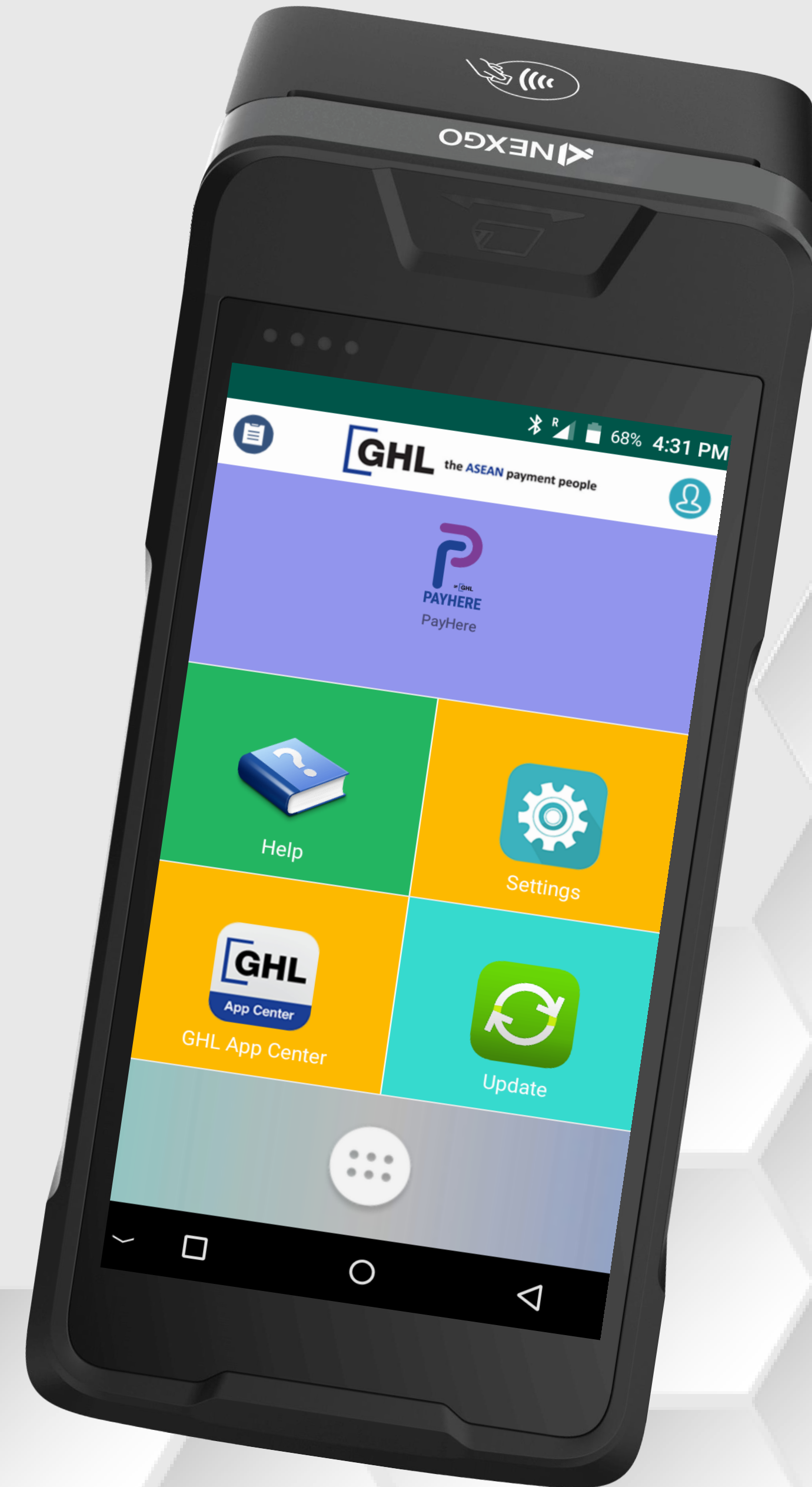# GHL

TERMINAL USER GUIDE

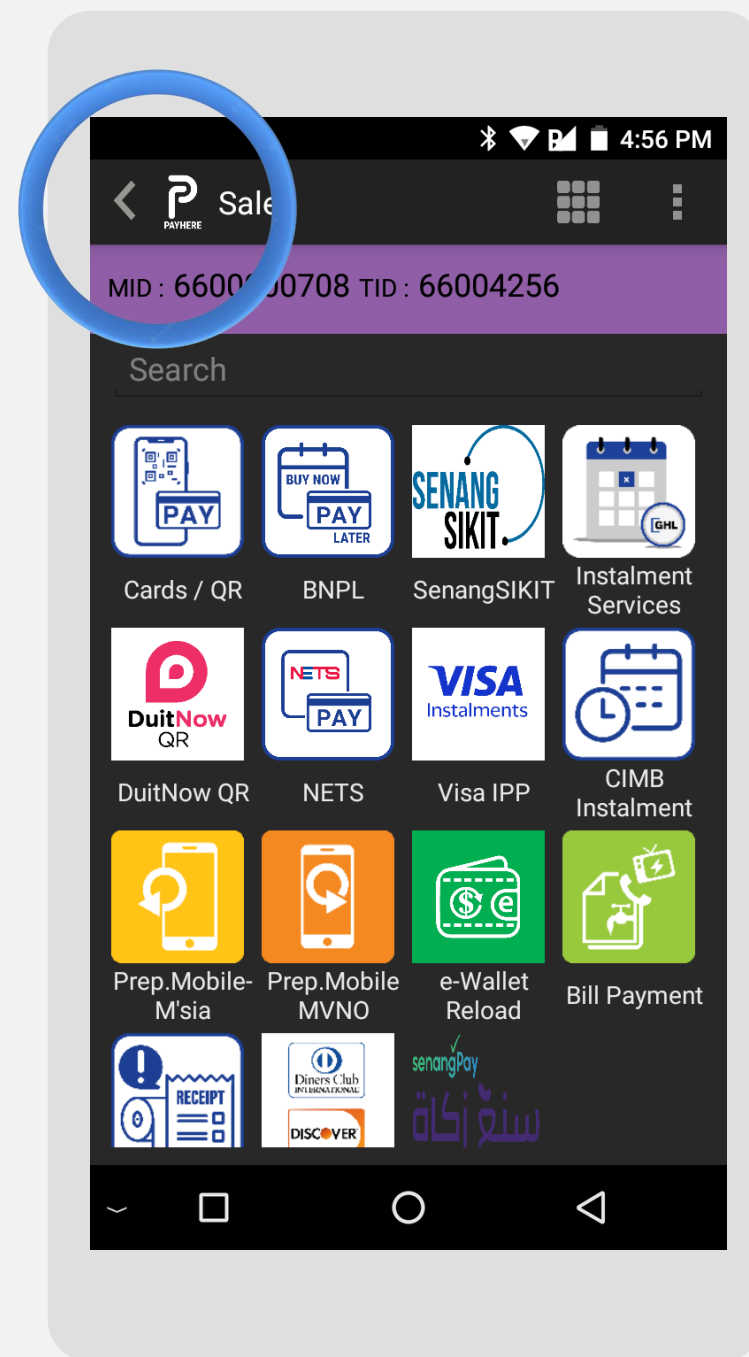