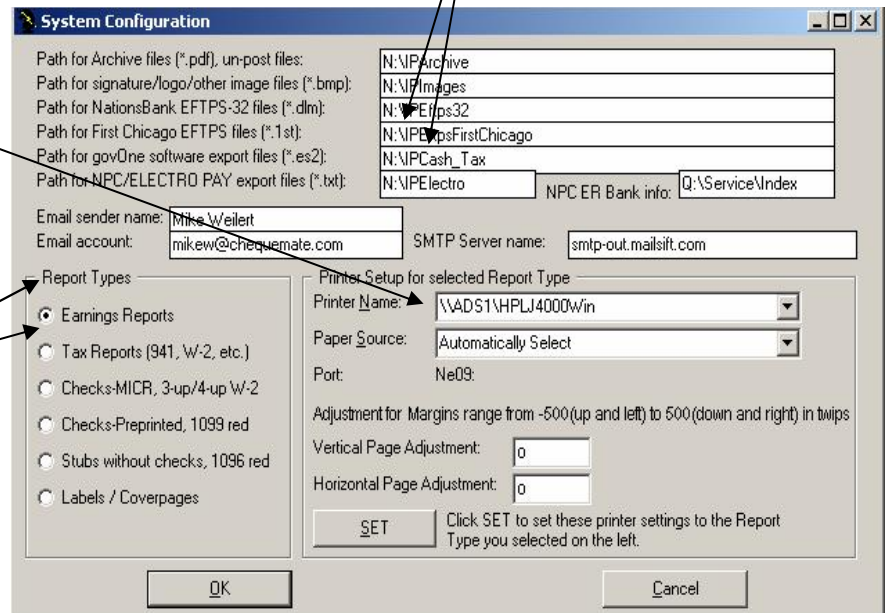


# Printer Set Up

Assuming you already have your printer(s) connected, to set up or adjust the printers from the Main Menu click Utilities. Scroll down and select System Configuration. In the upper portion of the window you see the various paths for storage. **Do not try to alter or change these paths.** They are listed for you to locate information only. Altering these paths could corrupt your data.

A list of printers you have attached will appear here with the default printer appearing in the window.

You can assign each of the Report Types to a specific printer or tray.  
Start by selecting the Report Type. Then choose the Printer Name and Paper source. **Click Set** and move to the next report type. When you're finished Click OK.



**Note:** The Earnings Reports and checks should be assigned to the same printer and paper source to allow stoppage for loading of the checks.

If after you have printed your reports and checks, if the margins need to be adjusted, you can also do this from this location.

To adjust the margins, Click the Report Type you wish to adjust, Then select the Printer Name and Paper Source.

Now adjust your Vertical or Horizontal page alignment.  
A negative (-) number will move the page Up or Left.  
A positive number will move the page Down or Right

