



Print a Receipt From the Card Capture—Perform Card Transaction Page

To print a paper receipt from **Card Processing** from the *Card Capture—Perform Card Transaction* page, complete the following steps:

1. 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 Tip

Print Receipt remains enabled so that you can 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. If a receipt is still needed, access the **Card Transaction Query** function.