## Reprint Receipt

GHL MAH DA
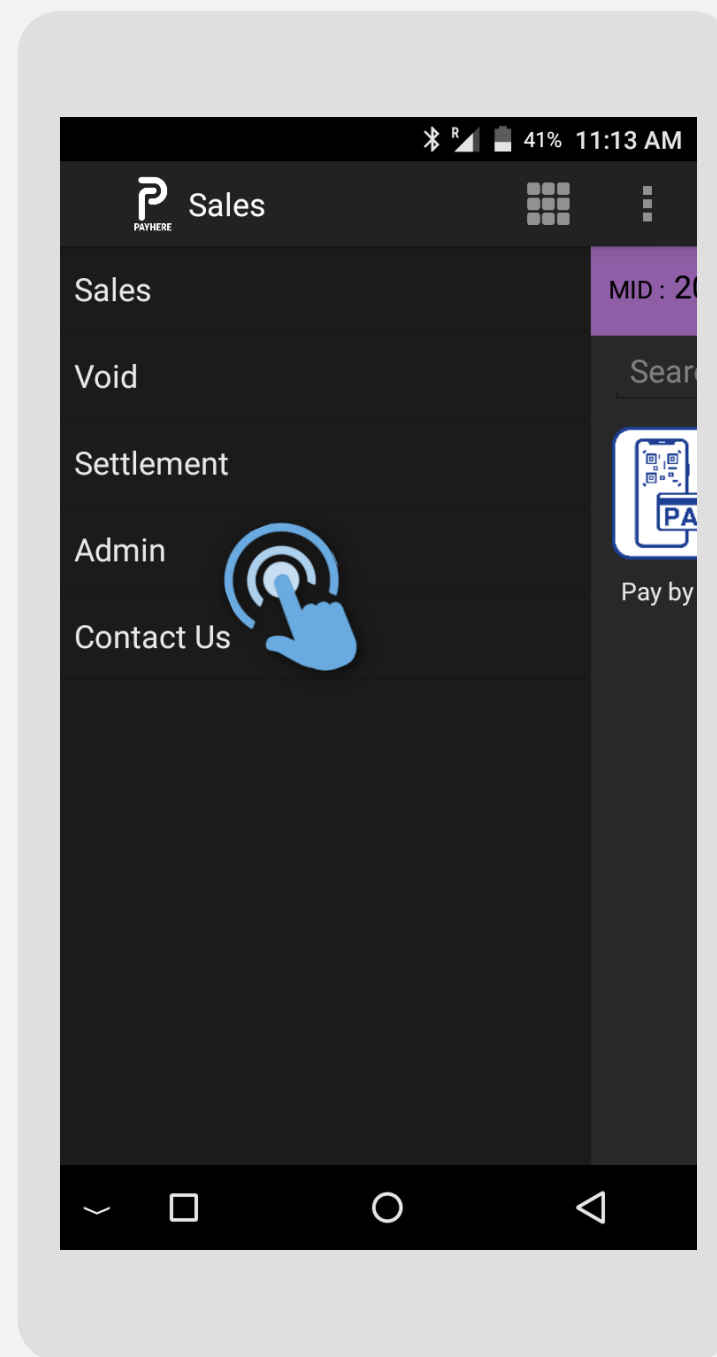
