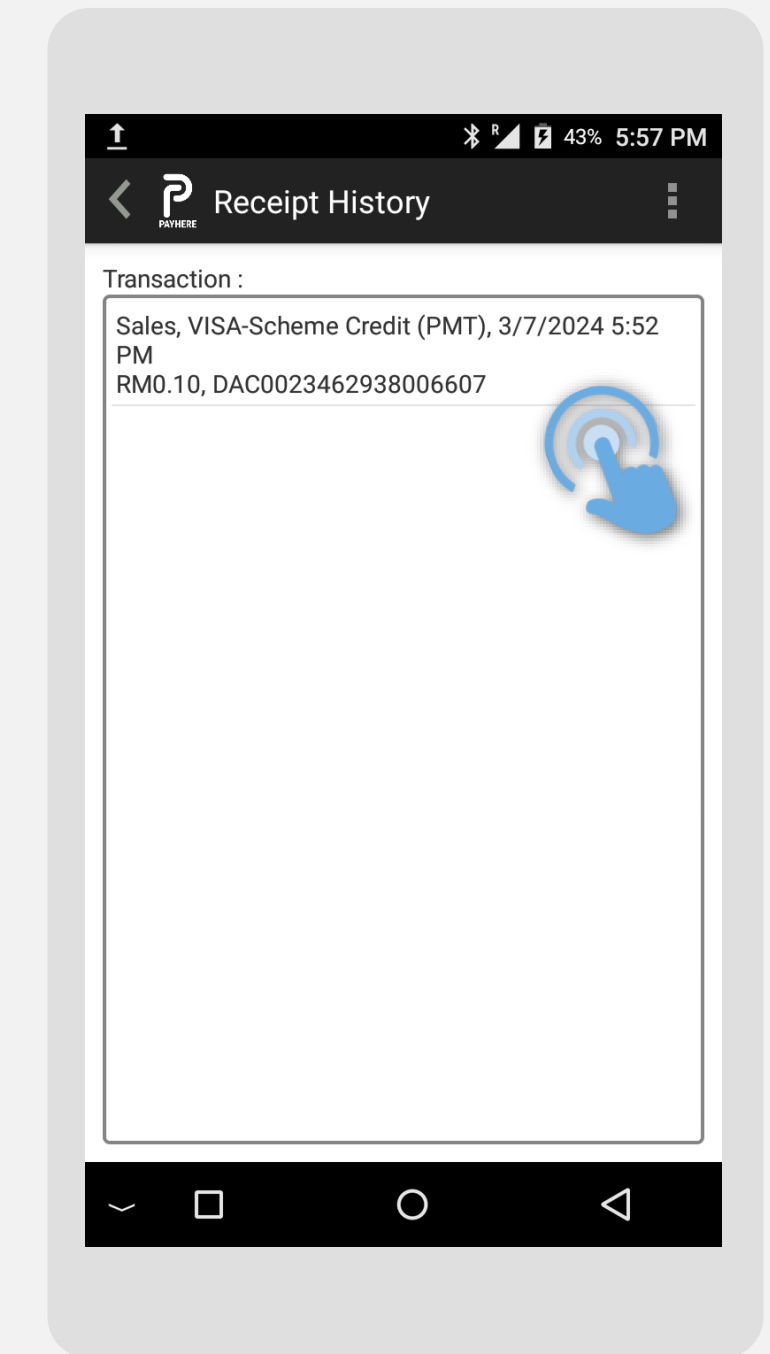
STEP 2
Press on **Admin**
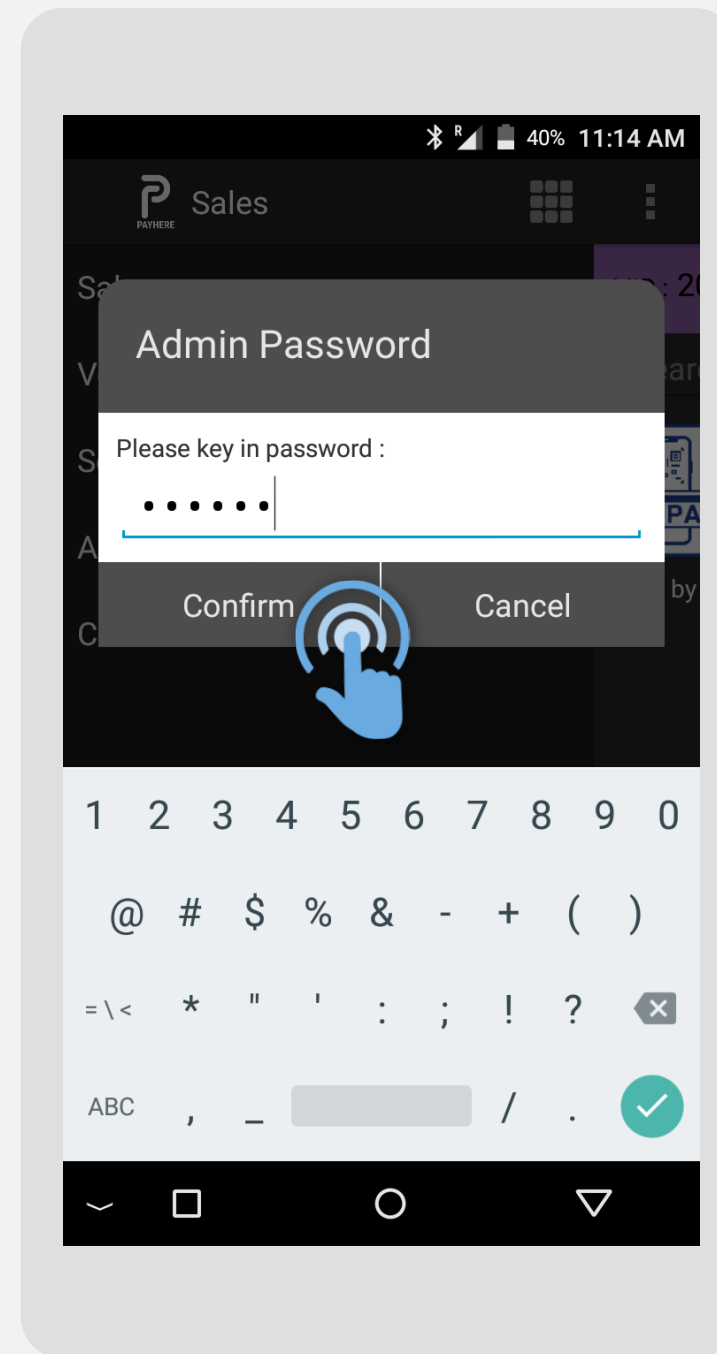
STEP 3
