

Business Plus Accounting Hardware Setup Guide For Windows 7

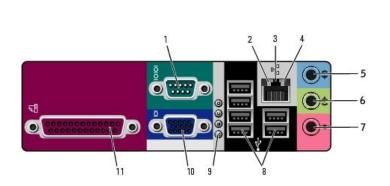
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Chapter 1 - Description of Computer Ports

Thank you for purchasing a Business Plus Accounting point of sale hardware system. This quick start guide will assist you in making the necessary hardware connections to begin using your point of sale system.

Before we begin it is important to understand what connections are available on the back of the computer. Below is an explanation of each connection.

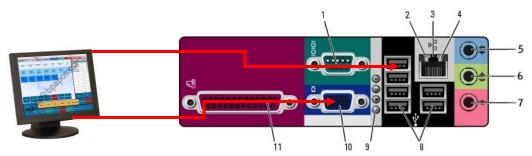


- 1 Serial Port
- 2 Network Link Indicator
- 3 Network Port
- 4 Network Activity Indicator
- 5-7 Audio Connectors (not used)
- 8 USB Ports
- 9 Hardware Diagnostic Light
- 10 VGA Video Port
- 11 Parallel Port

Chapter 2 - Connecting Your Touch Screen

Your touch screen monitor will have two connections that need to be made to the computer and one connection for power to the monitor.

Note: When you remove the monitor from the package please keep track of the power adapter that was included with the monitor. Your system may come with additional power adapters for other hardware. Although the connection may be the same on these adapters, only the adapter that came with the monitor is intended to be used with it. Others adapters may cause permanent damage to the monitor and void the warranty.



The larger cable of the two will plug into the blue colored connector on the back of the computer. This is the video cable. The second connection you will make will go to any of the available USB ports on the back of the computer. The power adapter will connect to the small round plug on the back of the monitor.

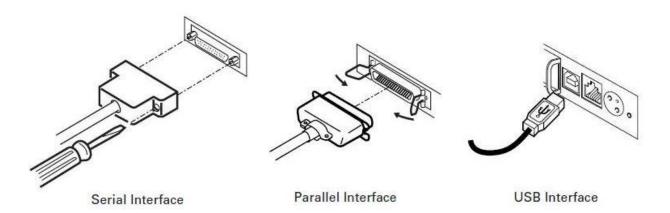
Chapter 3 – Setting Up Your Printers In Windows 7

The steps to setting up your printers in Windows 7 are as follows:

- 1. Connect your printers to your stations
- 2. Determine the ports used by the printer
- 3. Install the printer in Windows 7
- 4. Print a Test Page to the printer from Windows
- 5. Configure printer sharing

Connecting Your Printers

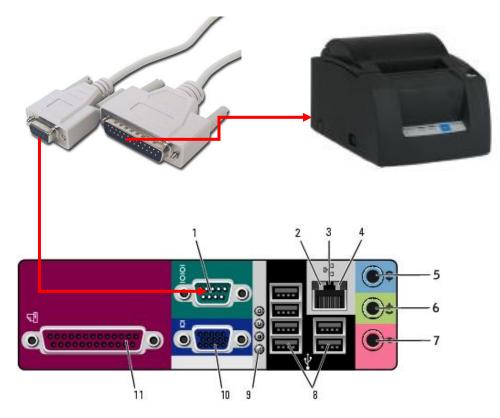
The first step in connecting your printer is to identify the type of connection that your printer uses. There are three types of connections that your printer may have. If you purchased used receipt printers and/or a kitchen printer from BSS, they will use the serial interface. New receipt printers will typically use the USB or parallel interface. The USB interface is also used on select systems such as all-in-one stations.



Look at the back of the printer to identify the interface. A serial connection has 25 pins with screw terminals on either side. The parallel interface has a place for a bar in the middle of the connector and has clips on either side. The USB interface is a small square connector.

Serial Interface:

A serial interface printer will use a cable with the connections below.

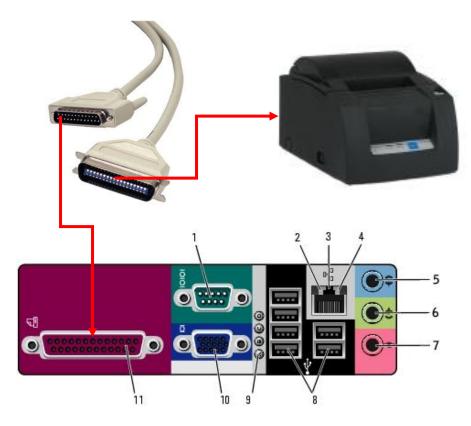


The end of the cable with the 25 pins will connect to the back of the printer. The smaller 9 pin end of the cable plugs into the teal-colored port on the back of the computer.