Terminal Model: Nexgo N86

Reprint Receipt | Any Receipt

Terminal Model: Nexgo N86

STEP 1
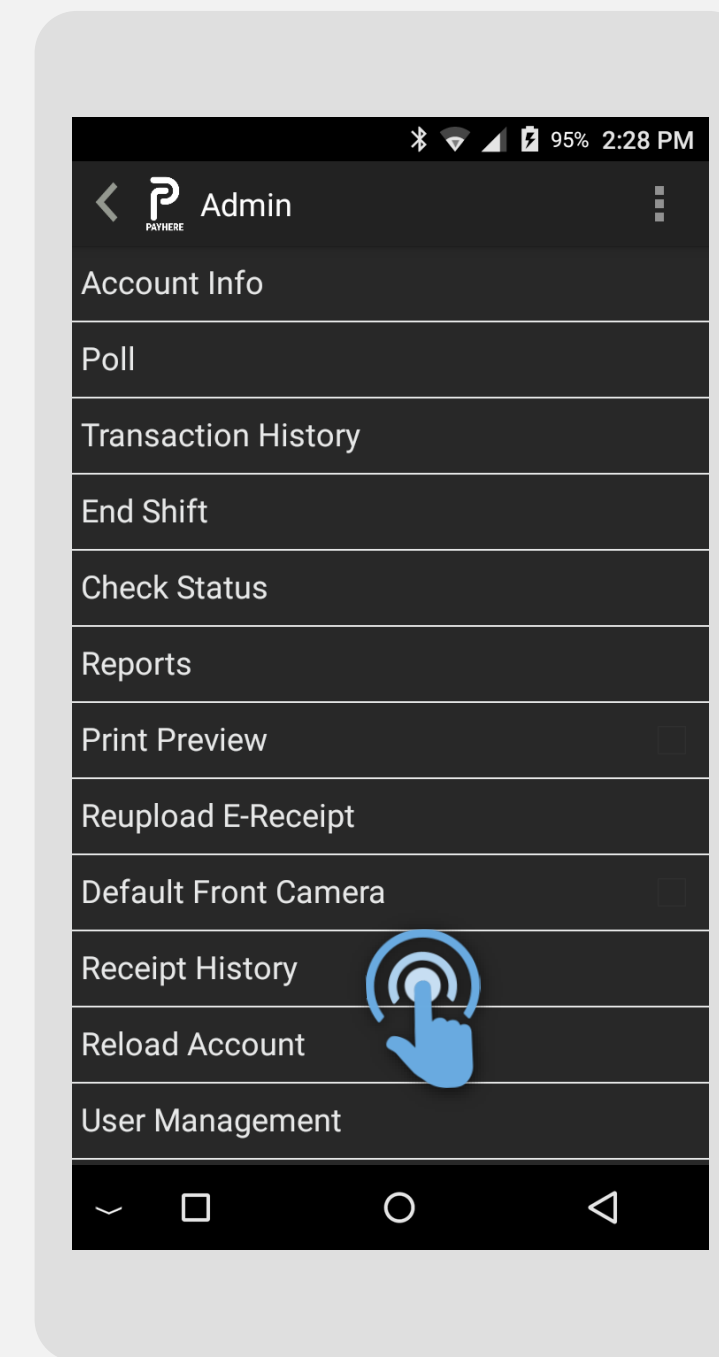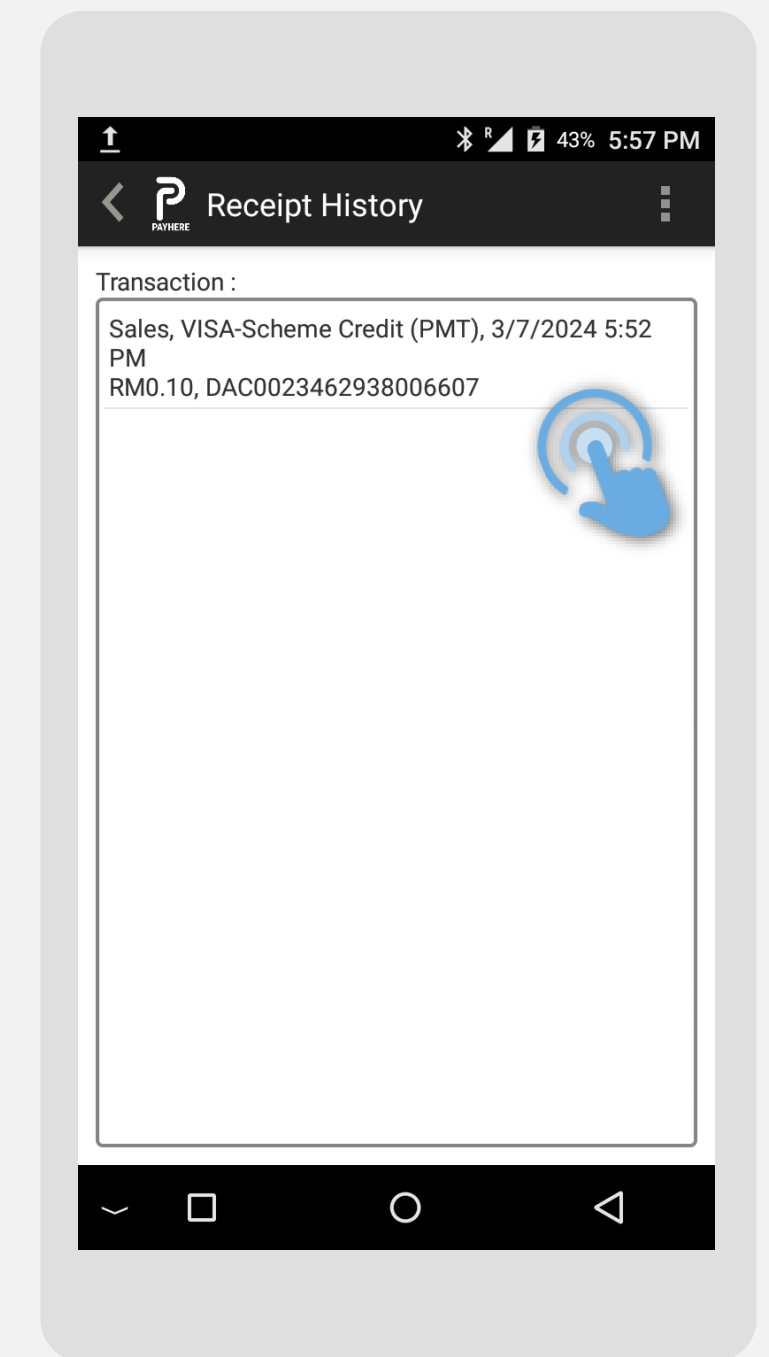Press on < icon to open side menu

