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Printer Set Up and Changes in Strata Master

Overview

You can setup your printers for specific Strata Master functions like reports, receipts, levy notices and more.



These printers must first be set up in **Windows** Printers and Devices (or equivalent in Mac if relevant). Strata Master reads the printer settings in your Windows devices and printers file. and records this information in the Printer setup file.



This document will cover:

- How to Setup Printers in Strata Master
- How to Change the Printer Selection if you wish
- Links to articles regarding printer errors

Set Up Printers In Strata Master

1. When you first open Strata Master, you may see a message regarding printers set up. You may not see this depending on who has set up the workstation for you. if you see this message below, simply click 'ok'.



2. The Printer Selector screen then opens. On this screen you will see the default printer is automatically selected.

Printer Use	Printer Name	Change
Formatted Report and others	EPSON90387F (WF-3820 Series)	6
Receipts	EPS0N90387F (WF-3820 Series)	6
Levy notices	EPSON90387F (WF-3820 Series)	6
Cheques	EPSON90387F (WF-3820 Series)	6
Labels	EPSON90387F (WF-3820 Series)	6
Quick Reports	EPSON90387F (WF-3820 Series)	6
Agendas & Minutes	EPSON90387F (WF-3820 Series)	6

3. The set up is complete. It is straightforward. To change a printer, refer to the section below 'Change a Printer in Strata Master'.

4. Any settings for page size, duplexing etc is set on the printer setting in you**Windows** Printers Configuration, NOT in Strata Master. To check settings, search 'printers' in your Windows search screen.

-	$\mathcal P$ Type here to search	
All Work Apps Docur	nents Web More 🕶	
Best match		
Printers & scanners System settings		
Settings		Printors & scanners
品 Add a printer or scanner	>	System settings
Change advanced color		

5. If you change **Windows** settings for any printer refer to this article to update the printer set up file in Strata Master - **https://kb.rockend.com/help/resetting-strataprintersini-file**

Change a Printer in Strata Master

1. Select File in your top toolbar, then select Printer Selector

File	View	Manage	Accounting	Reports	Wizards
	Printer	Selector			
	Login as Different User				
	Backup	0			
	Restore	2			

- 2. The screen opens and shows the printers selected for various functions.
- 3. Select the 'change' button beside the function for which you want to change the printer.

8	🔈 Set up all Strata print	ters	>	<
	Printer Use	Printer Name	Change	
	Formatted Report and others	EPSON90387F (WF-3820 Series)	8	
	Receipts	EPS0N90387F (WF-3820 Series)	6	
	Levy notices	EPSDN90387F (WF-3820 Series)	6	

4. Another screen opens, giving you a selection of printers to select from. These printers are those showing in your **Windows** printer configuration.

5. Select the required printer by highlighting it.

🖶 Print	×
General	
Select Printer	
EPSON90387F (WF-3820 Series) Fax Kirroroff Print to PDE	Microsoft XPS Documen OneNote (Desktop)
Status: Ready Location: Comment:	Print to file Preferences Find Printer
Page Range	Number of copies: 1
C Pages:	
	Print Cancel

6. Click 'print'. The selector changes accordingly.

Set up all Strata pr	nters	
Printer Use	Printer Name	Change
Formatted Report and others	Microsoft Print to PDF	6
Receipts	EPSON90387F (WF-3820 Series)	۵
Levy notices	EPS0N90387F (WF-3820 Series)	6

7. Click 'ok' on the printer selector screen to apply and close the screen.



8. You are now able to print to the selected printer. In the example above, reports will print to PDF while Levy Notices will print to the Epson printer.

Useful Links

As mentioned above, to reset the printer setup file in Strata Master -https://kb.rockend.com/help/resettingstrataprintersini-file

https://kb.rockend.com/help/printer-or-print-preview-problems-in-strata-master

https://kb.rockend.com/help/printer-test-strata-master

https://kb.rockend.com/help/mailroom-printing-strata

https://kb.rockend.com/help/duplex-printing-from-the-levy-wizard

https://kb.rockend.com/help/reports-to-print-prior-to-restore-and-rekey-of-data-in-strata-master

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