Note: Kitchen printers will almost always use this interface; however the cable may be slightly different. If a kitchen printer came with your system you should have received a long Ethernet cable with adapters on the ends. Use this cable to connect your kitchen printer in this same manner. The kitchen printer can be connected to any of the computers included with your system. Additional setup may be required to get each station printing to the kitchen. Please contact tech support at 801-336-3303 if all stations do not send orders to the kitchen.

Parallel Interface:

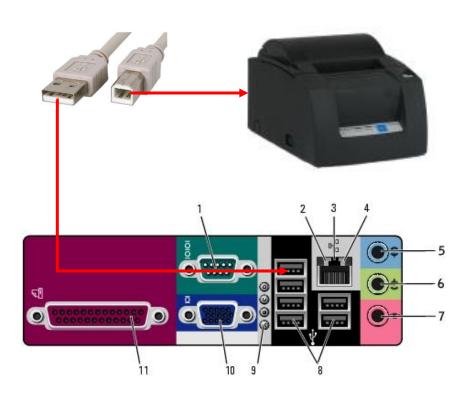
A parallel interface printer will use a cable with the connections below.



The end of the cable with the bar in the middle will connect to the back of the printer. The end of the cable with the 25 pin connector will connect the pink 25 pin port on the back of the computer.

USB Interface:

A USB interface printer will use a cable with the connections below.



The square end of the USB cable will connect to the back of the printer. The flat end of the cable can be plugged into any available USB port on the computer.

All of the receipt and kitchen printers sold by BSS use the same round 3 pin power connect. The power supply that came with the printer should connect to the small 3 pin connector on the back of the printer.

Setting Up Your Printers In Windows 7

Note: If this you are setting up POS systems that you have purchased from Business Software Solutions for the first time, you can skip to the section <u>Testing Pre-Configured Printers In Windows 7</u>. These systems will already have printers installed.

Determine Printer Ports

Next, you will need to determine which ports your printer is using (COM, LPT, USB, etc). To do this, perform the following steps:

First, go to the Windows Device Manager by going to the Start button Start Click on Computer, then go to Properties. Next, in the upper left corner, click Device Manager.

vice Manager	
Action View Help	
) 🖬 🖆 😫 🖪 🙁 🗮 😹	
DMH	
Computer	
Sisk drives	
🧧 Display adapters 🥸 DVD/CD-ROM drives	
S DVD/CD-ROM anves	
Floppy disk controllers 4 Floppy disk drives	
🕼 Human Interface Devices	
IDE ATA/ATAPI controllers	
The control of the co	
Mice and other pointing devices	
🕐 Mice and other pointing devices 夏 Monitors	
👜 Network adapters	
🖵 Ports (COM & LPT)	
Communications Port (COM1)	
ECP Printer Port (LPT1)	
Recessors	
SCSI and RAID controllers	
🧕 Sound, video and game controllers	
System devices	
🗬 Universal Serial Bus controllers	

Remember, serial ports COM ports (Communication Ports).	
Parallel Ports (ECP Printer Ports).	
You may also see "USB To Serial (COM) " ports as well.	
USB Printers will not show in the Device Manager.	

3. Take note of the ports you have listed. Then, close the **Device Manager** window.

Installing Printer Software

To install a printer in Windows 7, perform the following steps:

- 1. Go to the Start button $\bigcirc \rightarrow$ Devices and Printers.
- 2. Click the Add Printer button. This will bring up the Add Printer Wizard.

3. Click "Add a local printer".	
🕞 🖶 Add Printer	
 What type of printer do you want to install? Add a local printer 	
Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)	
Add a network, wireless or Bluetooth printer Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.	
Next Cancel	

4. Here, you wil	I need to select the app	ropriate port, and th	nen press Next.
a. If you	ir printer is a Parallel pri	inter, choose LPT1.	
b. If you	Ir printer is a Serial print	ter, choose the appr	ropriate COM1 or COM2.
•	ir printer is a USB Printe		•
•	•	•	ose the appropriate COM
u. nyo			
		×	ſ
-			
🖶 Add Printer			
Chasses a printer part			
Choose a printer port			
A printer port is a type of con	nection that allows your computer to excha	nge information with a printer.	
Ose an existing port:	COM1: (Serial Port)	•	
Create a new port:			
Type of port:	Local Port		
		Next Cancel	
			4

 The next screen will ask you for the printer model. Under Manufacturer, choose Generic. Under Printers, choose Generic/Text Only. Press Next.

