

# 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 Maint	rinter Maintenance page.						
Location Printer Maintenance							
Location The Apply Filters	- Reset Filters						
	Location ID	Peripheral ID	Name				
00 🖊 🗅 🟛	estatemanager	CVS2	CSV Label 2				
00 🖊 🗅 🟛	estatemanager	CVS1	CVS Label				

K	Page 1 of 1	M	Page Size	10	C
<b>+</b> C	reate a new Locat	ion Printer			

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.

l	ocation Printer Maintenance	
	Please enter the following details for the new l	Location Printer
	Location	UK Hertford
	Peripheral ID	A4_PRINTER_001
	← Back + Create	

#### Select Create.

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

Location Printer Maintenance			
Save Cancel You are editing Printer ID 'A4_PRINTER_001' fo	r Location 'I IK Hartford'		
General			
Name*	A4 Printer 001	1	
Printer Category	A4 Document Printer	•	2
Printer Type	System (Named) Printer	•	3
Printer Address	Canon E480 series Printer		4
Not In Use	0		
* Denotes Mandatory			

#### 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:	
Bluetooth & devices > Printers & scanners > Canon E480 series Printer	
Canon E480 series Printer Printer status: Idle R	emove
Printer settings	
Open print queue	Ø
Print test page	C
Run the troubleshooter	Ø
Printer properties	Ø

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.

Document Printe	er Mapping Ma	intenance	
Function	-		v
Location	-		•
Device	-		•
Apply Filters	O Reset Filters	P A P	
Function ID	Location ID	Device ID	Primary Printer ID
	-	-	•



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.

cument Printer Mapping Maintenance					
ease enter the following detail	s for the new Document Printer Mapping				
Function	Print Receipt	•			
Location	UK Hertford	•			
Device	pos1@0001-Hertford (PageDef)	•			

Select Create.

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

Document Printer Mapping Maintenance					
Save Cancel	nt Receipt' for Location 'UK Hertford'				
General					
Primary Printer*	A4 Printer 001	•			
Secondary Printer	-	•			
Tertiary Printer	-	•			
* Denotes Mandatory					

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



S Terminal Maintenance										
Save Save										
are editing POS terminal for device ID 'pos	1@0001.enactor' at sto	re 'UK Hertford' based on temp	plate 'Standar	d POS Terminal	Template'					
General Peripherals Printing	Day Start D	ay End User Interface	Tax	Online Auth	Loyalty	Groups	External	Attributes	Tendering	
Input Output Sensors	Other Peripherals									
										Use Template Value
Receipt Printer Type	System Printer			• 1						
Receipt Printer Shared	2									
										•
Receipt Printer Address	Canon E480 serie	es Printer	3	}						
Audit Printer Type	-			•						
Enable Electronic Audit Log Copy of Rece	pt 🗌									

#### Select your POS Terminal and navigate to Peripherals > Output

#### Set the appropriate values as follows:

enactor

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**.

Terminal Maintenance								? 11
Save 😣 Cancel								
e editing POS terminal for device ID	) 'pos1@0001.enactor' at store 'UK F	lertford' based on template 'S	andard POS Terminal	Template'				
neral Peripherals Print	ing Day Start Day End	User Interface Ta	x Online Auth	Loyalty Grou	ips External	Attributes	Tendering	
eneral Receipt Locales	Cards Inventory Sund	ry Flags Email	Reports					
								Use Template Value
imary Receipt	Standard Receipt 48 Col	•						
ge Printer Primary Receipt	A4 Receipt	•						
mbined Card Voucher/Receipt	Combined Receipt & Card Vouch	er 48 🔻						
ditional Receipt 1	Standard Receipt 48 Col	•						
Iditional Receipt 2	Standard Receipt 48 Col	•						2
ift Receipt per Item	Gift Item Receipt 48 Col	•						

**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:

enact	0.1	Enactor House, Blueor Hertford, SG14 1PB Tel: 01992 500881			CUSTOMER CO
		SALES			
Items					Price
JVC LT-40CA890 Android	TV 40"				HKD2,990.00
TOTAL					HKD2,990.00
	F	PAYMENT INFORM	IOITAN	N	
Cash					-HKD2,990.00
teturns & Refunds Ve will willingly refund or o nused and in its original p	ffer an exchange with ackaging. Exclusions	in 28 days of purchase, pro apply. Your statutory rights	vided you I are not aff	have proof of purchas	e and the product is
	Hertford Manager	0786 0786 0213			pping at Enactor Hertford

# 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**

At Enactor we aspire to producing the highest quality documentation to reflect and enhance the quality of our product. If you find that the document is inaccurate or deficient in any way, please assist us in improving our standard by letting us know.

For matters of document quality or any other inquiries regarding this document please contact:

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