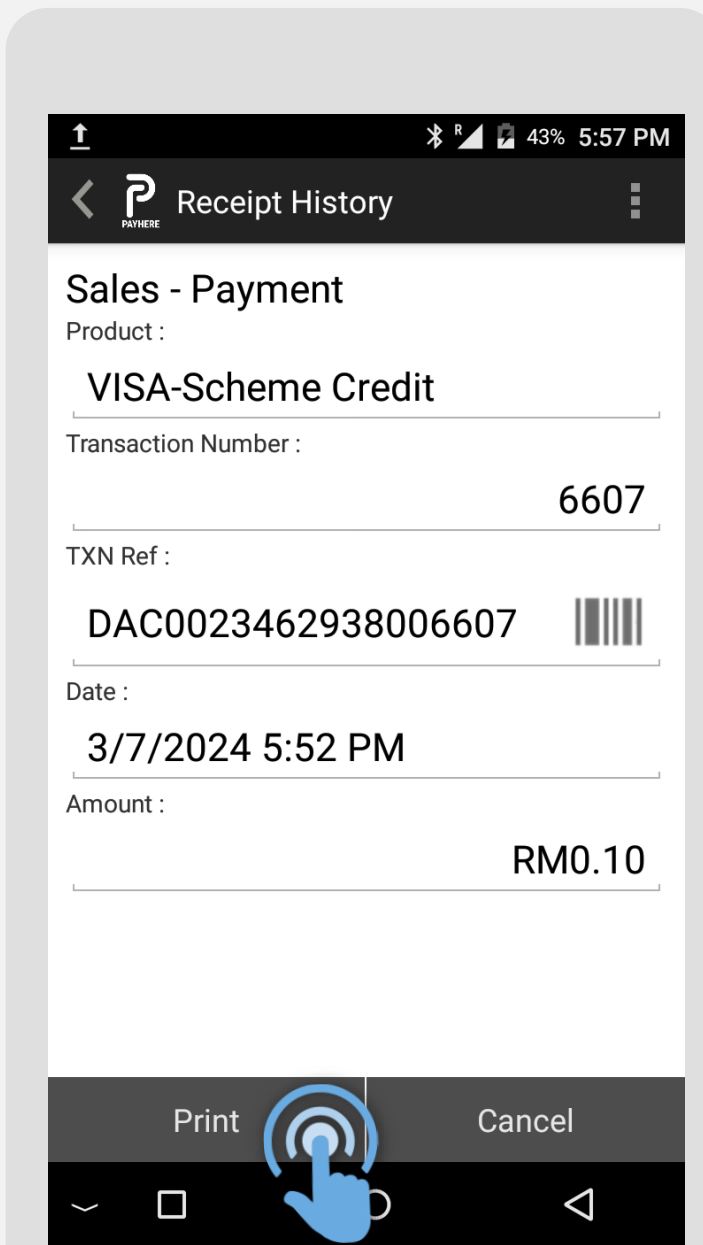Key in Admin Password (Default Password 123456) and press **Confirm**