1	/er	
Choose your print	ter from the list. Click Windows Update to see more models.	
To install the drive	er from an installation CD, click Have Disk.	
Manufacturer	Printers	
Generic	Generic / Text Only	
Gestetner	Generic IBM Graphics 9pin	
HP	🔄 Generic IBM Graphics 9pin wide	
infotec	MS Publisher Color Printer	

6. Give the pri	nter a Printer Name.	Press Next .		
			×	
🚱 嬦 Add Printer				
Type a printer	name			
Printer name:	Kitchen			
This printer will be	installed with the Generic / T	ext Only driver.		
			Next Cancel	

 Your printer has been installed. Also, uncheck "Set as the default printer". Click the "Print test page" button to determine if the printer was installed correctly. Finally , click Finish. 	а
Add Printer	
You've successfully added Kitchen	
Set as the default printer	
To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.	
Finish Cancel	

If the test page was successful, then continue to the section on <u>Setting the Paper Layout/Configuring Sharing</u> <u>Options</u>

If a test page does not print, then refer to the section on <u>Printer Troubleshooting</u>, or, give us a call at 801-336-3303.

Setting the Paper Layout/Configuring Sharing Options In Windows 7

Once you have successfully printed a Windows Test Page, you will need to adjust the Windows paper settings and share your printer. To do this, perform the following steps:

Setting the Paper Layout

- 1. Go to the Start button \bigcirc \rightarrow Devices and Printers.
- 2. Right Click on the printer you have just added, and then click Printer Properties.
- 3. In the Properties window, go to the **Device Settings** tab.

		er the "Form To Tr	ay Assignment" s	section, you will need to change them
to say Envelo	-			
	then OK when finis	hed.		
Hitchen Properties	5		E x	
			<u>.</u>	
	naring Ports	Advanced	Color Management	-
Security D	Device Settings	Printer Commands	Font Selection	
Form To T	Feed - No Break: <u>Enve</u> heet: <u>Envelope</u>		cel Apply	

Configuring Sharing Options

To share the printer, perform the following steps:

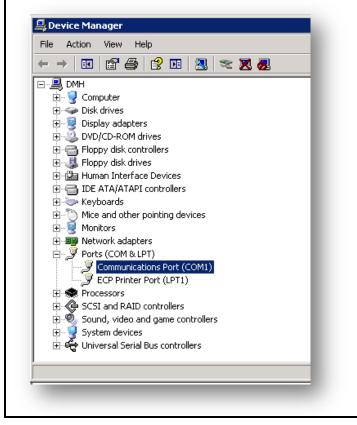
- 1. Go to the **Start** button $\bigcirc \rightarrow$ **Devices** and **Printers**.
- 2. Right click on the printer you have just configured, and then select **Properties**.
- 3. Go to the **Sharing** tab.
- 4. Click the "Change sharing options" button.

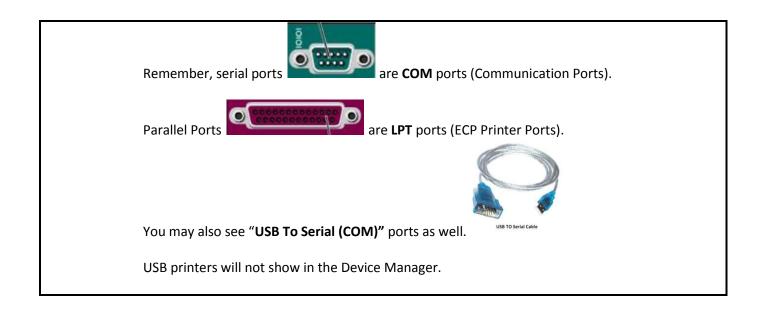
 Place a check mark Press Apply, then C 		re this printer".		
Kitchen Properties				×
Security Device S	ettings	Printer Commands	Font Selection	
General Sharing	Ports	Advanced	Color Management	
and password f	or this comput en the comput k and Sharing (er can print to it. er sleeps. To char <u>Center.</u>	vork with a username The printer will not age these settings,	
Drivers If this printer is sha Windows, you may users do not have t shared printer.	want to install	additional drivers t driver when they	s, so that the	
		ОК С	ancel Apply	

