

A RETAILER'S BEST FRIEND.



Defaulting a Receipt Design

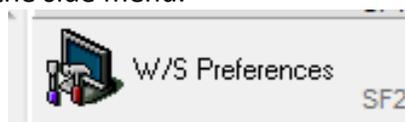
Version 8

https://youtu.be/K_fQHeVu39w

You may find you want to change your Default Receipt Printer settings, to choose a new Default Printer or a new Receipt Design. A reason to do this is if you changed your Receipt Design for a temporary period to promote an upcoming sale, special event, or other special promotion.

This guide will show you how to set a default printer, design and paper size for all receipt print outs or specific tender types. There are many areas we can set default designs for, but this tutorial will focus on the Receipt area.

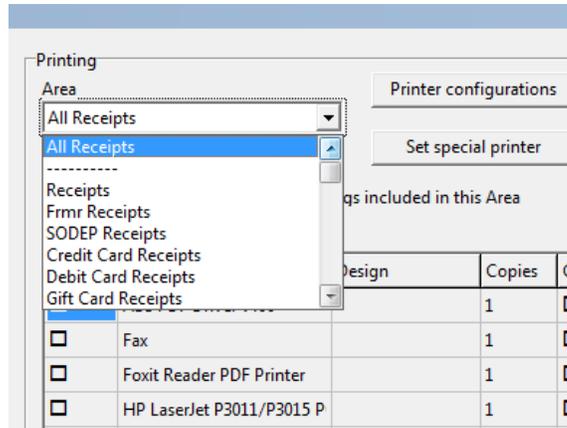
1. Starting from the main screen in Retail Pro, click the OPTIONS button on the top menu and then the W/S Preferences on the side menu.



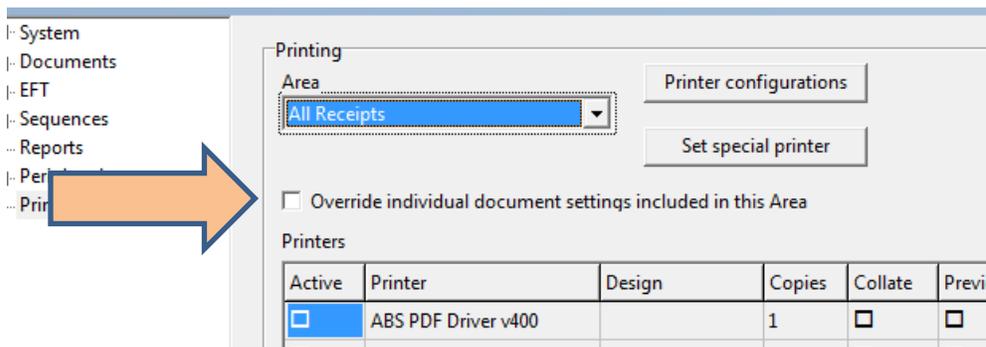
2. Next, choose Printing on the side menu and then select Area.

Active	Printer	Design	Copies	Collate	Preview	Paper Size
<input type="checkbox"/>	ABS PDF Driver v400		1	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Fax		1	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	HP LaserJet P3010 Series UI		1	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Microsoft XPS Document V		1	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Send To OneNote 2010		1	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Star TSP100 Cutter (TSP143)		1	<input type="checkbox"/>	<input type="checkbox"/>	

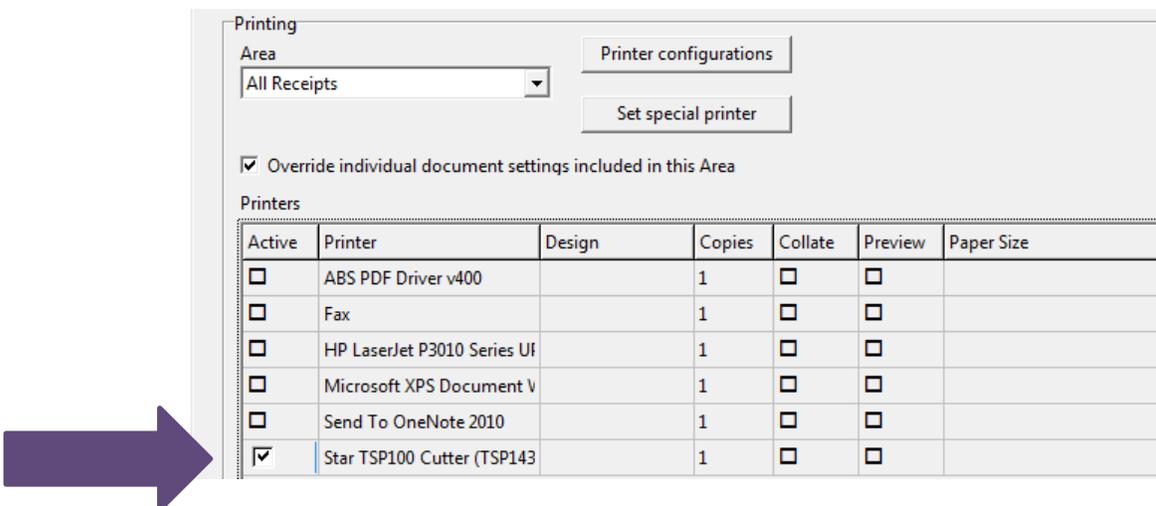
- Here you can choose which print area you would like to set the default designs for IE: Cash, Credit Card, Debit Card, etc. All Receipts allow you to set the default printer and design for every receipt type.



