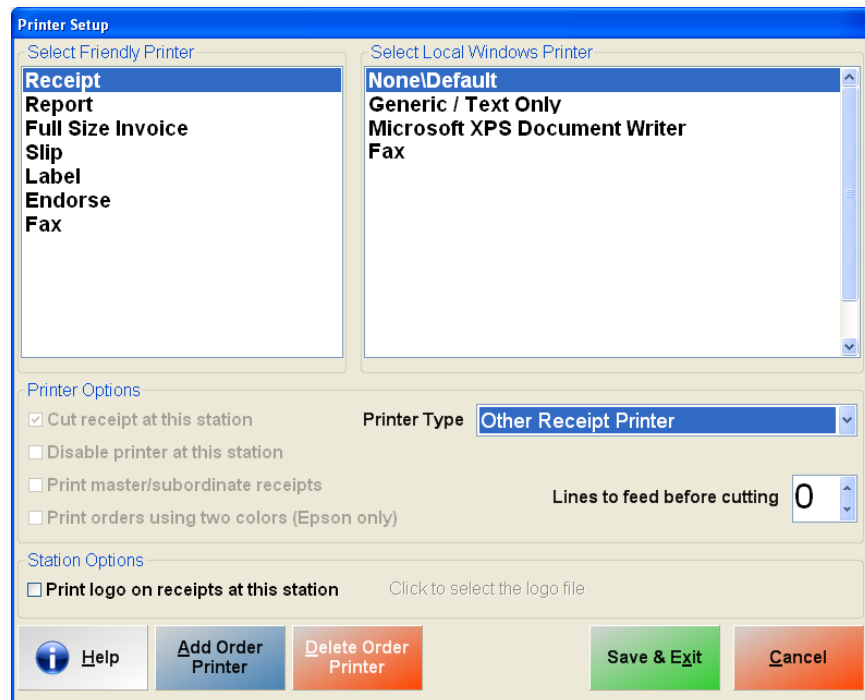![pcAmerica - Retail and Restaurant Solutions]

Friendly Printer Setup

When using a point-of-sale system, there are often many printers involved. Each computer may talk to each printer in a different way. The Friendly Printer Setup screen gives you an easy way to set up your printers.

There are already seven friendly printers that are provided for you (described below in **Friendly Printers**).

Description
Screen Breakdown
Friendly Printers
How Do I…?

Description

You can add and delete friendly printers (with the exception of the seven provided for you) using the buttons on the bottom left corner of the screen. This will also allow you to exit the screen.

- To view the settings of one of the friendly printers, you can select on it in the list in the top left (under Select Friendly Printers).
- The top right hand corner of the screen displays the list of printer drivers installed through Windows.
- The bottom right corner of the screen holds the printer type that you select for each printer.
- You can select a Printer Type for each printer. Special features are available for the listed Epson printers.

NOTE: The settings configured in the Friendly Printer Setup are station specific. Each computer must be configured separately for each printer.

Screen Breakdown

☐ Disable printer at this station	**Disable Printer at this Station** – This option is available for kitchen printers and will allow them to be disabled from printing at this station. Example of use: You would disable a drink order printer for the bar station, as the bartender's own orders don't need to print at his or her station.
☐ Cut receipt at this station	**Cut Receipt at this Station** – This option when checked, will cut receipts at this station.
☐ Print master/subordinate receipts	**Print Master/Subordinate Receipts** – This option when checked, will have the kitchen printer print a "Master Ticket" (with all the items on it) and also print "Subordinate Tickets" (Separate tickets) for each item that needs to be prepared. All of these tickets will print after selecting SEND on the invoice screen of RPE.
Lines to feed before cutting 0	**Lines to Feed Before Cutting** – This option will feed the specified number of lines before cutting the receipt. This option can be used to feed extra paper to the printer prior to cutting.
☐ Print orders using two colors (Epson only)	**Print orders using two colors (Epson only)** – This option is used for printers that have a two color ribbon installed. This will allow certain items (modifiers) to be printed in red instead of the normal black.
Printer Type Other Receipt Printer	**Printer Type** – Use this dropdown to select the printer type for the Friendly Printer you are currently editing.

