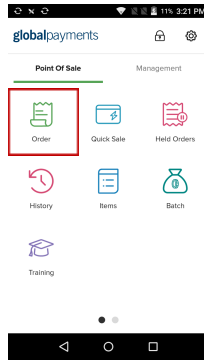# Quick Start Guide
Global Payments Terminal Plus
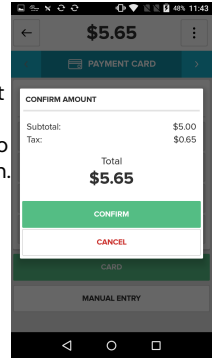
Processing a Sale Transaction
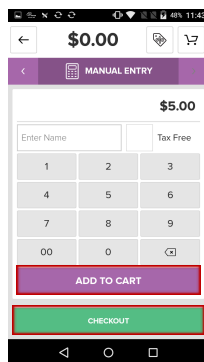
1. From the home page, select **Sale/Order**.

2. Enter the **amount**. Select **ADD TO CART**, then press **CHECKOUT**.

3. Tap the right **arrow** to choose a payment type.
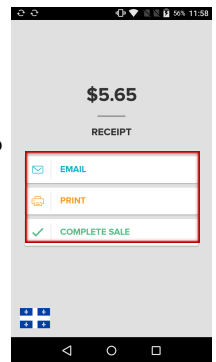

4. Insert, tap, or swipe the card. Press **CONFIRM** to approve the amount and continue or **CANCEL** to return to the checkout screen.

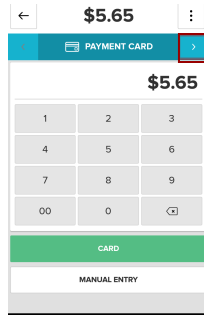5. Tap **EMAIL** to enter an email address and send a digital receipt, **PRINT** to print a receipt, or **COMPLETE SALE** to exit this screen.
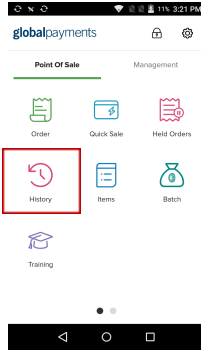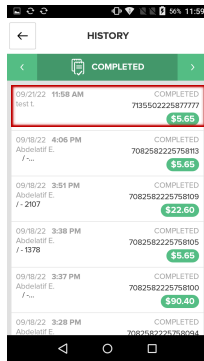
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Viewing transaction history / Processing refunds

1. From the home screen, select **History**.

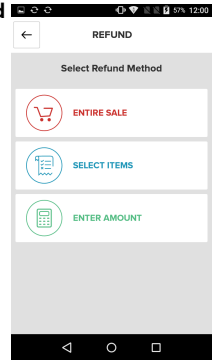   **NOTE:** The History page is in chronological order, starting with the most recent sale.

4. Select the **Refund method**

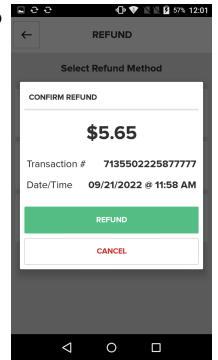2. Select a transaction to see more information.

5. Select **REFUND** to process the refund or choose **CANCEL** to go back.
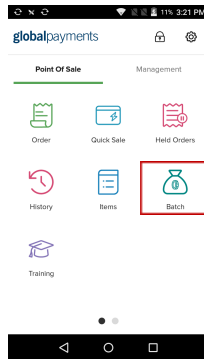
3. Select **REFUND** to process a refund.

6. Select **Email** to email a receipt, **Print** to print a receipt, or **Complete Refund** to exit this screen.
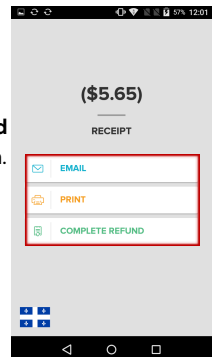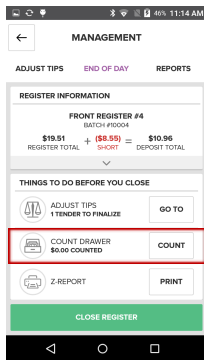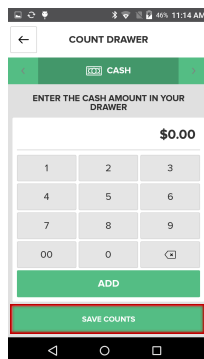
Closing a batch (settlement)
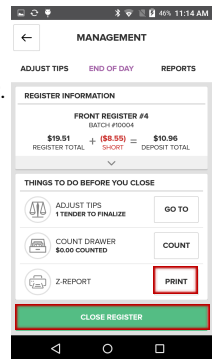
1. From the home screen, select **Batch**.

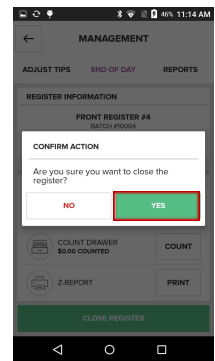2. From the **END OF DAY** tab, select **COUNT**.

3. Enter the cash amount from the cash drawer and select **SAVE COUNTS**.

4. Select **PRINT** to print the Z-Report. Tap **CLOSE REGISTER**.

5. Select **YES** to close the current batch and return to the home screen.

To learn more about Terminal Plus and its many features, including staff management, inventory management, reporting, and more, please visit: **poshelp.globalpaymentsinc.com** or scan the QR code below.

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