Troubleshooting Printing

You must be able to successfully print a test page with Windows before you can begin setting up the BPA software. If the above steps did not result in a successful test page, then you can try the following steps:

- 1. Unplug, then re-attach all printer connections.
- 2. Turn the printer off and on.
- 3. Ensure the printer has paper loaded.
- 4. Ensure that the proper port is selected in Windows. To do this, perform the following steps:
 - a. First, go to the Windows Device Manager by going to the **Start** button S \rightarrow Right Click on **Computer**, then go to **Properties**. Next, in the upper left corner, click **Device Manager**.
 - b. Click the plus(+) sign next to ports.





- c. Take note of the ports you have listed. Then, close the Device Manager window.
- d. Next, go to your Printer Properties window.
 - i. Go to the Start button $\bigcirc \rightarrow$ Devices and Printers.
 - ii. Right Click on the printer you have just added, then click **Printer Properties**.
- e. Go to the Ports Tab.
- f. Select the appropriate port.
 - i. For example, if you know you have a serial printer (**COM1**), but, the port select is **LPT1** (parallel printer), then place a check mark next to **COM1**.
 - ii. Or, if your printer is a serial printer, system has a **COM1** and **COM2** (serial) port, and the port selected is **COM1**, then place a check mark on **COM2**.
 - iii. Or, if your printer is a USB printer, and the port selected is COM1, then place a check mark next to **USB001** (Virtual Printer Port).

Security	Device Settings	Printer Commands	Font Selection				
ieneral	Sharing Ports	Advanced	Color Management				
Ki	tchen						
int to the fo lecked port		ments will print to the f	irst free				
Port	Description	Printer					
LPT1:	Printer Port	Receipt					
LPT2:	Printer Port Printer Port		E				
LPT3: COM1:		Kitchen					
COM1:	Serial Port	Kitchen					
COM2:	Serial Port						
COM4:	Serial Port						
	Vort	Delete Port	Configure Port				
		ОКС	Apply Apply				
		r at the bottom the General tab			tab, click	Print Tes	st Page.

If you still cannot produce a Windows test page, please give our Technical Support a call at 801-336-3303.

If a test page was successful, ensure that the paper layout in Windows is setup correctly, and the printer is properly shared. <u>Setting the Paper Layout/Configuring Sharing Options in Windows 7</u>

Testing Pre-Configured Windows 7 Printers

If you have purchased a system from Business Software Solutions, each computer will already have a "Receipt" and "Kitchen" printer installed. Once you have plugged the printers to your computer, you will then want to attempt to print a Windows test page from those printers. To do this, perform the following steps:

Note: A "Kitchen" printer will be installed on every station by default. However, you will only need to print Windows test pages from the computer that you physically connected the kitchen printer to.

- 1. Go to the **Start** button $\bigcirc \rightarrow$ **Devices and Printers.**
- 2. Right Click on the printer you have just added, then click Printer Properties.
- 3. Go to the **Ports** Tab.
- 4. Select the appropriate port.
 - a. For example, if you know you have only once serial printer (**COM1**), but, the port select is **LPT1** (parallel printer), then place a check mark next to **COM1**.
 - b. Or, if your printer is a serial printer, system has a **COM1** and **COM2** (serial) port, and the port selected is **COM1**, then place a check mark on **COM2**.

Security	Device Setting	s Pri	inter Commands	Font Selection	
General	Sharing	Ports	Advanced Color Man		
Ki	tchen				
rint to the for the for the former to the fo	ollowing port(s). D	ocuments	will print to the f	irst free	
Port	Description	P	rinter	-	
LPT1:	Printer Port	R	eceipt		
LPT2:	Printer Port			E	
LPT3:	Printer Port				
COM1:	Serial Port	K	itchen		
COM2:	Serial Port				
COM3:	Serial Port				
COM4:	Serial Port			-	
Add P	ort	Delete P	ort	Configure Port	
Enable bid	lirectional support				
	nter pooling				
_ chable pri	nter pooling				
		_			
			OK Ca	ancel Apply	

- 5. Press Apply at the bottom of the Properties window
- 6. Go back to the General tab. At the bottom of the General tab, click Print Test Page

If a test page does not print, then refer to the section on <u>Printer Troubleshooting</u>, or, give us a call at 801-336-3303.

