

WMS: Did You Know?

From Professor Merlot



Short Receipt Printer – How to set it up?

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Short Receipt Printer - the setup for the short receipt printer option has been enhanced for easier assignment from the Invoice form.

- **Star Micronics** is still the printer of choice within WMS; however the model SP200/212 is no longer available for purchase. This printer has been replaced by the **Star SP500/700 Tear Bar**.
- **Printer installation:**
 - The standard procedure for adding a new printer to your PC should be followed. With the purchase of the printer, an installation CD is included.
 - Once the printer has been added to the Printer group in the Control Panel of your PC, please print a **Test Page** to ensure the printer is correctly installed.
- **Assigning the Short Receipt Printer on Invoice:**
 1. Before you start, the **Short Receipt Printer** checkbox on the **Invoice Defaults** tab of the **Preferences** form, should be filled. This enables the printer to be selected on the **Invoice**.
 2. On the **Invoice** form, fill both checkboxes **Short Receipt** and **Print Preview** as shown on the right.
 3. Press the **Printer** button to preview this customer's receipt.
 4. Note that the **Ribbon Bar** will show the **Data** and **Printer Selection** tabs when the short receipt is previewed. Select the **Set Printer** option.
 5. A prompt will be displayed to assign a printer to this report, the **Short Receipt**. On first setup, the **[Default Printer]** is shown.
 6. Open the drop down button, **Use printer:** to select any printer that is installed on this PC. In this case, we will select the **Star SP500/700 Tear Bar** on this PC.
 7. Press the **OK** button to complete the setup.
 8. **Clear** the **Preview** checkbox on the **Invoice**.
 9. Press the **Printer** button to print this customer's receipt. *Please note, you cannot print a receipt in the **Print Preview** mode.*

