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How-To Guide Configuring A4 Printing

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Introduction

The purpose of this guide is to provide a foundational understanding of the options and capabilities available when configuring an A4 Printer for printing of Standard A4 Receipts on an Enactor POS.

Overview

This guide will cover the configuration for the following:

- Location Printers
- Document Printer Mapping
- POS Terminal

Prior Training / Experience

You should be familiar with the following:

- Estate Manager Configuration
- Data Broadcasting

Location Printer

Location Printers define the printers available at a Location which can be used for printing and are typically shared by several POS terminals. Printers in a store are configured in the Location Printer Maintenance application.

Create a Location Printer

The Location Printer Maintenance application can be accessed through:
Configuration -> Organisation -> Location Printers
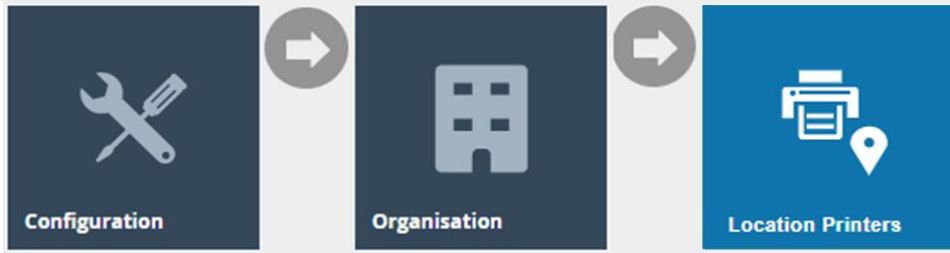
To create a new Location Printer, select **Create a New Location Printer** on the Location Printer Maintenance page.

There can be multiple Location Printers defined against the same physical printer.

Select a Location from the **Location** drop-down.

Enter a unique **Peripheral ID** that can be alphanumeric with a maximum of 20 characters.

Select **Create.**

You will be presented with the following options to complete creating the new location printer.

Set the appropriate values on **Location Printer Maintenance** application as follows:

| Configuration	Description
Name	Enter a Name that can be alphanumeric with a maximum of 30 characters. This will be visible in screens and other configuration options.
Printer Category	Select **A4 Document Printer**, from the drop-down list.
Printer Type	Select **System (Named) Printer** from the drop-down list.
Printer Address	Enter the name of your printer, as it appears on the machine that you have installed the printer and are using to print. This must be an exact match.

	Eg:
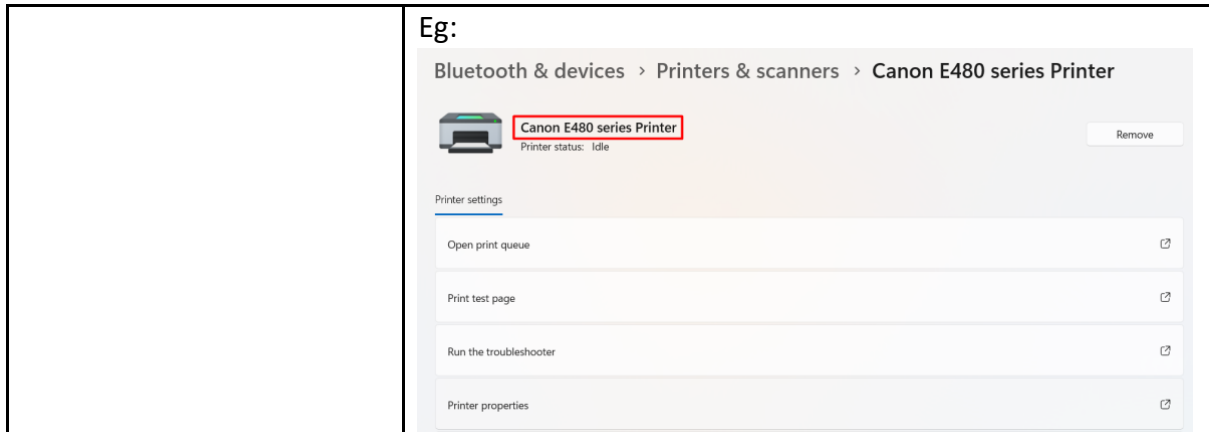
Select **Save** to create the new Location Printer.

