Reprint a Paper Receipt

To reprint a paper receipt, complete the following steps.

1. From the *Card Capture—Perform Card Transaction* page, enter the pertinent card details to process a card payment.

2. Under Terminal Controls, click **Print Receipt**. An **Approved Receipt** prints for the approved transaction.

💡 **Application Tips**

- **Print Receipt** remains enabled to allow you to print additional receipts.
- You have about 4-6 seconds to click **Print Receipt.**
- If **Print Receipt** is not clicked within the allotted time, it grays out.
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- If a receipt is still needed, access the **Card Transaction Query** function.

3. From the *Card Transaction Query* page, enter the pertinent card details to process a card payment.

4. The *View Card Transaction History* Details page displays. Click **Print Sale Receipt** to print a paper receipt. Click **Return Home**.

💡 **Application Tips**

- **Previous** enables you to return to the previous page.
- **Refund Transaction** is also enabled. An **Approved Receipt** prints for the approved transaction.
- **Print Sale Receipt** remains enabled so that you can reprint additional receipts as needed.