Chapter 4 - Configure the BPA Software for Printing (Restaurant, Delivery, and Hotel Customers)

After you have successfully printed a Windows test page, and you have configured the paper layout, you can now begin setting up the BPA software for printing.

Assigning Products to Kitchen/Bar Printers

When adding products to your menu, you will want to specify the printer each product will print to.

The system allows for five (5) kitchen printers, and one (1) expediter printer. For example, you can have one printer assigned for your cooks in the kitchen, one assigned for a bar, etc.

Printer setup for each item is configured in **Restaurant System**→**Manager Functions**→**Define Menu Items**. For each menu item, there will be a section called "**Cook's Printers**."

Define Menu Item	s PRODUC'	гѕ то м	1ENUS			_ 🗆 🗙
Product Code (SKU): Description: Description: Description:	SIDE- SWEET POTATO BAKED SWEET POTATO	New Prod.	Dine In Price: Dine Out Price: Happy Hr Price: Lunch Price:	1.13 Men 1.13	u Button Picture: Select Picture	No Image Selected
Menu Item O Select Menu: Button Text Top: Button Text Botto Modifier Lists beans: meat: salsa: cream: Pizza Toppings: Condiments: Mike: change this name Pizza Stuff: Seans Figuring it Custom Sides List	sides & sweet Potato Potato N N N N N N N N N N N N N N N N N N N			todifier Lists (Cor ooking Instructions: lixing Modifiers: cook's Printers rint on Cook's Printer rint on Cook's Printer rint on Cook's Printer rint on Cook's Printer rint on Expediter Print Other Options ecurity Event: llow a Custom Price: llow a Custom Credit: lake Item Button Activ ook's Printer Text:	N N 1: Y (Items 2: N cook's 3: N Definit 4: N S: 5: N N N N N	not assigned to 1 or more printers can print on It receipt printer (See Misc tions))
Pick-F8	<u>T</u> op <u>P</u> rev	Next Bot	tom Eind	Save-	F3 <u>C</u> ancel Del	ete E <u>x</u> it

If the item needs to be sent to the cook, you will want to place a Y next to the appropriate kitchen printer. If you only have one (1) kitchen printer, then you can just put a Y next to "**Print on Cook's Printer 1**."

Also, if you have a separate bar printer for drinks, each drink can be assigned to a cook's printer as well. An example of this type of setup would be the following:

Cooks Printers	
Print on Cook's Printer 1: (for food items)	Y
Print on Cook's Printer 2: (for bar items)	Y
Print on Cook's Printer 3:	Ν
Print on Cook's Printer 3:	Ν
Print on Cook's Printer 3:	N
Print on Expediter Printer:	Ν

For more information on setting up menu items, you can refer to our BPA Quick Start Guides:

BPA Restaurant Professional Quick Start Guide: <u>http://bit.ly/restaurantquickstart</u>

BPA Restaurant Delivery Quick Start Guide: <u>http://bit.ly/deliveryquickstartguide</u>

or

View the Getting Started video tutorial at http://bit.ly/bpavideotutorials

Adding Printer Information to BPA

Finally, we will need to tell the BPA software which printers to use. To do this, perform the following steps:

- 1. Go to **Restaurant System→Manager Functions→Misc Definitions.**
- 2. On the left side, click Printers and Devices.

3. Next to the appropriate printer field, press the Loa	d Button. In the pop-up, select the printer you would
like to use, and press OK .	
System Tools Files Browse Finance Client Contact Help	
💀 Miscellaneous Definitions	
Printer 8 33)
Printer 2 23	
Printer	
Name: Kitchen 💌	Load 💻
Status: Ready	
Type: Generic / Text Only	Load 🗖
Pr Where: COM1: Comment:	Load 🗖
	Load E
Network OK Cancel	Load E
	Load E
Box Label Printer:	Load =
Customer Sales	
Touch Point of Sale Dual Cash Drawer	
Business System	
Dual Cash Drawer Setup	
POS devices	
🔲 Enable POS pole display 💻	
USB Card Scanner type: USB Keyboard	• =
Colley TD configuration	
Caller ID configuration	-
Use area code when creatino customer from caller	ID

- 4. Repeat step 3 for all required printers.
- 5. Press Save and Exit when finished.

