# Quick Start Guide Terminal Plus



## **Processing a Sale Transaction**

1. From the home page, select**Sale**.



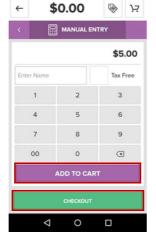
4. Insert, tap, or swipe the card. Press **Confirm**to approve the amount and continueor**Cancel** to return to the checkout screen.



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.



2. Enter the**amount**. Select**Add to Cart**, then press **Checkout**.



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





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REFUND

Select Refund Method

ENTIRE SALE

SELECT ITEMS

ENTER AMOUNT

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**Terminal Plus** 

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### Viewing Transaction History / Processing Refunds

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

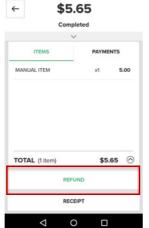
NOTE:The History page is in chronological order, starting with the most recent sale.



2. Select a Transactionto see more information.

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09/18/22 3:28 PM	COMPLETED
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 SelectRefundto process a refund.



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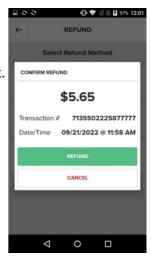
Universal PAYMENTS

5. Select**Refund**to process the refund or choose **Cancel**to go back.

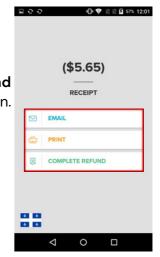
Select theRefund

method

4.



 SelectEmailto email a receipt, Printto print a receipt, or Complete Refund to exit this screen.



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QuickStart Guide

# **Close Batch**

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



2. From the**End of** Daytab, select Count.

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← MANAGEMENT					
ADJUST TIPS	END OF DAY	REPORTS			
REGISTER INFO	REGISTER INFORMATION				
FF	BATCH #10004	6			
\$19.51 REGISTER TOTAL + (\$8.55) = \$10.96 SHORT DEPOSIT TOTAL					
	$\sim$				
THINGS TO DO BEFORE YOU CLOSE					
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COUNT DRAWER \$0.00 COUNTED		COUNT			
Z-REPO	RT	PRINT			
CLOSE REGISTER					
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3. Enter the cash amount from the drawer and select **Save Counts**.



4. Select**Print**to print the Z-Report. Tap**Close Register**.

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

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← 1	MANAGEMEN	т			
ADJUST TIPS	END OF DAY	REPORTS			
REGISTER INFORMATION					
FRONT REGISTER #4 BATCH #10004					
CONFIRM ACTION					
Are you sure you want to close the register?					
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Z-REPO	DRT	PRINT			
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