

# Instructions for Replacing Cashiering Slip Printers

This document provides instructions for setting up a Windows-compatible printer while using Reflections to print cashiering receipts.

**Note:** All cashiering stations at a college must be changed at the same time.

To configure the cashiering stations to print to a Windows-compatible printer, perform the following steps:

- 1 Make sure the operating system on the computer is Windows 2000 or above.
- 2 Connect a Windows-compatible printer (which must support PCL printer language) to the computer using either a parallel port or line print terminal (for example, LPT1), a USB port, or a network printer.
- 3 Perform a Windows printer test. All printers should be tested to ensure that printing is successful.
- 4 From the HP3000 configuration screen ZX0070 in the Financial Management System (FMS), set the following parameters:

Parameter	Definition	Setting
CA1040 Receipt Process Name (RCPT-PROCESS)	Text, up to 10 characters, that identifies the name of the process used to print cashiering receipts.	The initial value for this parameter should be BM1880.
CA1041 Schedule Process Name (SCHD-PROCESS)	Text, up to 10 characters, that identifies the name of the process used to print the student schedule.	The initial value for this parameter is blank. If student schedules are printed, this parameter can be set to BM1817.
CA1042 Student Schedule Indicator (STU-SCHD-IND)	A one-character code that indicates whether a student schedule should be generated automatically when a student has paid all charges necessary for an official enrollment.	Valid values for this parameter are: Y—Yes, automatically generate a student schedule. N—No, do not automatically generate a student schedule

Parameter	Definition	Setting
		(initial value).
CA1043 Spooled Receipt Indicator (SPOOL-RCPT-IND)	A one-character code that indicates whether cashiering receipts can be printed on a spooled printer.	Valid values for this parameter are:  Y—Yes, receipts can be printed on locally attached printer.  N—No, receipts can be printed on attached slip printers or spooled printers (initial value).
<b>Example</b>		
CA1040	(Receipt Process Name)	= BM1880
CA1041	(Student Schedule Process)	= BM1817, if used
CA1042	(Auto-print Student Schedule)	= Y if used else leave blank or N
CA1043	(Spooled Printer)	= Y

**5** Log on using the cashier's user ID and access the FMS System Menu.

ZX9000-002 SYSTEM MENU OCT 8, 2004

SELECTED PROCESS: [ ]

PROCESS DESCRIPTION \_\_\_\_\_ PROCESS DESCRIPTION \_\_\_\_\_

ZX90000011:Enter process Id, press ENTER

REFRESH	CHANGE USER ID	PRINTER SETTINGS	PREV GROUP	NEXT GROUP	HELP	EXIT
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**6** Press function key F4 (Printer Settings), and respond to the prompts using the information provided below:

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Do you want to change the printer settings (N,y,r,l) ?      R
Enter report for printer selection or press RETURN.        BM1601
Do you want to change the printer settings (N,y,r,d,l) ?   Y
Enter the new device class or press RETURN.                $TERM
Is selection correct for report BM1601 (Y,n,s,a,t) ?       S
Specify printer selection for another report (N,y) ?       Y

Do you want to change the printer settings (N,y,r,l) ?      R
Enter report for printer selection or press RETURN.        BM1880
Do you want to change the printer settings (N,y,r,d,l) ?   Y
Enter the new device class or press RETURN.                $TERM
Is selection correct for report BM1880 (Y,n,s,a,t) ?       S
Specify printer selection for another report (N,y) ?       Y

Do you want to change the printer settings (N,y,r,d,l) ?   R
Enter report for printer selection or press RETURN.        BM1899
Do you want to change the printer settings (N,y,r,l) ?     Y
Enter the new device class or press RETURN.                $TERM
Is selection correct for report BM1899 (Y,n,s,a,t) ?       S
Specify printer selection for another report (N,y) ?       Y

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Your printer settings list should look like the screenshot below, where your user ID is CASH0.

