



# Settle a Preauth ( Ticket )

## Step 1

Tap the touch screen to change the transaction type. Tap until you get Ticket. Enter in the dollar amount, then press OK on the keypad.



## Step 2

Enter the password to the device.

Note: Password is the last 4 digits of the EPI.



## Step 3

Select either Tran Number or Card Number, based on what information you have.



## Step 4A

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Enter the Transaction Number and press OK on the touch screen or the OK button on the keypad



## Step 4B

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Enter the Last 4 Digits of the Card and press OK on the touch screen or the OK button on the keypad



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## Step 5

Confirm that the transaction on the screen matches the original Preauth transaction that was performed.



## Step 6

Once the tip and tax is added to the transaction, you can confirm the numbers and finalize the transaction.



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