Printer Setup

Selecting the Printer Setup option will display the Printer Setup form. Each User may select printer device preferences. These printer selections are saved at the computer workstation. If a User moves to a different computer and logs into the application, the printer setup preferences which exist on that workstation will be used. The printers selected in this setup form are used as the default printer for the type of document being printed. At the time of printing, a User may override the default printer and selected a different printer if desired.

Print Company Letter Head option – When this option is selected to the right of a printer option, the company name will print in the upper left side of most documents. When printing invoices and statements, the company name set up in the Alternate Company Address table assigned to the branch is used. When printing Service and Inspection Tickets, the Service Company Name and Address is printed. When printing Purchase Orders, the company name set up in the Alternate Company Address table which corresponds to the branch of the warehouse on the Purchase Order will be used.

- **Invoice Printer** – The default printer for all invoices.
- **Statement Printer** – The default printer that will be used when printing bulk customer statements.
- **PO Printer** – This is the default printer that will be used when printing Purchase Orders.
- **Plain Paper Printer** – This is the default printer that will be used when printing reports.
- **Service Printer** – The default printer that will be used when printing Service or Inspection Tickets.
- **Check Printer** – The default printer that will be used when printing Accounts Payable Checks.

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