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Printer device class = $TERM                               Report = BM1889
Saved user/report default

Do you want to change the printer settings (N,y,r,d,l) ? L

  USER      REPORT  TERM  DEVICE  COPIES ASK      ENVIRONMENT
  -----
CASH0      BM1601   @    $TERM    01   N
CASH0      BM1880   @    $TERM    01   N
CASH0      BM1899   @    $TERM    01   N

End of list - Restart (y,N) ? N

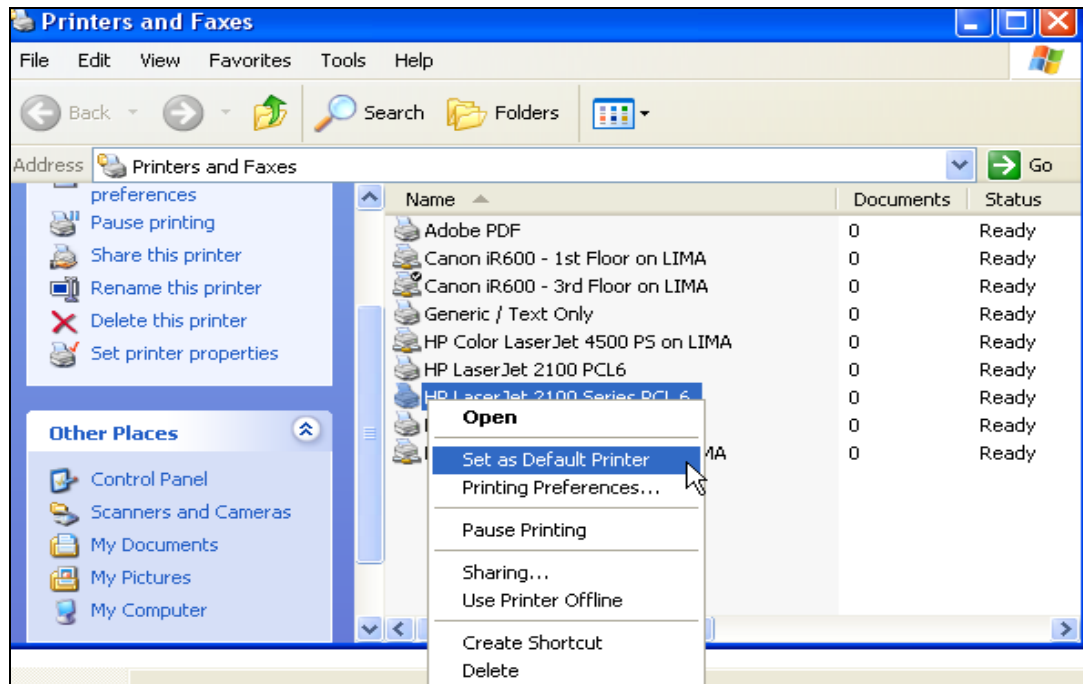
Specify printer selection for another report (N,y) ? N

```

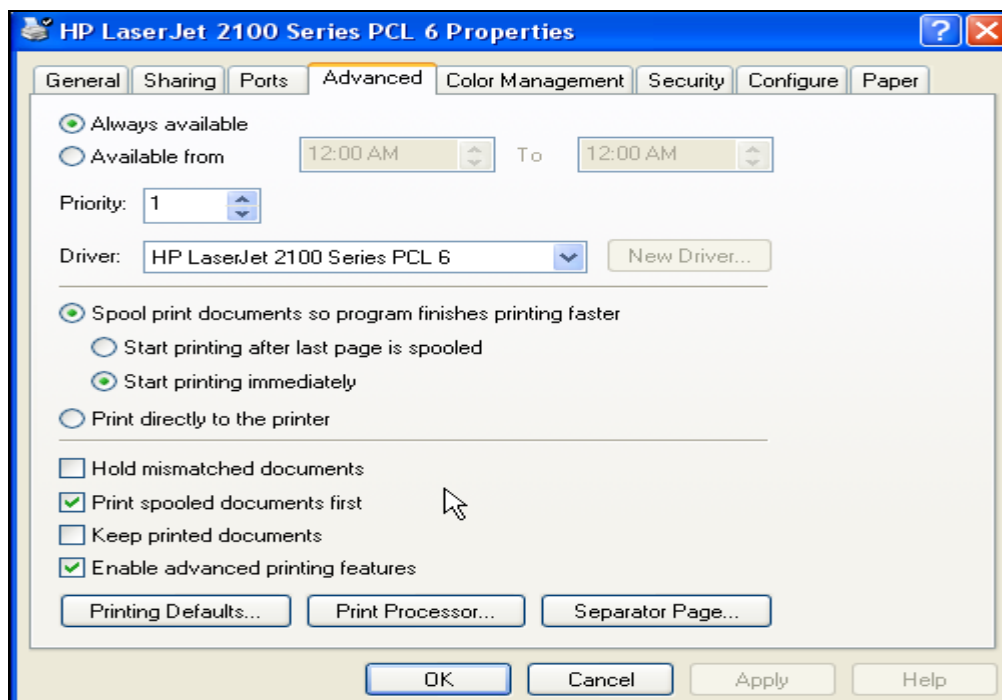
**7** To set the Windows settings for the default printer, from Windows, click Start, Settings, and Printers.

**Note:** These steps may vary depending on your version of Windows.

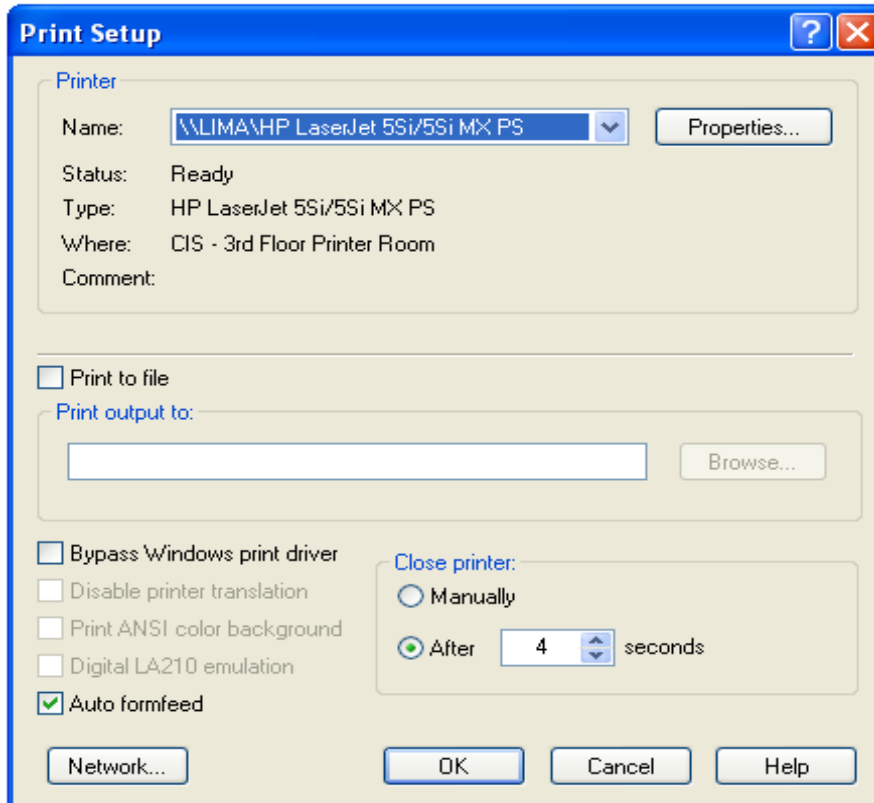
- 8 Right-click on the printer to be used for receipts and select Set as Default. A check mark should appear next to the default printer.



- 9 Right-click on the default printer and select Properties.
- 10 Select the Advanced tab.
- 11 Set the Advanced tab fields to look like the following:



- 12 When completed, click OK.
- 13 To print in Reflections, from the drop-down File menu, select Print Setup. The print setup should look like the following:



**Note:** By default, the “Bypass Windows print driver” check box is unchecked. If you have difficulty printing, you may need to check this box.

If the “Auto formfeed” check box appears and it is checked, your printers may eject a blank page when printing.

- 14 In the Close Printer section, select After and set the seconds field to anywhere from 3 to 5.
- 15 Click OK.