Document Printer Mapping

Document Printer Mappings defines the configuration to assign a Document Function (such as Print Receipt) to a Location Printer in a particular Location. This is configured in the Document Printer Mapping Maintenance application.

Create a Document Printer Mapping

The Document Printer Mapping Maintenance application can be accessed through: Configuration -> Organisation -> Document Printer Mappings
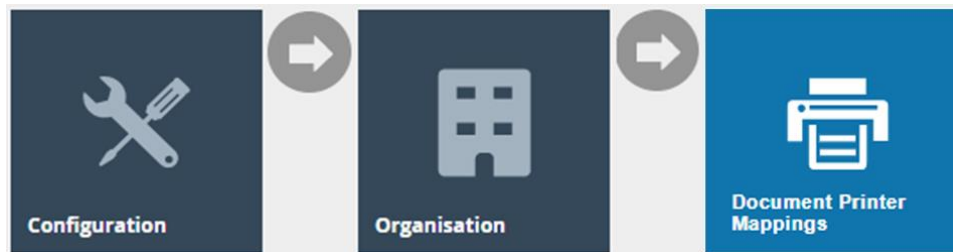
To create a new Document Printer Mapping, select **Create a Document Printer Mapping** on the Document Printer Mapping Maintenance page.

Select **Print Receipt** from the **Function** drop-down.

Select the **Location that the printer is to be used** from the **Location** drop-down.

Select the **Device that the printer is to be used** from the **Device** drop-down.

Select **Create.**

You will be presented with the following options to complete creating the Document Printer Mapping.

Set the appropriate values on **Document Printer Mapping Maintenance** application as follows:

Configuration	Description
Primary Printer	Select the configured Location Printer, from the drop-down list.

POS Terminal / POS Terminal Template

The Receipt Printer Type and Receipt Template which is to be used by the POS while printing in the A4 Printer needs to be defined in the either the POS Terminal or the POS Terminal Template configuration. The steps below detail the configuration process in a POS Terminal, the steps in a POS Terminal Template are the same.
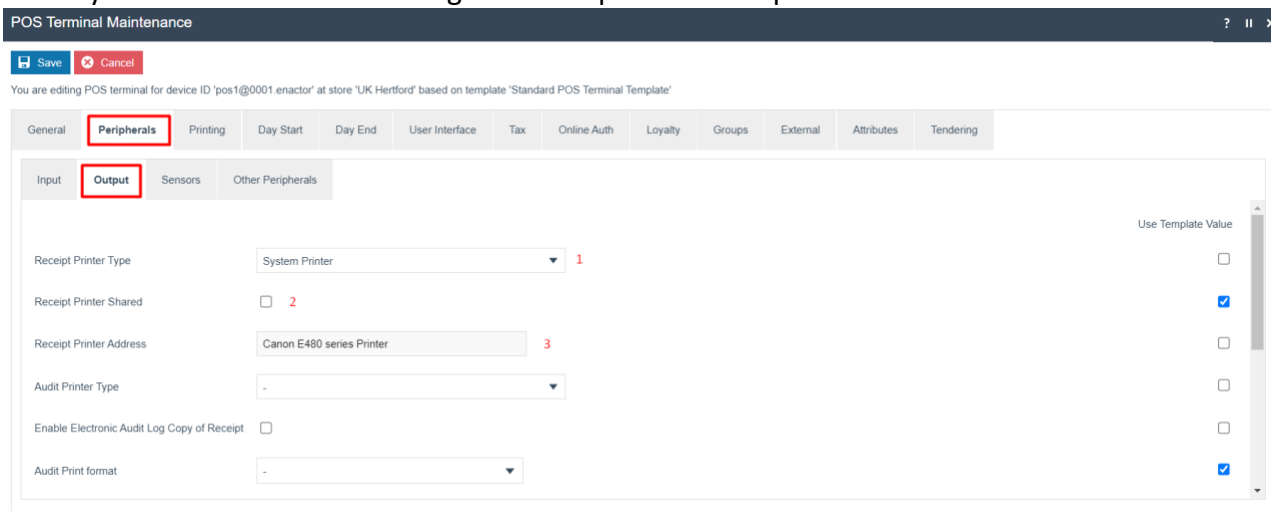
Configuring POS Terminal

The POS Terminal Maintenance application can be accessed through:
Configuration -> Organisation -> POS Terminals

Select your POS Terminal and navigate to Peripherals > Output.