STEP 2
Press on **Admin**
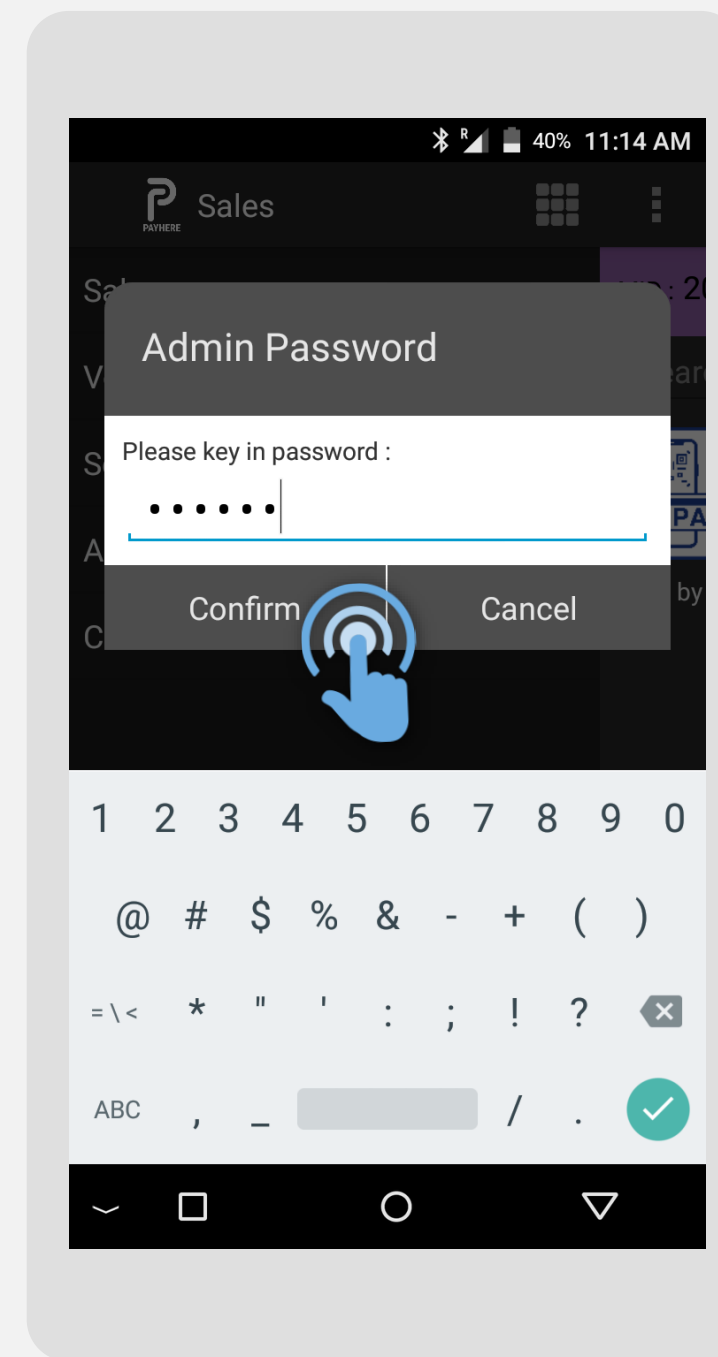
STEP 3
Key in Admin Password (Default Password 123456) and press **Confirm**
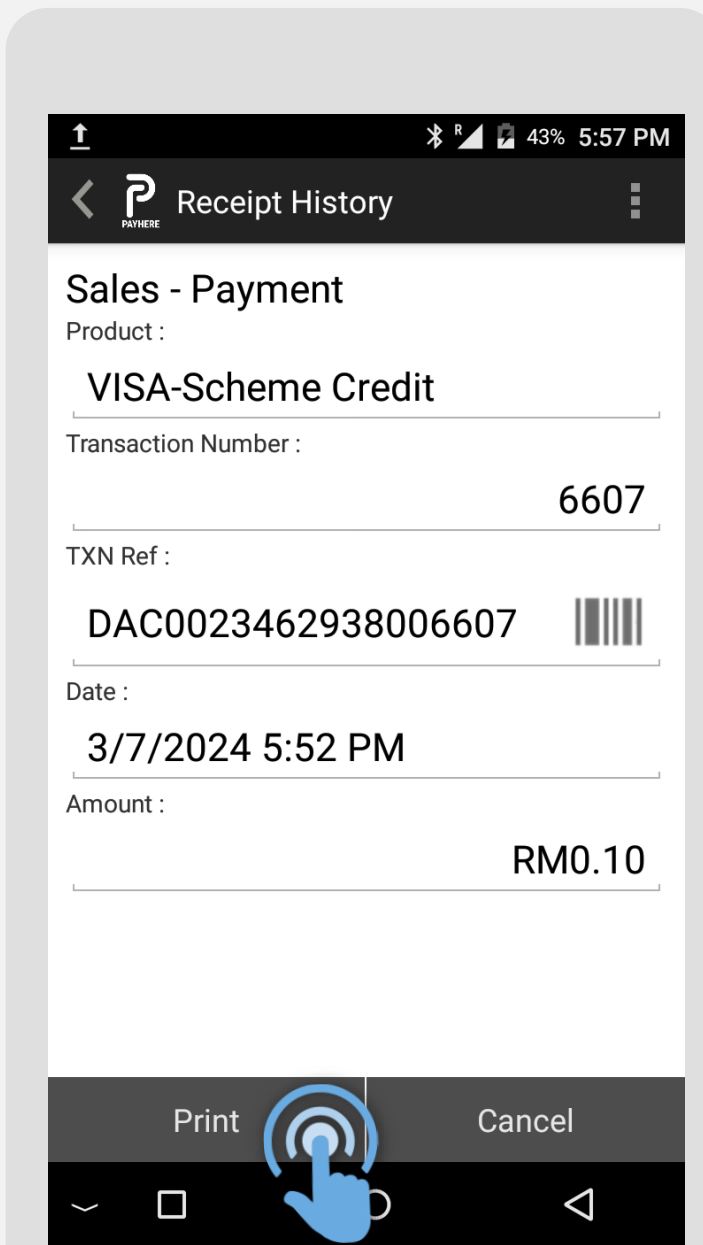