You should now be able to print from within Restaurant Sales.

How to Network Kitchen/Bar Printers

To network kitchen/bar printers, you will need to know the name of the computer that the kitchen/bar printer is attached to. Then, you will search for that printer within the BPA software.

Find the Computer Name the Kitchen/Bar Printer is Attached To

1. Go to the **Start** Button \bigcirc \rightarrow right click **Computer**, then go to **Properties**.

2. Take note of the "F	ull Computer Name".					
	•					
~						
Control Panel 🕨	System and Security + System		▼ 4 9	Search Control Panel	Q	
Control Panel Home	Get more features with a n	ew edition of Windows 7				
🛞 Device Manager						
🛞 Remote settings					•	
🛞 System protection						
🛞 Advanced system settings	System					
	Manufacturer:	Micro-Star INT'L CO., LTD				
	Rating:	2.0 Your Windows Exper refreshed	rience Inde			
	Processor: Intel(R) Atom(TM) CPU 330 @ 1.60GHz 1.60 GHz				51	
	Installed memory (RAM):	2.00 GB				
	System type: 32-bit Operating System					
	Pen and Touch:	Single Touch Input Availab	le		-	
	Micro-Star INT'L CO.,LTD support					
	Website:	Online support				
	Computer name, domain, and workgroup settings					
	Computer name: BPAServer 🛞 Change set					
See also	Full computer name: BPAServer					
Action Center	Computer description:					
Windows Update	Workgroup:	WORKGROUP				
Performance Information and	Windows activation					
Tools	Windows is activated			ask for .	-	

Add the Kitchen/Bar Printer to Your Other Stations

- 1. On your other stations, in the BPA software, go to **Restaurant System→Manager Functions**-→Misc **Definitions**.
- 2. On the left side of the page, choose **Printers and Devices**.
- 3. Next to the appropriate Cook's Printer, click the **Load** button.

	4. Click on the Network button.							
	5. The Connect to Printer dialog will pop up.							
	a. Double click on the computer name that you found in the previous step.							
	b. Double click on the printer			ct, then c	lick S	elect.	52	
	Please select the network printer you want to use an analysis of the select the network printer you want to use an analysis of the select th	nd click Select to co	nnect to it			l	x	
	G V IN Network BPAServer		- 4 ∳	Search			٩	
	Organize 🔻				<u> </u>		0	
	🖳 Recent Places 🔹 💰 Kitchen							
	🕽 Libraries							
1	Documents							
	J Music							
	Pictures							
	Videos							
	🖳 Computer 🗧							
	🚢 OS_Install (C:)							
	👝 Data (D:)							
	🗣 Network							
	v							
	Printer						-	
				Select		Cancel		

 c. Press OK on the next screen, then Save and Exit. 6. Repeat these steps for all other stations. 	
Printer 2 X	
Printer	
Name: \\BPAServer\Kitchen -	
Status: Ready	
Type: Generic / Text Only	
Where: COM1:	
Comment:	
Network OK Cancel	

Chapter 5 - Setting Up Printers In BPA

(For Retail POS Customers)

Adding Receipt Printer Information To BPA

We will need to tell the BPA software which printers to use. To do this, perform the following steps:

- 1. Go to **Definitions**→**Printers and Forms Setup**.
- 2. Next to the **Slip Printer Driver** field, click the **Load** button.

3. In the pop-up, select the receipt printer you would like to us	e, and press OK, then Save and Exit
🐢 Printer & Forms Setup	
PRINTERS & FORMS	
Printer 2 23	
Printer	ige to your clients. These forms 1-801-336-3303.
Name: Receipt	
Status: Ready	
Type: Generic / Text Only Where: LPT1:	(100)+CHR(250)
Comment:	HR(86)+CHR(66)+CHR(13)
	HR(86)+CHR(66)+CHR(13)
Network OK Cancel	D)
	Load
Display pole driver:	Load
Check style (1=Separate !/P & Payroll, 2=Same): 2	
Adjust check printing up or down 1 line: (0=No adjust, 1=Up 1 line, -1=Down 1 line, -2 down 2 lines)	
Enable pre-printed invoices (Y/N):	
Enable pre-printed statements (Y/N); N	
	Save and Exit Cancel