Receipt Printer Settings – Evergreen

These directions assume that you have already connected your receipt printer to your computer and you are able to print a test page with the receipt printer.

There are two different places you will need to make configuration changes for receipt printers to work correctly – the printer properties through windows and the Printer Settings Editor in Evergreen.

Windows Printer Properties
These directions are for Windows 7. If you have a different version of Windows, you may not see the same options as outlined in these directions.

Click the Windows ‘Start’ button, and click on ‘Devices and Printers.’ This will bring up a window showing your devices. Right click on your receipt printer and choose ‘Printer Properties’ (not ‘Properties’). This will bring up the printer properties window.

You will first need to click on the ‘Device Settings’ tab.

Next, you will need to click on the down arrow next to Form Tray Assignment—FRICITION: and choose your page size. Choose the ‘XXmm x Receipt’ option where XX is the width in mm of your receipt. (Don’t worry if your receipt is a little wider than the preset. For example, 72 mm works fine for a receipt that physically measures 80mm.)

Last, click the ‘OK’ button.

Congratulations, you have successfully configured your receipt printer’s Printer Properties. You can now close out of all open Windows.
**Evergreen Printer Settings Editor**

After setting your Printer Properties in Windows, you will next need to set your printer settings in Evergreen. First, open the Printer Settings Editor by clicking Admin→Workstation Administration→Printer Settings Editor.

This will bring up the Printer Settings Editor (see next page). You will need to make four changes from this page:

1. Under ‘Printer Context,’ choose the ‘Receipt’ radio button.
2. Click the ‘Print silently when using Mozilla print’ check box.
3. Set the default printer to the receipt printer (see below)
4. Set the printer margins and header/footer information (see below).
Click the ‘Set Default Printer and Print Test Page’ button. A ‘Print’ window should pop up. Use the drop down arrow to select your receipt printer.

Click the ‘OK’ button. A test page should print out of the receipt printer. It is fine if the test page text is so small you can’t read it. That won’t be the final print size. If you don’t get a test page, stop and figure out why.
Next, click the ‘Page Settings’ button. A ‘Page Setup’ window should pop up.

Click the ‘Margins & Header/Footer’ tab. Next, set all four margins to 0.0. Finally, set all six drop boxes in the Headers & Footers area to ‘--blank--.’ Last, click the ‘OK’ button.

Congratulations, you have successfully set your Evergreen Printer Settings. You may now close out of the Printer Settings Editor. (Don’t look for a save button before you close out. There isn’t one.)

NOTE: If you haven’t already, now might be a good time to review your receipt templates and see if things are printing as you want them (Admin→Workstation Administration→Receipt Template Editor). A basic knowledge of HTML is helpful. Happy customizing!