STEP 4
Press on **Receipt History**

STEP 5
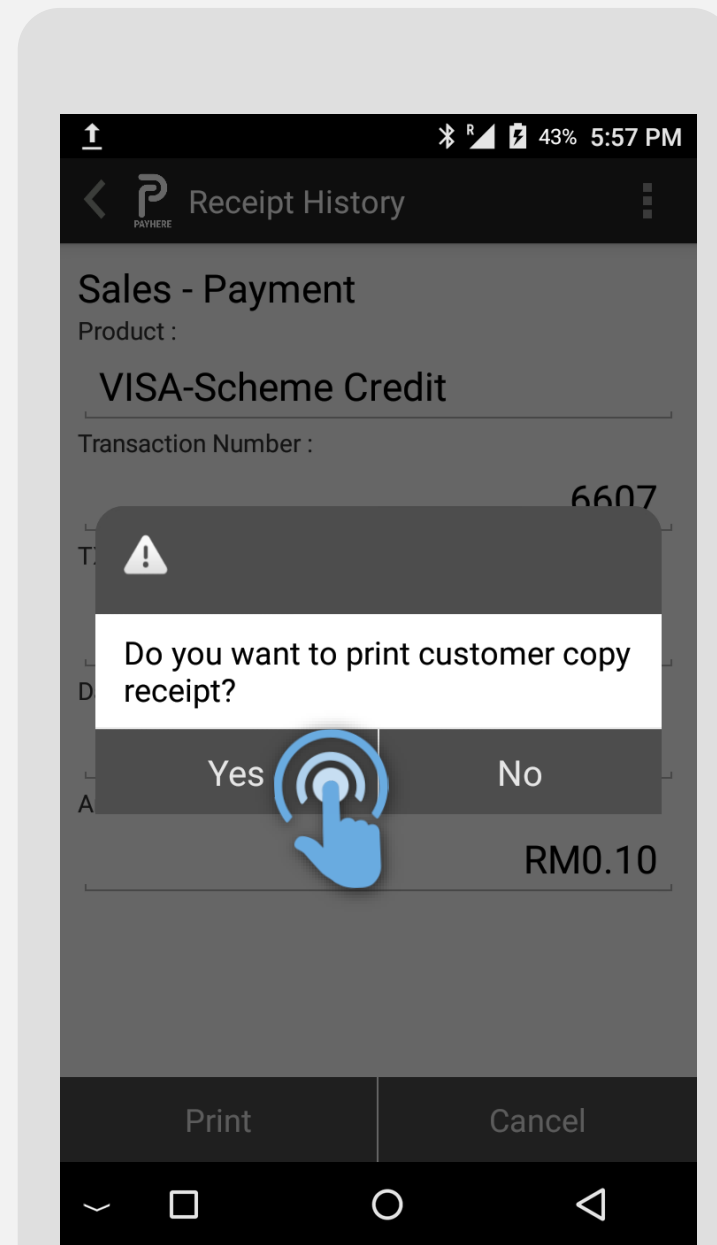Select transaction which needed to reprint receipt

