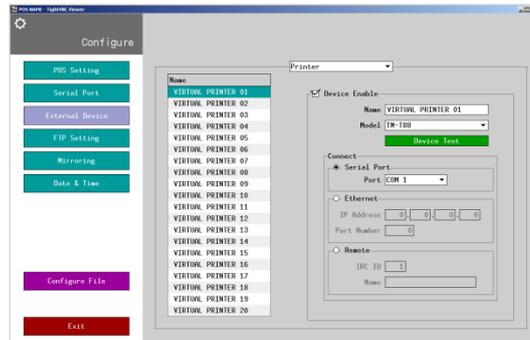


## Topic: **HX POS TERMINAL PRINTING BASICS**

The printing capabilities of the Uniwell HX-series are extremely flexible, allowing print jobs such as receipt and report printouts to be customised to the end-user's requirements and sent to different printers on the POS network. (Note: we will discuss Kitchen Printing in detail in other tutorials.)

FAQ: Where do I set up the printers to be connected to the POS terminal?

- Go to **Configure > External Device** – select Printer and connect up to 20 'Virtual Printers'

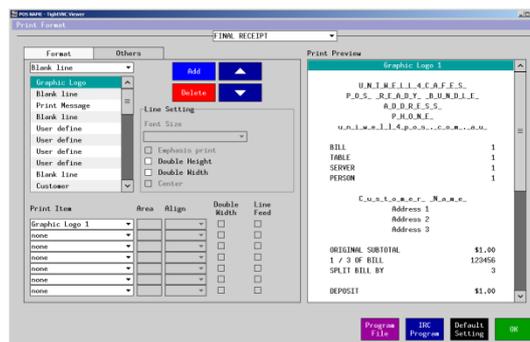


FAQ: What are the basic print jobs that can be assigned to various printers and how do I assign them?

- Go to **Program > Print > Printer Assignment** to find the available jobs and assign them to a 'virtual printer' – here is a list of some commonly used jobs:
  - Final Receipt – the printed receipt that is automatically generated when a sale is finalised (if Receipt Printing is 'ON')
  - Buffer Print – the copy of the receipt that is printed (post sale) when the 'Buffer Print' function is pressed
  - Report Print – the printout of sales reports from 'X-Read' or 'Z-Read' modes
  - Declaration Print – the resulting printout from a Cash Declaration
    - Note: This is not a comprehensive list of available Print jobs

FAQ: How do I modify the format of each print job?

- Go to **Program > Print > Printer Format**, select the Print job from the drop down screen at the top, and configure the content of the printout as required



- To add new content, select an option from the dropdown list under 'Format' and click 'Add'
  - 'Print Message' refers to one of the pre-defined blocks of text, such as Upper Logo and Lower Logo (configurable in Uniwell Lynx)
  - 'User define' allows variable content to be displayed. Ensure that the 'Area' assigned is applicable
- You can move the selected content up and down on the format, or delete it
- To configure the selected content, modify the settings under 'Print Item'

FAQ: How do add a Graphic Logo to a printed receipt?

- Graphic Logos need to be imported into the thermal receipt printer using a utility provided by the printer manufacturer
- Most thermal receipt printers allow the use of two (2) logos
- Add a 'Graphic Logo' line to the Print Format of the desired printout, and select either Graphic Logo 1 or Graphic Logo 2 in the Print Item options