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

To print a paper receipt from Card Processing, 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** as shown in Figure 1. An **Approved Receipt** prints for the approved transaction.

**Figure 1. Card Processing Card Capture – Perform Card Transaction, Print Receipt**

![Card Processing Card Capture](image)

**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. If a receipt is still needed, access the Card Transaction Query function.