Reprint Receipt | Any Receipt

Terminal Model: Android N5

STEP 6

Verify receipt detail and press **Print** to print out receipt
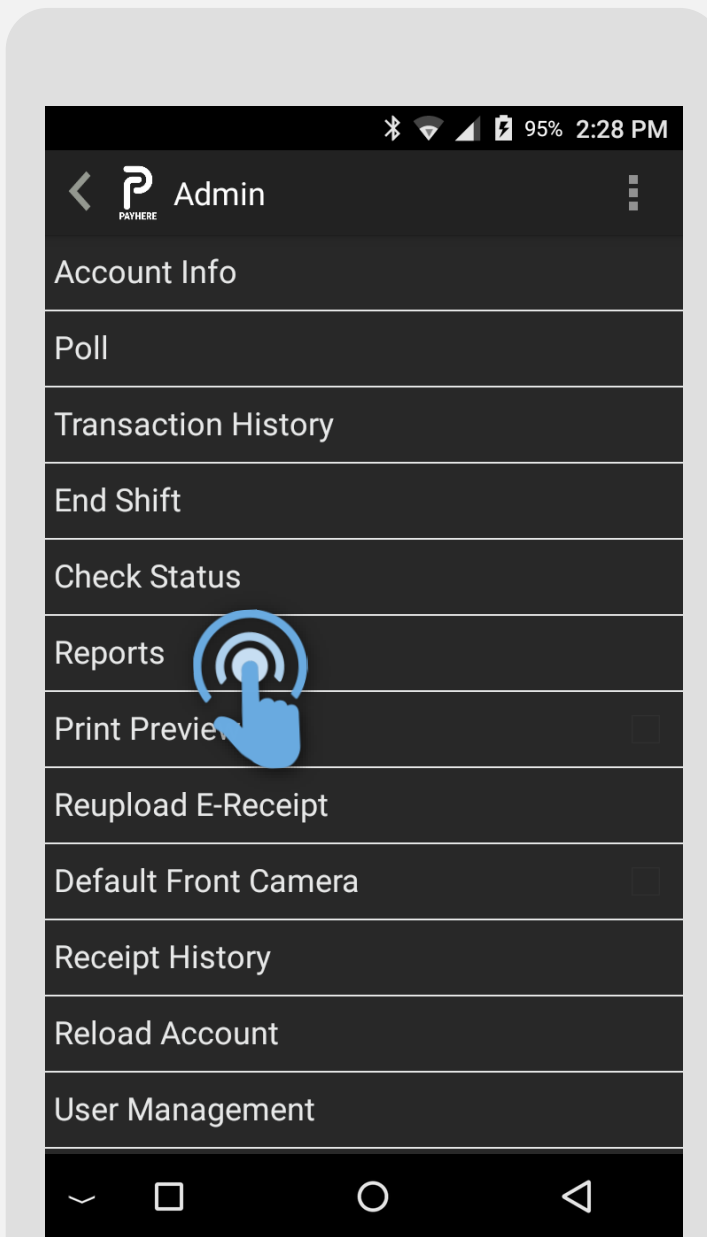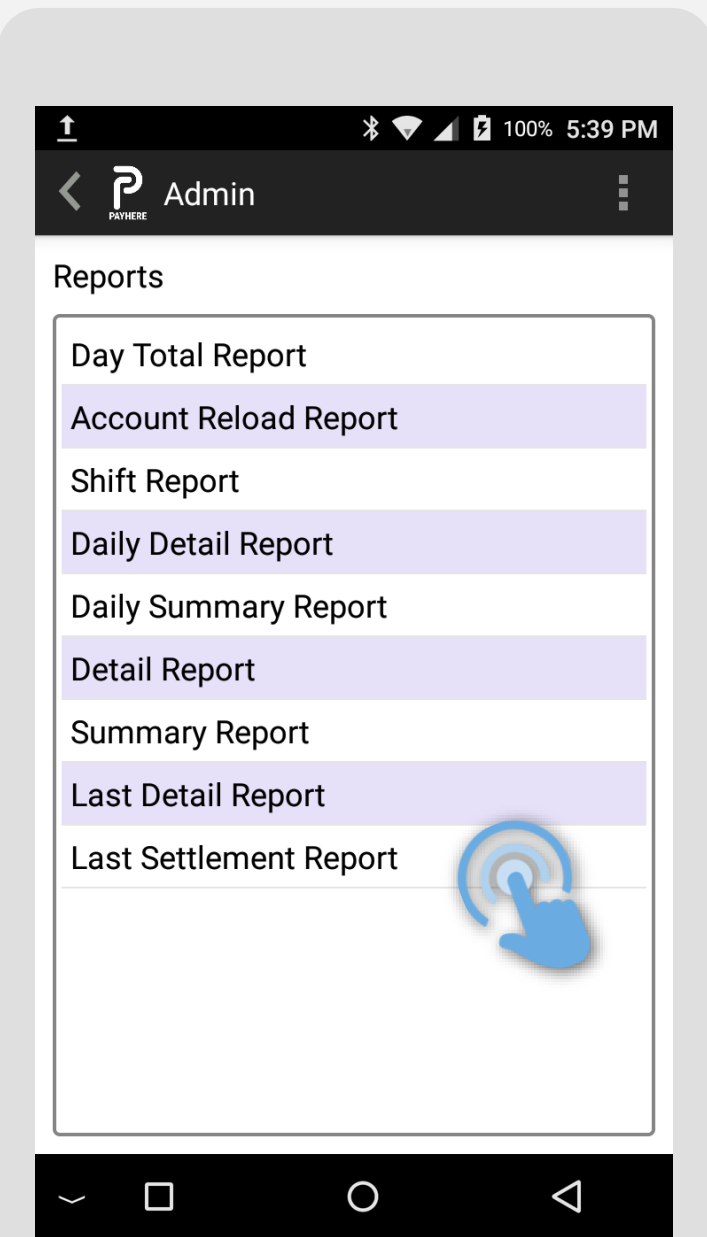
STEP 7