Set the appropriate values as follows:

Configuration	Description
Receipt Printer Type	Select **System Printer** from the drop-down list.
Receipt Printer Shared	Checkbox, if checked indicates that the device may be shared by another POS.
Receipt Printer Address	Enter the name of your printer, as it appears on the machine that you have installed the printer and are using to print. This will be the same Printer Address entered in the Location Printer Maintenance.

To configure the Receipt Template to print, navigate to Printing > General and select the Page Printer Primary Receipt as **A4 Receipt**.
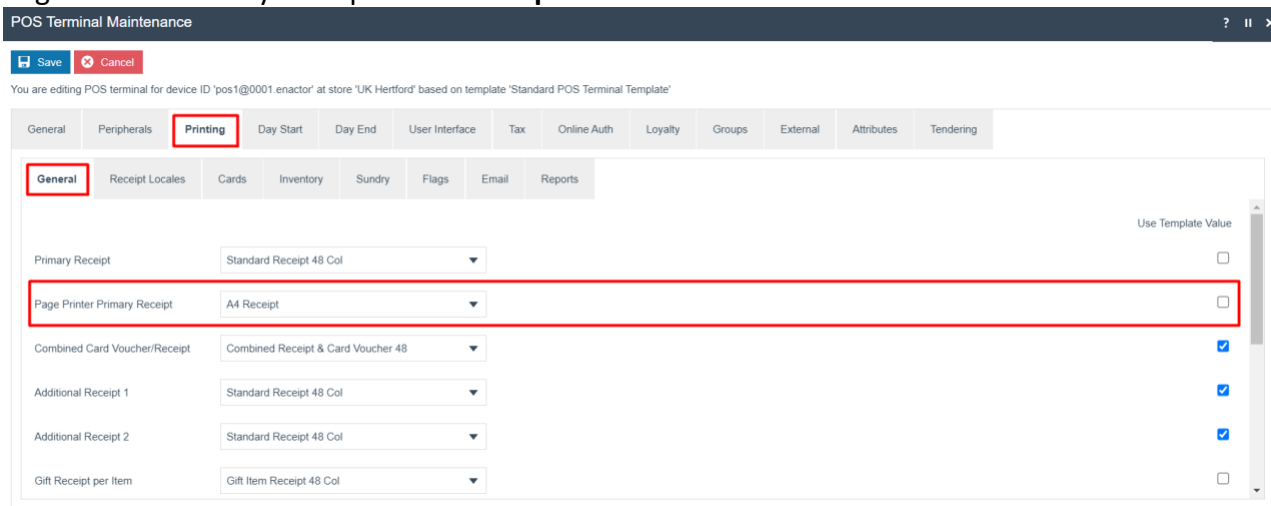
Note: If a Page Printer Primary Receipt is not selected, the Primary Receipt selected will be printed in the A4 printer, scaling up the receipt (even if it is a 48 column) to be printed on the entire A4 page.

Following is the A4 Receipt which is printed if all configurations have been made successfully:

Broadcasting

To deliver the configuration changes, broadcast the following entities to all the devices.

- Location Printer
- Document Printer Mapping
- POS Terminal

About This Document

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The amendment history of this document can be found in the table below.

Current Document Version information

Document Version 1.0
Product Version 2.7

Document Context

This document is part of the Enactor Product Documentation Series. All Enactor products include a comprehensive documentation set designed to improve understanding of the product and facilitate ease of use.

Document Inquiries

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By Email: documentation@enactor.co.uk

Document History

The following versions of the document have been produced:

VERSION	STATUS	ISSUE DATE	AUTHOR	REASON FOR ISSUE
1.0	Initial Draft	21/09/23	Hadhi Jawahir	Initial version