STEP 4
Press on **Receipt History**
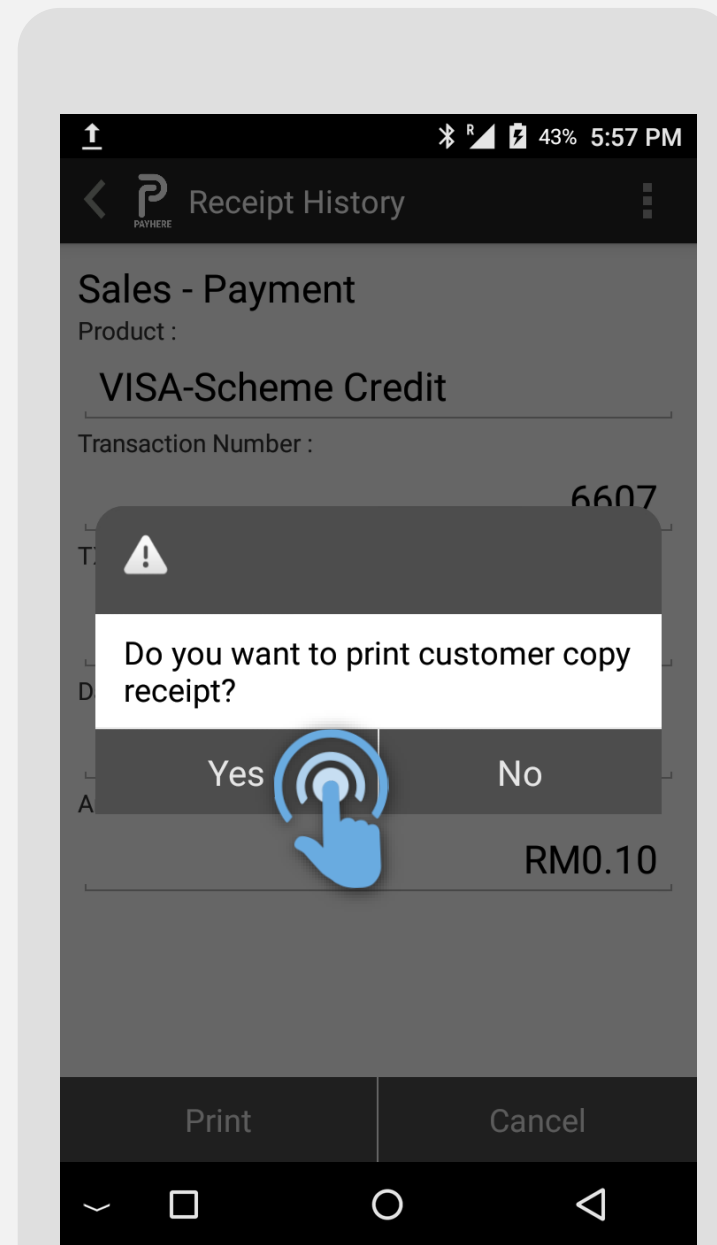

STEP 5
Select transaction which needed to reprint receipt

Reprint Receipt | Any Receipt

Terminal Model: Nexgo N86

Receipt History

Sales - Payment
Product :
VISA-Scheme Credit
Transaction Number :
6607
TXN Ref :
DAC0023462938006607
Date :
3/7/2024 5:52 PM
Amount :
RM0.10

Print   Cancel

Receipt History

Sales - Payment
Product :
VISA-Scheme Credit
Transaction Number :
6607

Do you want to print customer copy receipt?

