

## Modifying Receipt

There are 2 options to modify a receipt, the Receipt Header (POS.3.3) and the Receipt Trailer (POS.3.4)

Select one of the options mentioned depending on what data you wish to modify.

Select the Header or Trailer code you wish to modify, in the example below I am modifying the receipt trailer and the code of MAIN, this is the name of the primary header and footer used for the standard SA transaction type.

On main portion of the screen is the standard message that will print on the bottom of the receipt. You can change the message as needed. Keep in mind of the width of the receipt paper and that approximately 40 characters wide.

|                                                |  |                                   |                                                                               |
|------------------------------------------------|--|-----------------------------------|-------------------------------------------------------------------------------|
| <b>Receipt Trailer Code:</b>                   |  | <input type="text" value="MAIN"/> | <input type="button" value="??"/>                                             |
| <b>Description:</b>                            |  | <input type="text" value="MAIN"/> |                                                                               |
| <b>Number of Lines to Print After Trailer:</b> |  | <input type="text" value="10"/>   | <b>Rental Trailer:</b> <input type="text"/> <input type="button" value="??"/> |
| <b>Reprint Receipt:</b>                        |  | <input type="text"/>              |                                                                               |

| ## | [...+....1....+....2....+....3....+....4....+....5....+....6....+....7 | Printer Font |
|----|------------------------------------------------------------------------|--------------|
| 1  | THANK YOU FOR SHOPPING                                                 |              |
| 2  | AT COLLEGE BOOKSTORE                                                   |              |
|    |                                                                        |              |
|    |                                                                        |              |
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|       |          |          |                 |              |
|-------|----------|----------|-----------------|--------------|
| =Save | X=Cancel | M=Modify | V=Variable Text | A=Align Text |
|-------|----------|----------|-----------------|--------------|

Selecting the 'V=Variable Text' at the bottom of the screen is where you can modify the receipt number information. This is usually best if you leave that to support as you need to know

what attributes to use.

| Receipt Trailer |        |        |           |          |             |      |              |
|-----------------|--------|--------|-----------|----------|-------------|------|--------------|
| ##              | Line # | Indent | Attribute | Mask     | Prefix/Text | Font | Comments     |
| 1               | 1      |        |           | L#55     |             |      | BLANK        |
| 2               | 2      |        | 1         | L#5      |             |      | TRAN TYPE    |
| 3               | 2      |        | 42        | L#9      |             |      | CASHIER CODE |
| 4               | 2      |        | 0*3       | L#4      |             |      | REG#         |
| 5               | 2      |        | 43        | (MTS)L#9 |             |      | TIME         |
| 6               | 2      |        | S6        | (D2/)L#9 |             |      | DATE         |
| 7               | 2      |        | S4        | R#5      |             |      | TRANSACTION# |
|                 |        |        |           |          |             |      |              |
|                 |        |        |           |          |             |      |              |
|                 |        |        |           |          |             |      |              |

After making changes to the receipt information, you will need to 'Align' the information, select the 'A=Align Text' and then enter the alignment option (C = Center, L=Left, R=Right) followed by the paper width. The most common option here is to enter C54 since the paper is 54 characters wide.

Receipt Trailer

Use C#, L#, or R# to align Centered, Left, or Right in a width of "#" characters.

OK

Cancel

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## Add or Change a Designated Printer

# Add or Change a Designated Printer

In the TCS application on the computer that needs the printer added or changed.

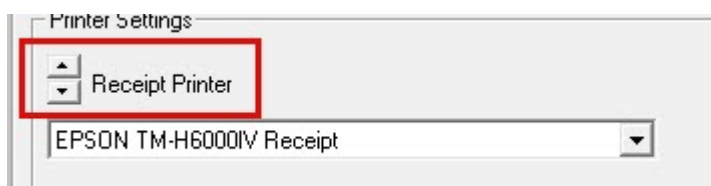
- First, the printer needs to be added to Windows, it MUST exist in Windows before it can be added to the TCS application. You may need to reach out to your school IT department to add the printer to your computer.
- Once the printer exists in Windows, you close/start the TCS application.
- Select the 'Properties' icon on the tool bar,



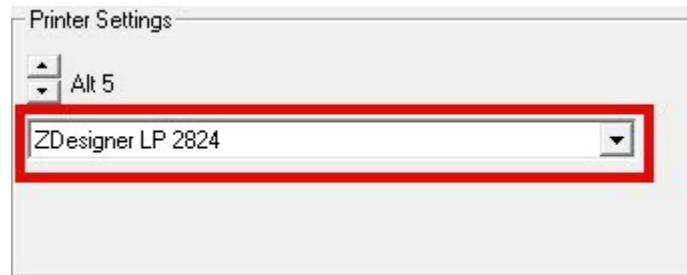
- Select the tab 'Other',



- Select the Printing Type that you need to make the change for, the options are



- Receipt Printing
  - Report Printing
  - Barcode Printing
  - Display Pole Printing
  - Alt Printers.
- Once the printing type is selected, use the drop down menu to select which printer to use for the associated



printing type.

- Select the option to 'Apply' and then 'Close' to save



the changes.