Press **Yes** to print the customer copy receipt
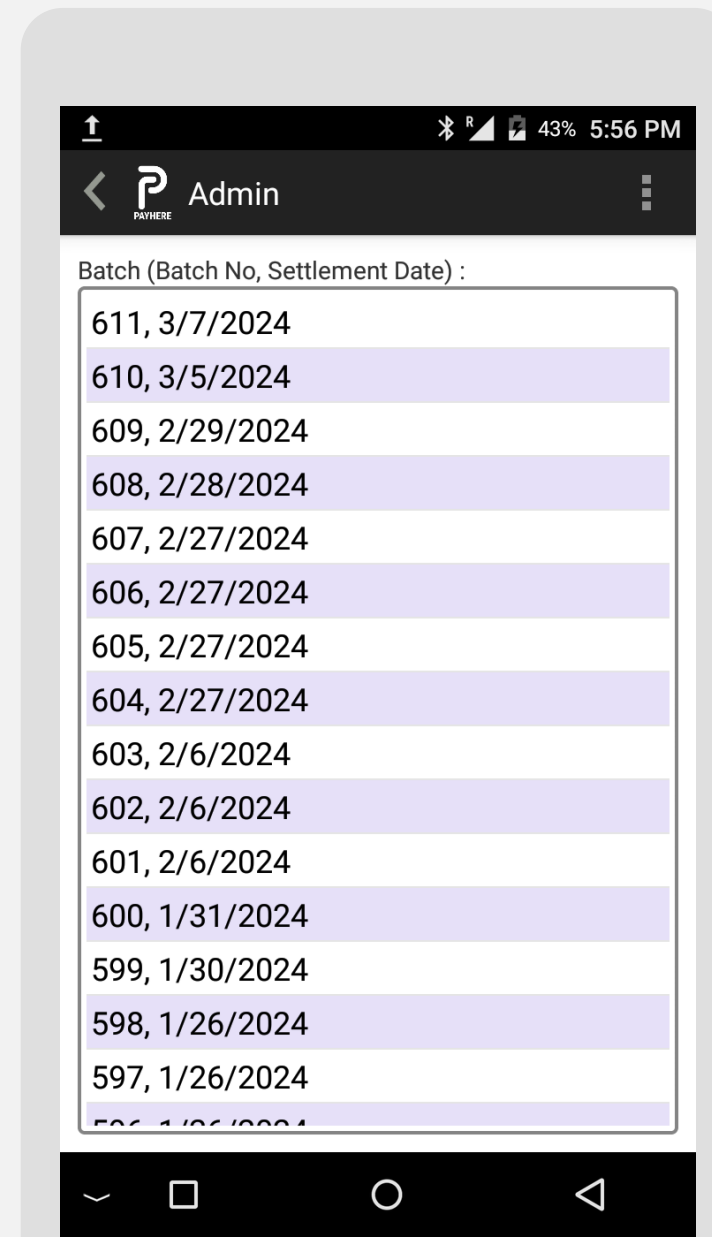
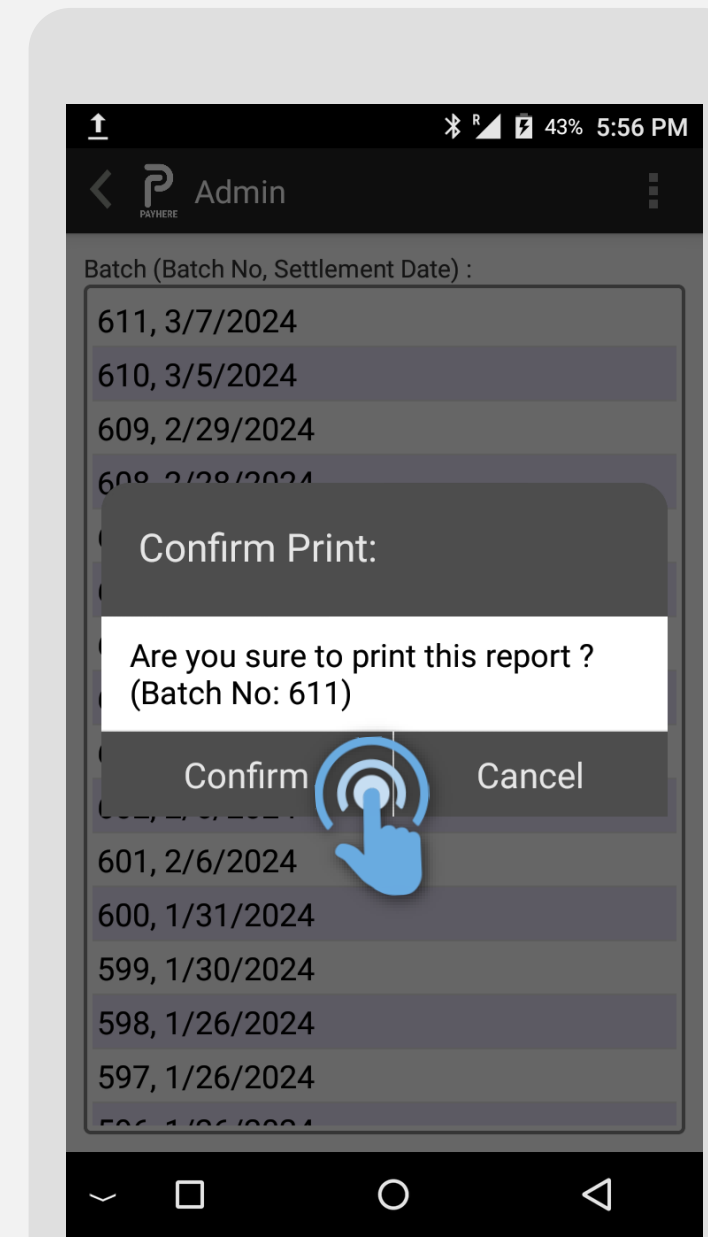# Reprint Receipt | Last Settlement

Terminal Model: Android N5

STEP 1
Press on **Reports**

STEP 2
Press **Last Settlement Report**

STEP 3
Select Batch No and Settlement Date to reprint

STEP 4
Press **Confirm** to reprint settlement report