Station Options

☑ Print logo on receipts at this station   Click to select the logo file   Logo is selected

Print Logo on receipts at this station – This option allows you to print your store logo on the top of your receipt. After enabling this option select the link to the right (Click to select the logo file). Navigate to the folder that the image is saved in then, select the image you would like to have printed and then select **Open**.

Note: The Pixel aspect ratio for the logo must be 1:3 (i.e. if the image has a 100px height then the width must be 300px). If the image you are using is not in that aspect ratio then it will be distorted.

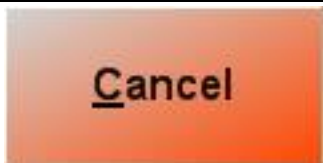|	
Add Order Printer	**Add Order Printer** – This button will allow you to add an additional "friendly" printer to the system. This can include a Kitchen printer, a Bar printer or any other printer specific to your needs. You will be prompted to enter a name for the new friendly printer.
Delete Order Printer	**Delete Order Printer** – This button will allow you to delete a "friendly" printer. You can only delete printers that have been added, the default seven printers can't be deleted.
Help	**Help** – This button will display the CRE/RPE help section. The help section can also be brought up by selecting F1 on your keyboard.
Save & Exit	**Save & Exit** – This button will save any changes that have been made to this screen and then exit back to the **Manager/Options** screen.
Cancel	**Cancel** – This button will cancel any changes that have been made to this screen and then exit back to the **Manager/Options** screen.

Friendly Printers

The following seven Friendly Printers are provided to you and cannot be deleted:

- **Receipt** - Here is where a receipt printer can be configured for the current station, which will print the receipts to give to the customer.
- **Report** - Here is where your full size report printer can be configured. Typically, this is your laser or inkjet printer used to print 8-1\2" x 11" reports.
- **Full Size Invoice** - Here is where your full size invoice printer can be configured. Typically, this is your laser or inkjet printer used to print 8-1\2" x 11" invoices (which are printed in some stores that sell services and higher priced items).
- **Slip** - Here is where your slip printer can be configured.
- **Label** - Here is where your bar code label printer can be configured. This is the printer **Barcode Express** will use to print labels.
- **Endorse** - Here is where your check endorsing printer can be configured. This printer will accept checks and print an endorsement on the back.
- **Fax –** Here is where your fax machine can be configured.
- **New Friendly Printer –** Here is where new friendly printers can be added.

Receipt
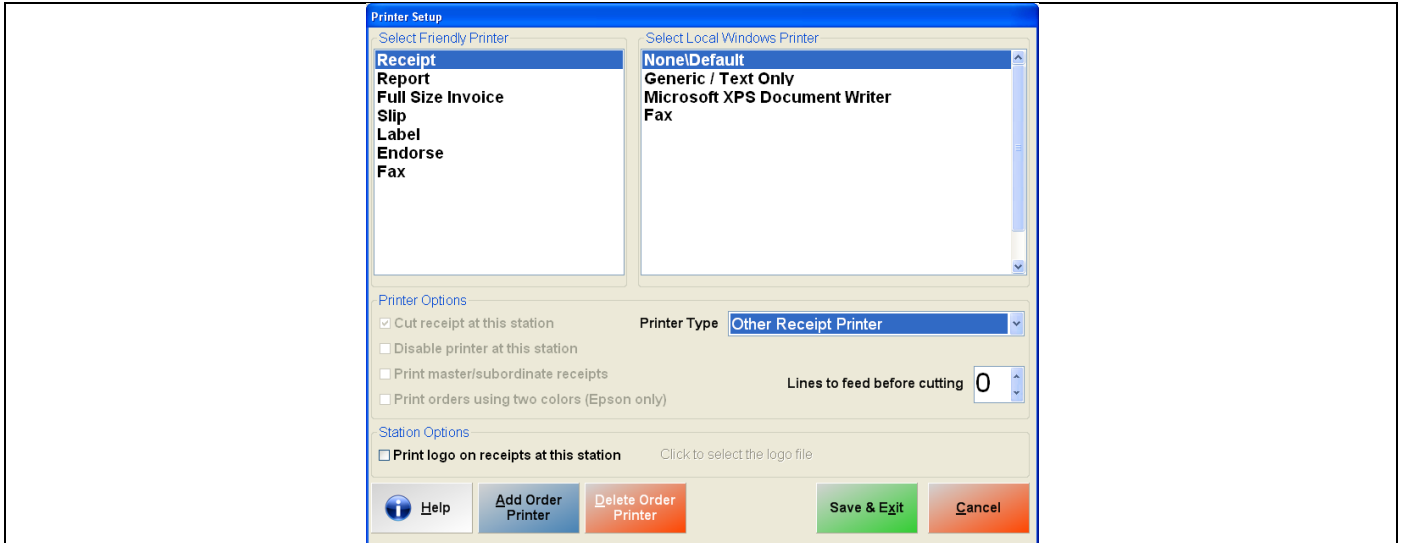
When selecting a printer type for your receipt printer the following options are available:

Printer Type:	Cut Receipt at this Station	Print Logo on receipts at this station	Lines to Feed Before Cutting
Epson TM-U220 Impact Receipt Printer	X	X	X
Epson Thermal Receipt Printer	X	X	X
Epson TM-P60 Mobilink Receipt Printer	X	X	X
Full Size Printer	N/A	N/A	N/A
HP A794 None Receipt Printer	X	X	X
OPOS (requires installation of OPOS driver)		X	X
Other Receipt Printer		X	X
Star TSP Series Thermal Receipt Printer		X	X

For more information on configuring a receipt printer please see below:
- http://faq.pcamerica.com/hardware/printers

For more information on emailing the customer a copy of a receipt please see below:
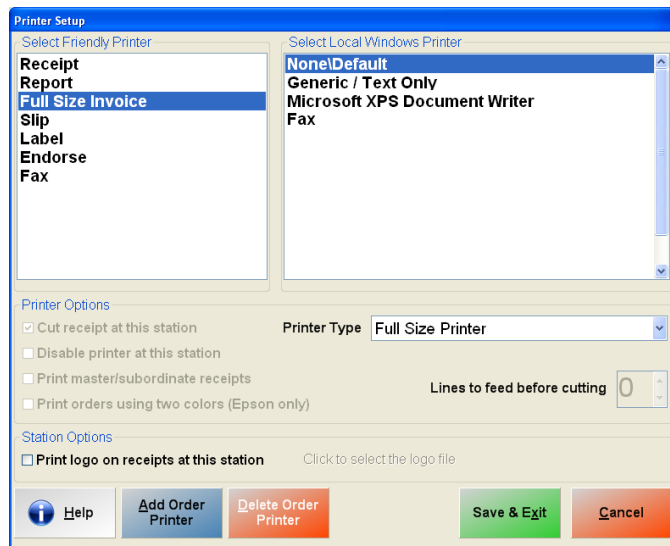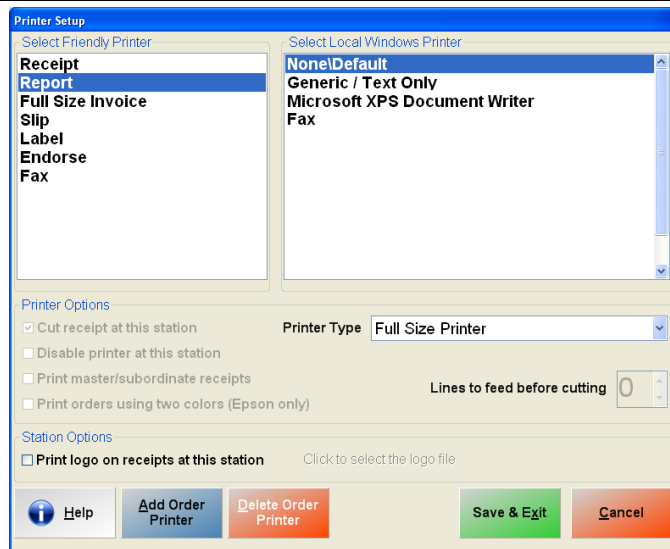- http://faq.pcamerica.com/file-lockers/pdf-locker/Email_Customer_Receipt.pdf

For more information on configuring and personalizing your receipts please see below:
- http://faq.pcamerica.com/file-lockers/pdf-locker/Configuring_your_receipts.pdf

Report / Full Size Invoice

When configuring your Report Printer or Full Size Invoice Printer the only printer type available is the Full Size Printer.