Yes   No

RM0.10

Print   Cancel

STEP 6
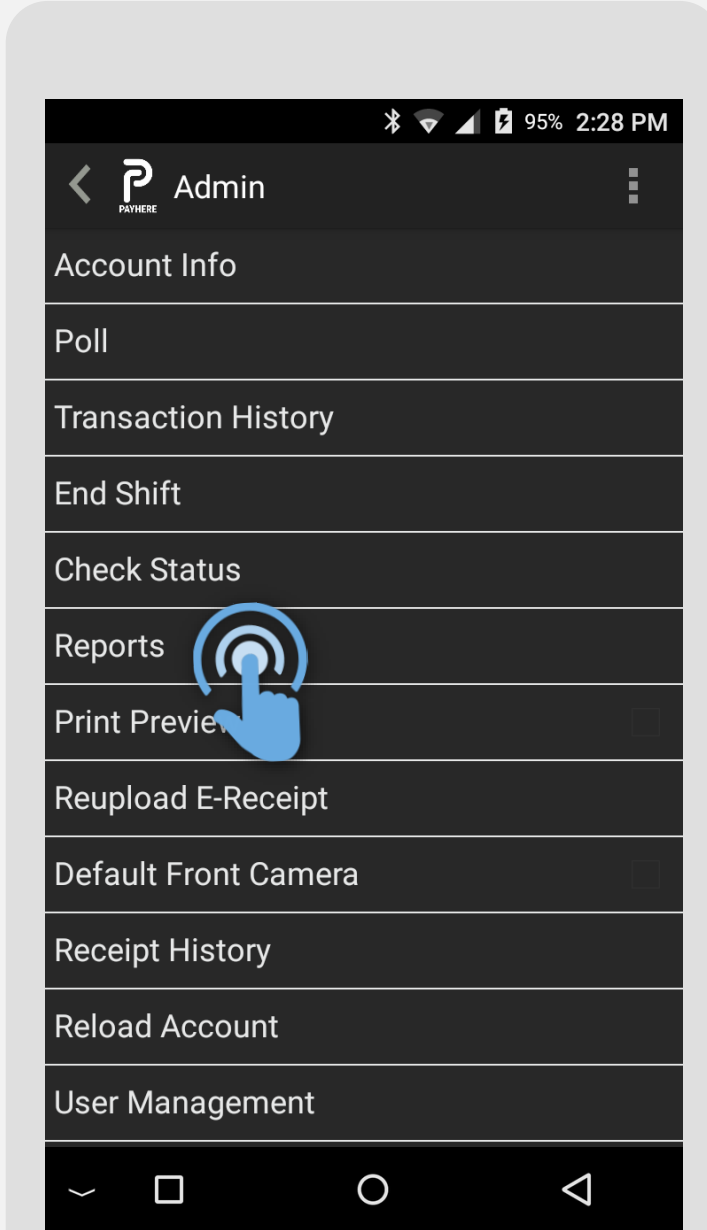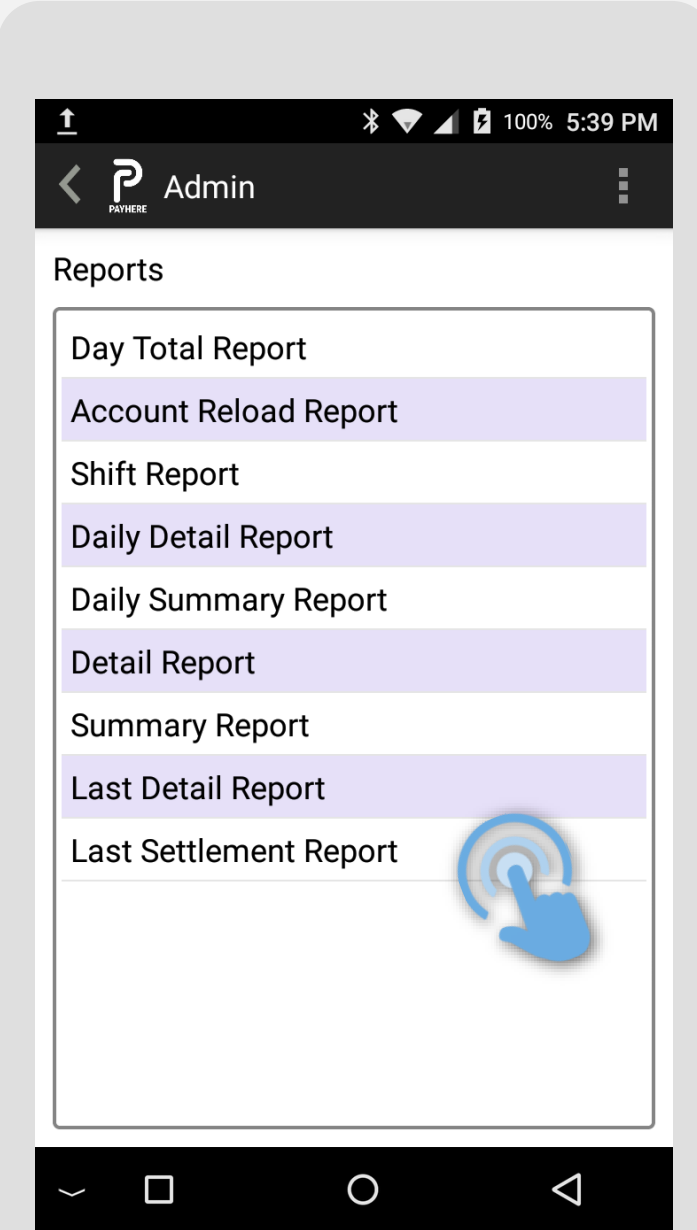Verify receipt detail and press **Print** to print out receipt

