

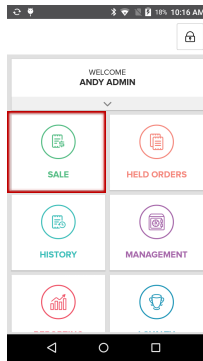
# Quick Start Guide

## Global Payments Terminal Plus

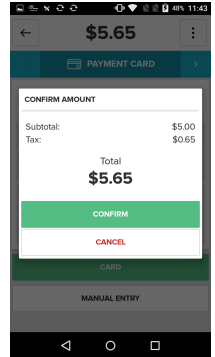


### Processing a Sale Transaction

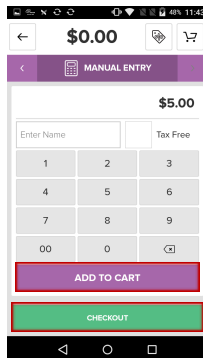
1. From the home page, select **Sale**.



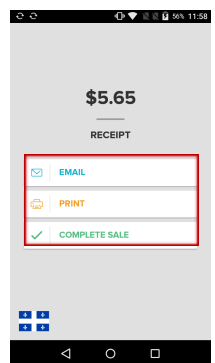
4. Insert, tap, or swipe the card. Press **Confirm** to approve the amount and continue or **Cancel** to return to the checkout screen.



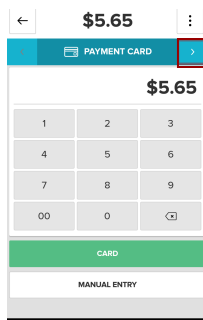
2. Enter the **amount**. Select **Add to Cart**, then press **Checkout**.



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.



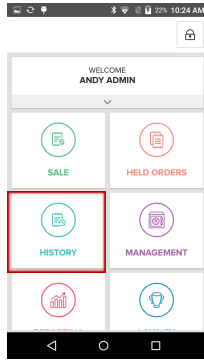
3. Tap the right **arrow** to choose a payment type.



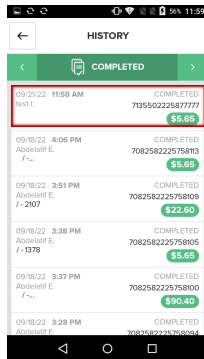
## Viewing Transaction History / Processing Refunds

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

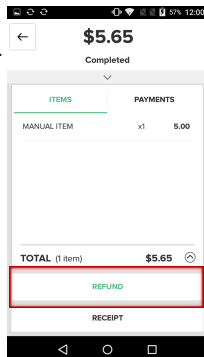
**NOTE:** The History page is in chronological order, starting with the most recent sale.



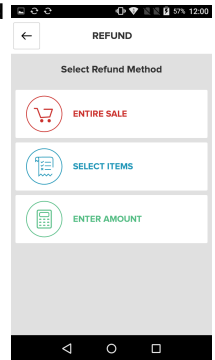
2. Select a **Transaction** to see more information.



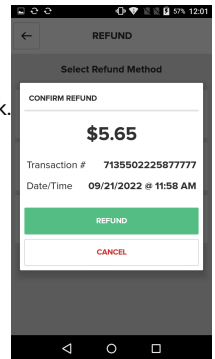
3. Select **Refund** to process a refund.



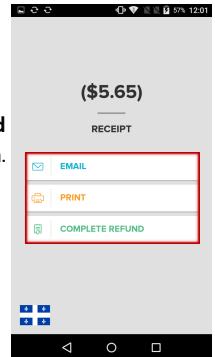
4. Select the **Refund method**



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

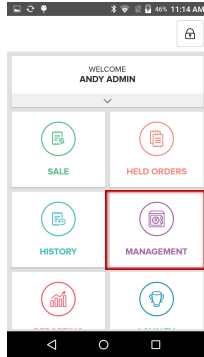


6. Select **Email** to email a receipt, **Print** to print a receipt, or **Complete Refund** to exit this screen.

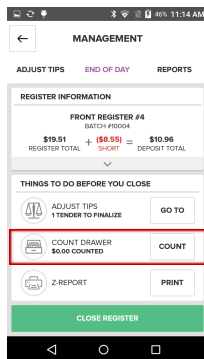


## Close Batch

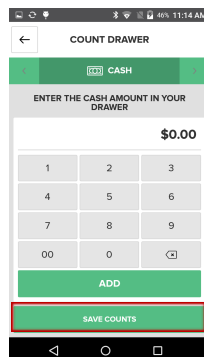
1. From the home screen, select **Management**.



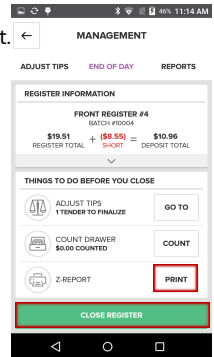
2. From the **End of Day** tab, select **Count**.



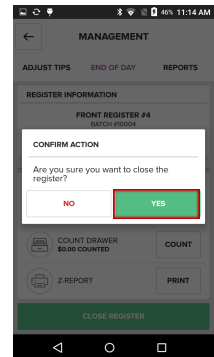
3. Enter the cash amount from the drawer and select **Save Counts**.



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



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](https://poshelp.globalpaymentsinc.com) or scan the QR Code below.

