

Setting up a Report Printer in MicroSale (80 column printer)

Go to Managers Menu> Register Setup> **Printer/Devices setup**

A report printer in MicroSale generates all reports in an 80-column report format as opposed to a 40-column receipt format.

1. Click the drop-down arrow under “Available Printers” to display a list of printer ports installed on this PC.
2. Select the port from the list that is to act as the report printer on this station.
3. Once selected the “Device Name” field will populate the windows name of the printer attached.
4. Touch “Save” to apply the settings.
5. To print to the report printer, you will need to enable it by going to Managers Menu> Register Setup> Register options by Terminal> Printing/Cash drawer. Put a check next to “Send reports to Office Printer”. **The printer used must be set as the default printer in windows.**

You must have the report printer setup in order to use Email Reporting.

If you would prefer to print on a receipt but would also like to receive email reports, please complete the following instructions:

1. Install a printer in Windows using actual printer drivers and assign the printer to a device port that will format print jobs without affecting the Windows print spooler; such as the **“XPS Port”**.
2. Make sure that “Send reports to Office Printer” is not enabled in register options if using this setup.