STEP 7
Press **Yes** to print the customer copy receipt
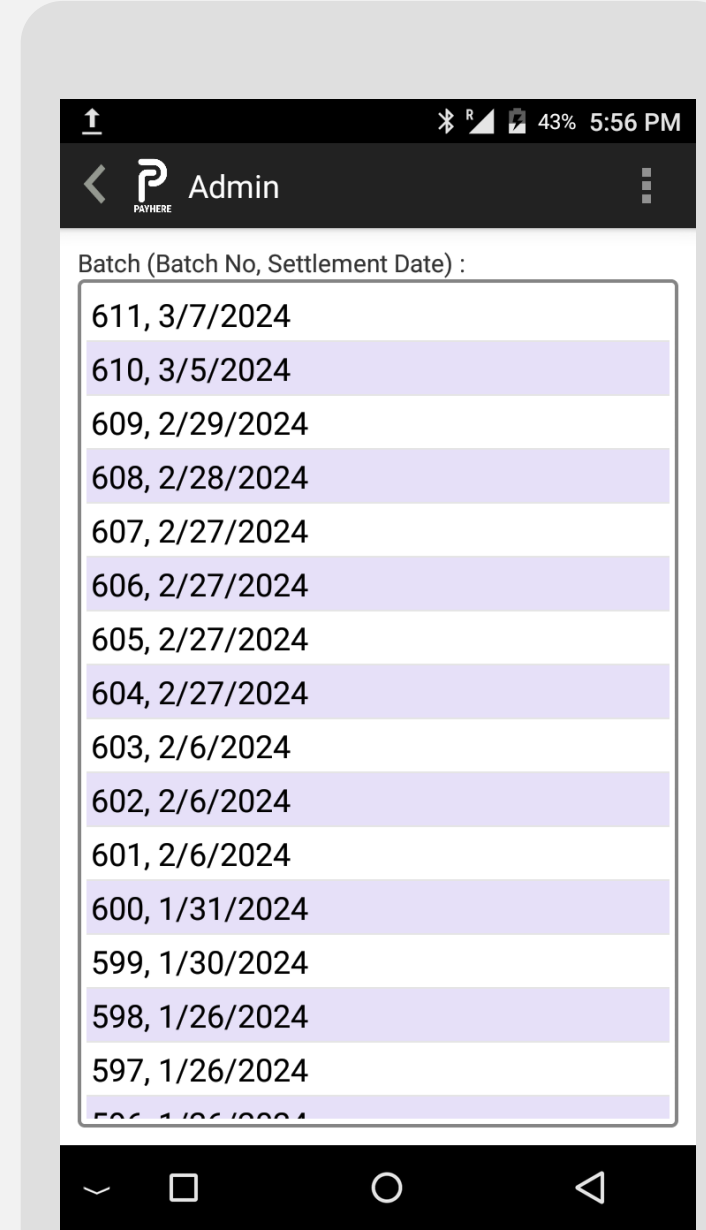
Reprint Receipt | Last Settlement
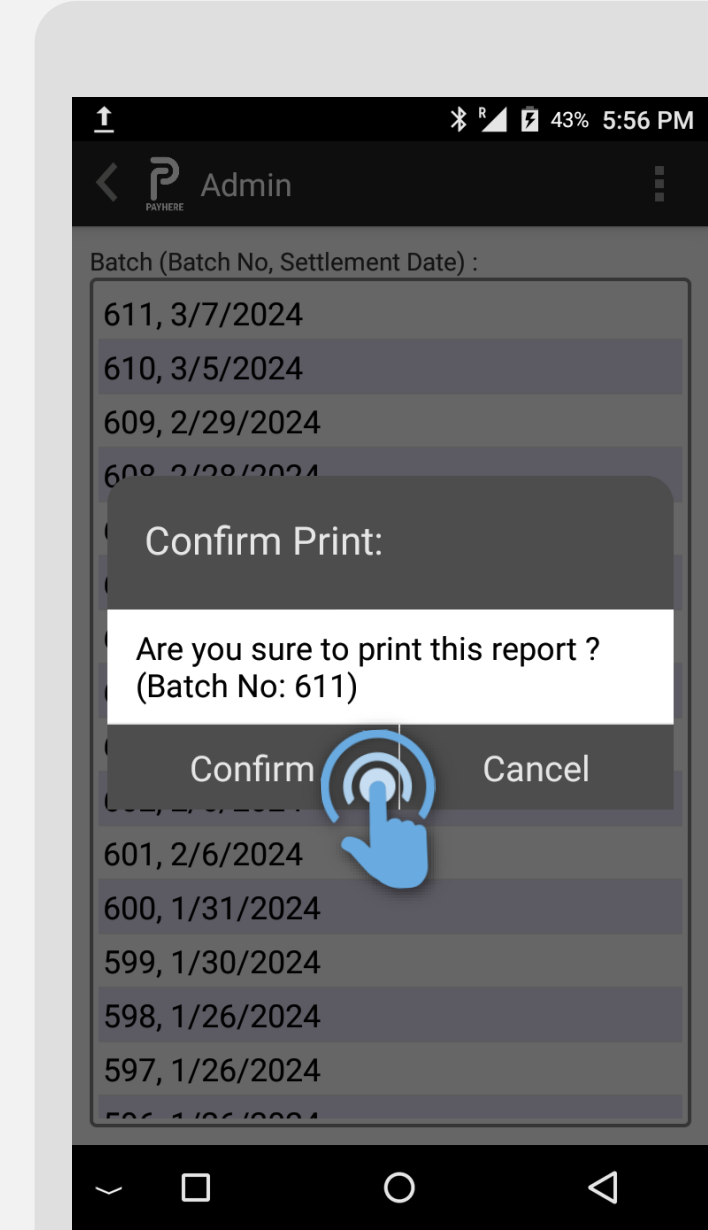
Terminal Model: Nexgo N86

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