> **Note**: If you would like to save the Report or Full Size Invoice to a file then select Microsoft XPS Document Writer under Select Local Windows Printer. When Printing the Report or Full Size Invoice you will be prompted to choose a location to save the file. If there is an Adobe PDF creator installed on your computer then you can select this local windows printer instead.

Slip

Printer Setup

Select Friendly Printer
- Receipt
- Report
- Full Size Invoice
- **Slip**
- Label
- Endorse
- Fax

Select Local Windows Printer
- **None\Default**
- Generic / Text Only
- Microsoft XPS Document Writer
- Fax

Printer Options
- ☑ Cut receipt at this station
- ☐ Disable printer at this station
- ☐ Print master/subordinate receipts
- ☐ Print orders using two colors (Epson only)

Printer Type: Other Receipt Printer

Lines to feed before cutting: 0

Station Options
- ☐ Print logo on receipts at this station   Click to select the logo file

Help | Add Order Printer | Delete Order Printer | Save & Exit | Cancel

When selecting a printer type for your Slip printer the following options are available:

Printer Type:	Cut Receipt at this Station	Print Logo on receipts at this station	Lines to Feed Before Cutting
Epson TM-U220 Impact Receipt Printer		X	
Epson Thermal Receipt Printer		X	
Epson TM-P60 Mobilink Receipt Printer		X	
Full Size Printer	N/A	N/A	N/A
HP A794 None Receipt Printer		X	
OPOS (requires installation of OPOS driver)		X	
Other Receipt Printer		X	
Star TSP Series Thermal Receipt Printer		X	

Note: A slip printer is usually a receipt printer with Slip capabilities.

Label
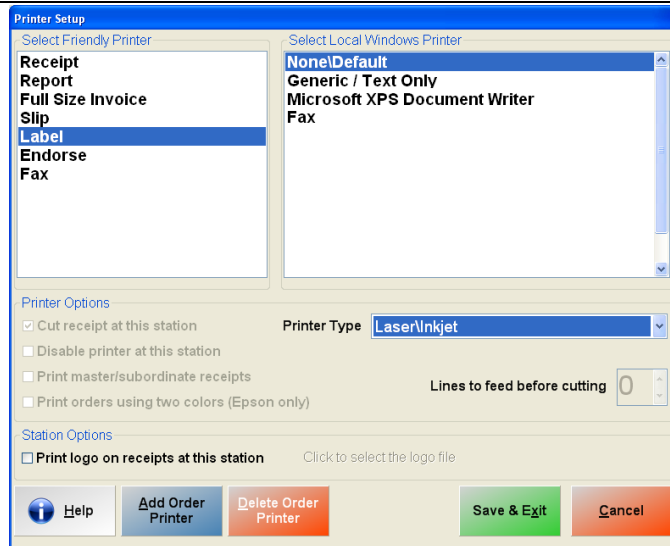
When configuring your label printer the following printer types are available:

- Barcode Blaster Advantage
- Zebra Z4MPlus
- Zebra LP 2824
- Laser/Inkjet

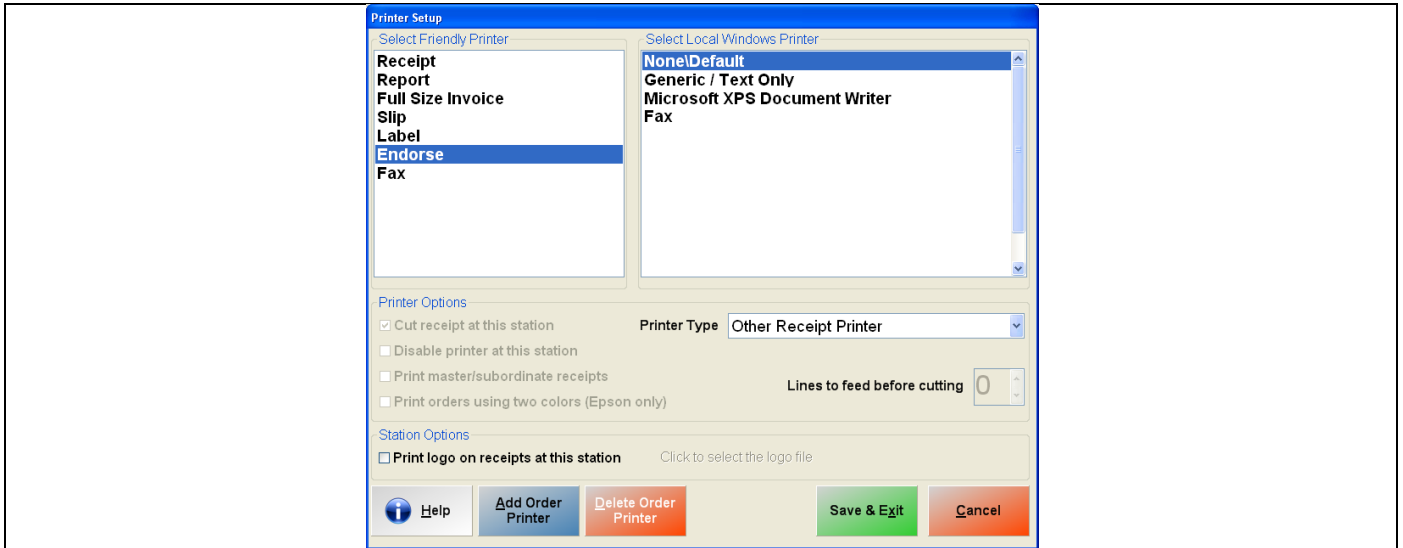Any of the above choices influences the following:
- What types of labels can be used when printing
- How the labels get printed

Note: To print labels on your Laser/Inkjet (Full Size) printer, Avery 5160 labels (or similar) labels must be additionally purchased.

For more information on configuring a Label printer, including printing barcodes please see below:
- http://faq.pcamerica.com/hardware/label-printers

Endorse

Printer Setup

Select Friendly Printer
Receipt
Report
Full Size Invoice
Slip
Label
Endorse
Fax

Select Local Windows Printer
None\Default
Generic / Text Only
Microsoft XPS Document Writer
Fax

Printer Options
☑ Cut receipt at this station
☐ Disable printer at this station
☐ Print master/subordinate receipts
☐ Print orders using two colors (Epson only)

Printer Type   Other Receipt Printer

Lines to feed before cutting   0

Station Options
☐ Print logo on receipts at this station   Click to select the logo file

Help   Add Order Printer   Delete Order Printer   Save & Exit   Cancel

When selecting a printer type for your Endorse printer the following options are available:

Printer Type:	Cut Receipt at this Station	Print Logo on receipts at this station	Lines to Feed Before Cutting
Epson TM-U220 Impact Receipt Printer		X	
Epson Thermal Receipt Printer		X	
Epson TM-P60 Mobilink Receipt Printer		X	
Full Size Printer	N/A	N/A	N/A
HP A794 None Receipt Printer		X	
OPOS (requires installation of OPOS driver)		X	
Other Receipt Printer		X	
Star TSP Series Thermal Receipt Printer		X	

Note: An Endorse printer is usually a receipt printer with Endorsement capabilities.