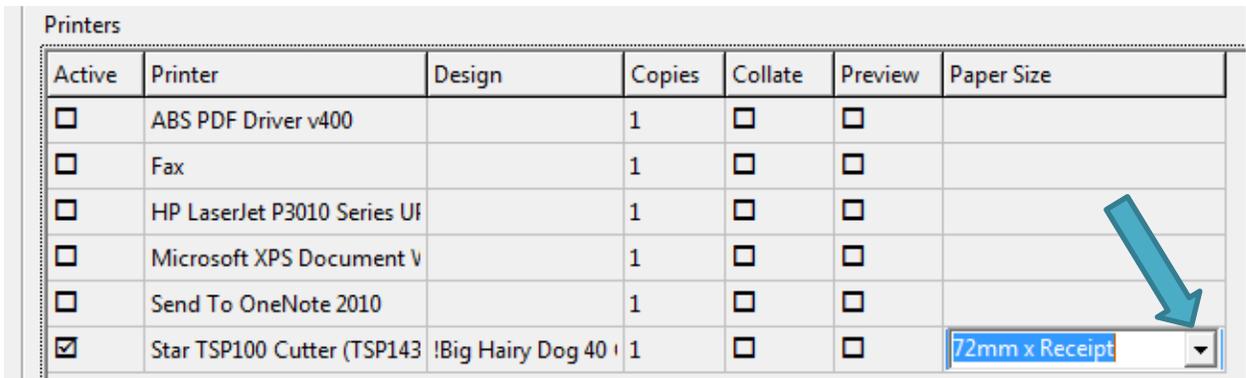
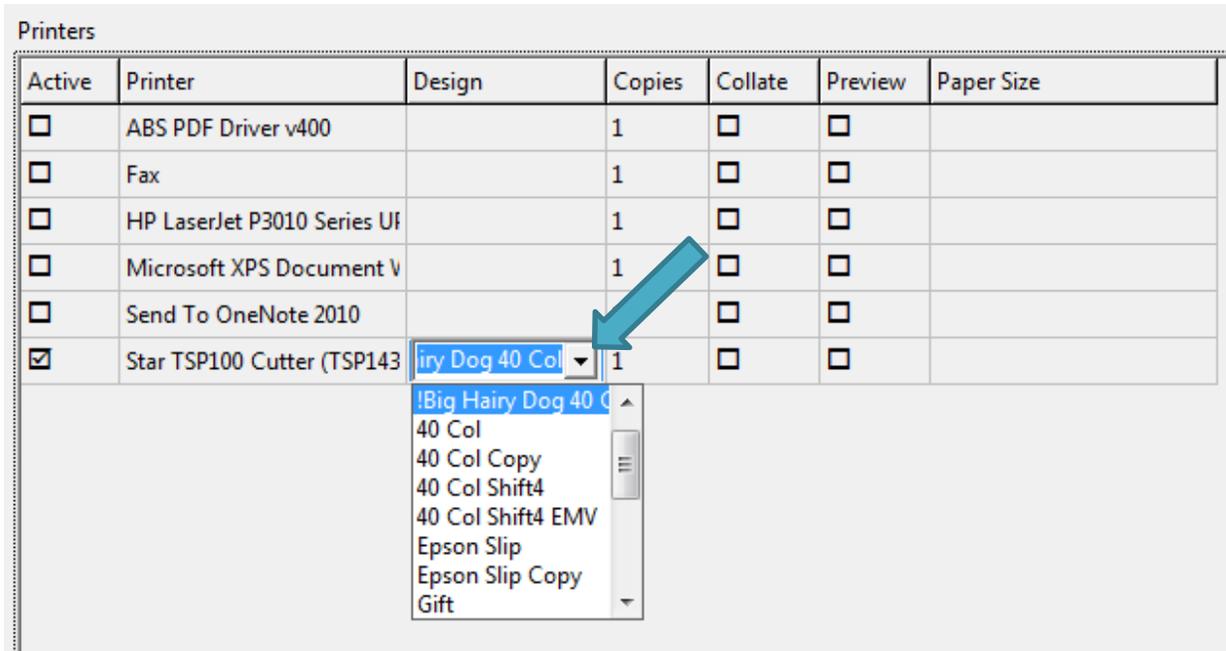
- In this example we will use All Receipts and set the defaults. If we are using this we need to check off the Override Individual Document Settings Included in this Area. If this is not checked the settings for each individual area will take over.



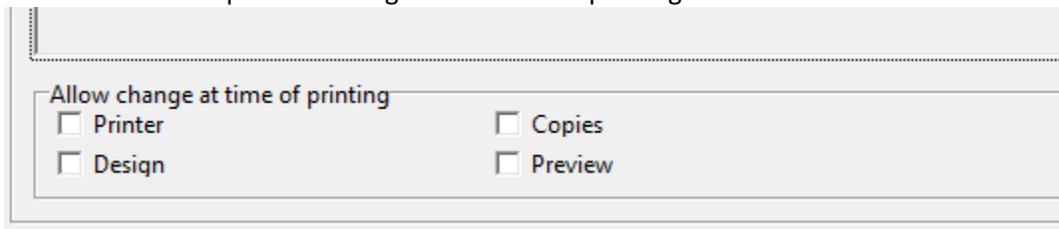
- Next, we can set the default printer by choosing the "Active" box next to the printer.



- Then, choose the design you would like to be the default and set the paper size for the printer.



- Towards the bottom of the screen, there are 4 check boxes. These allow you to change the Printer, Design, Copies and to be able to preview a document. This lets you set defaults, but still be able to choose a different printer or design at the time of printing.



- Finally, Save your change on the side menu and test.