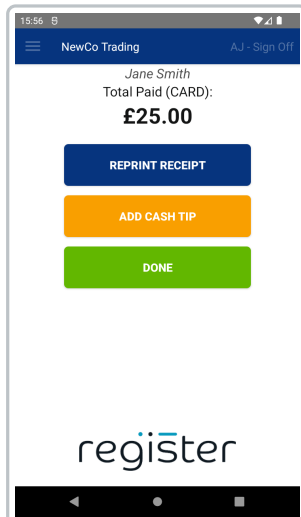# 🖨 How to Print a Receipt

Last Modified on 04/07/2025 2:47 pm BST

By default, the system will **automatically print a receipt** on the **Transaction Summary** screen after each sale or refund.
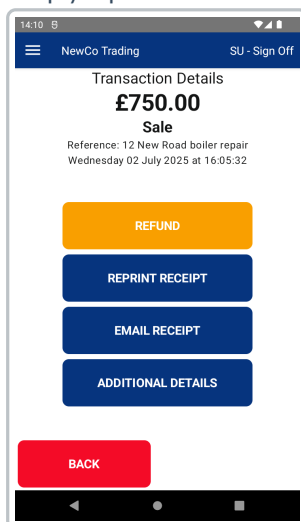
↻ To Reprint a Receipt:

You can reprint a receipt from:

- The **Transaction Summary** screen

- The **Transaction History** screen

  Simply tap the **REPRINT RECEIPT** button.

⚙ Configuration Notes:

- You can choose to turn off automatic receipt printing.

> ℹ **Please note:**
> In most cases, **Cardholder Copy** and **Merchant Copy** receipts are controlled by the **payment terminal** itself and **cannot be configured** from within the Register app.

📖 Learn more:

- ⬜ See this article: How to turn off automatic receipt printing.