New Friendly Printer
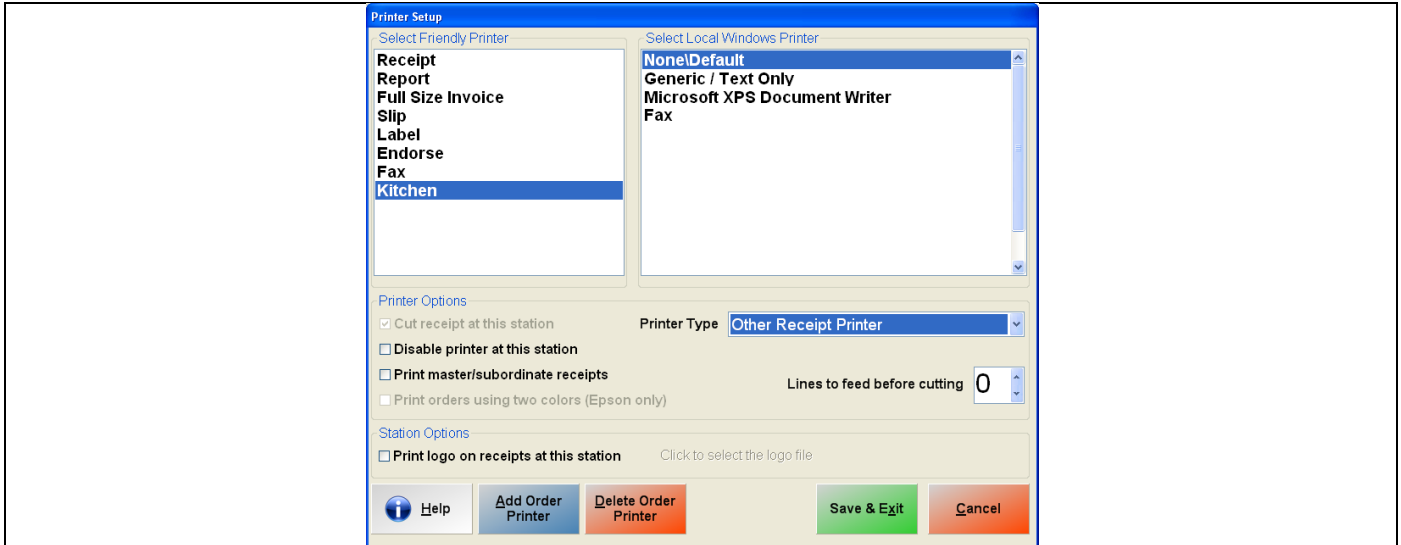
When selecting a printer type for your New Friendly printer the following options are available:

Printer Type:	Disable Printer at this station	Cut Receipt at this Station	Print Master / Subordinate Receipts	Print Orders using Two Colors (Epson only)	Print Logo on receipts at this station	Lines to Feed Before Cutting
Epson TM-U220 Impact Receipt Printer	X	X	X	X	X	X
Epson Thermal Receipt Printer	X	X	X	X	X	X
Epson TM-P60 Mobilink Receipt Printer	X	X	X	X	X	X
Full Size Printer	X	N/A	X	N/A	N/A	N/A
HP A794 None Receipt Printer	X	X	X		X	X
OPOS (requires installation of OPOS driver)	X		X		X	X
Other Receipt Printer	X		X		X	X
Star TSP Series Thermal Receipt Printer	X		X		X	X

For more information on configuring a New Friendly Printer (i.e. a kitchen printer), please see below:
- http://faq.pcamerica.com/hardware/kitchen-printers

How Do I...?

…Add a new Friendly Printer?

1. Select the **Add Order Printer** button.
2. Type in the name of the new printer (ex: KITCHEN, BAR, APPETIZER for restaurants, WAREHOUSE or PICKTICKET for retail) and hit **Enter**.
3. Highlight the name of the newly created friendly printer.
4. Select the windows driver that you configured for this printer under the **Select local Windows Printer** list.
5. Choose the **Printer Type** on the bottom right.

Your Friendly Printer is now created!

…Print an item or meal to a Kitchen\Order Printer?

1. Go into the **Inventory Maintenance** screen (Manager/Options screen -> Administrative -> In5A)
2. Select the **Printers** tab.
3. Select the **Add Printer** button on the left side of the tab.
4. Select the Friendly Printer you want to print this item to.
5. Select the **Save** button.
6. Sell the item. In RPE the items will also get sent to the printer that is configured when selecting **Send**.

Your item should now print to the order printer!