

PS Financials

PS FINANCIALS DOCUMENT ATTACHMENT

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ACCREDITED SOFTWARE



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PRINTER AND LABEL RECOMMENDATION

Printer Model:

Brother QL-800

Label Requirements:

DK 22225 – 38mm 1 – 1/2 “

The barcode printer PSF recommends is the Brother QL-800. It is the responsibility of the Customer to purchase this printer along with the labels and to have this installed onto your local environment along with the correct settings, as detailed later in this document.

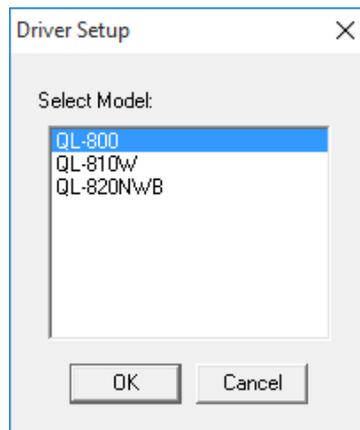
For the Document Attachment implementation to be successful, it is essential the printers and labels are exactly the same across every location which will be using this functionality.

If you are an existing PSF Customer with Document Attachment and are currently live using a different make and model of printer, you will need to either purchase the same printer across all locations or purchase and replace all the printers with the Brother printers and labels across all locations. It is currently not technically possible to configure PSF to produce labels for different printer specifications at different locations.

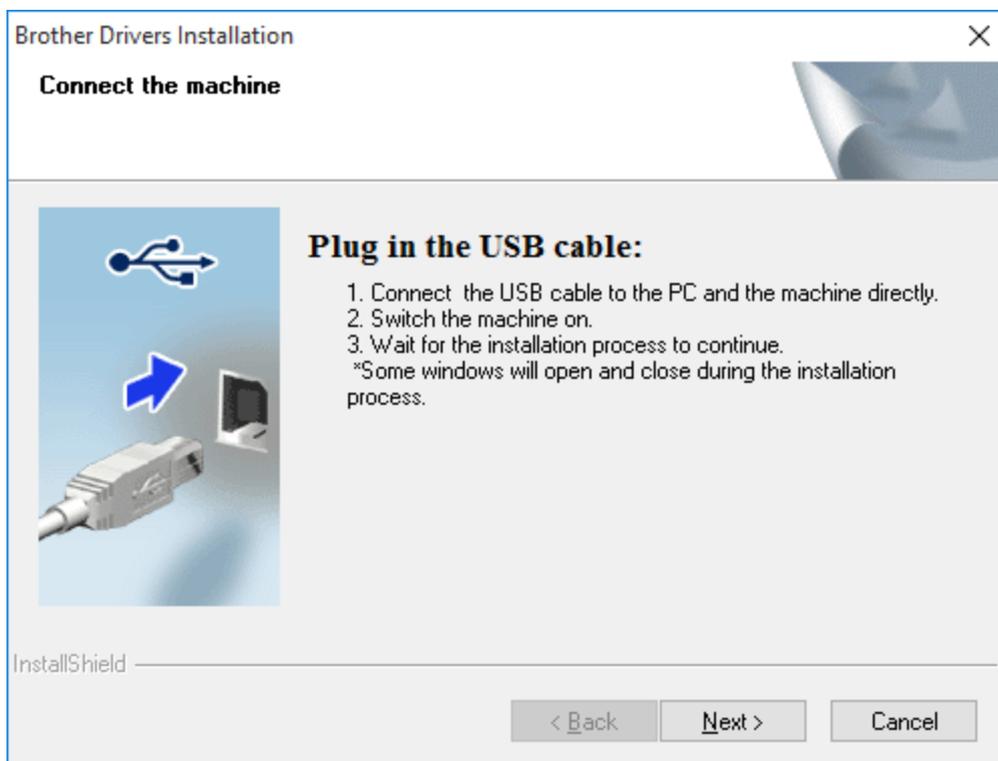
PRINTER SETUP GUIDE

Install the drivers for the **Brother QL-800**. In the Installation directory there is a file called “**DLS8Setup.8.5.1.exe**”. Double click this to install the drivers.

Run through the installation steps, when you get to the following screen, select “**QL-800**” and press OK.

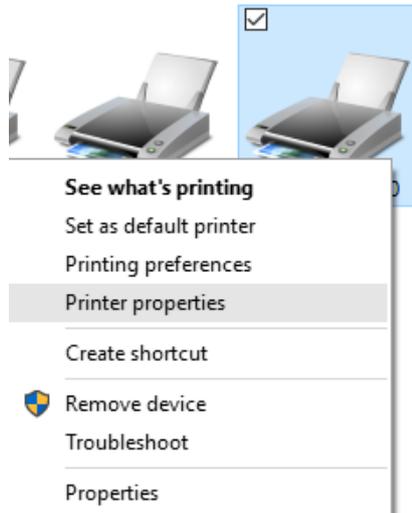


You will then be required to plug in the Brother printer to finish off the installation. When prompted with the below screen click “Next”. V1 25-09-2017

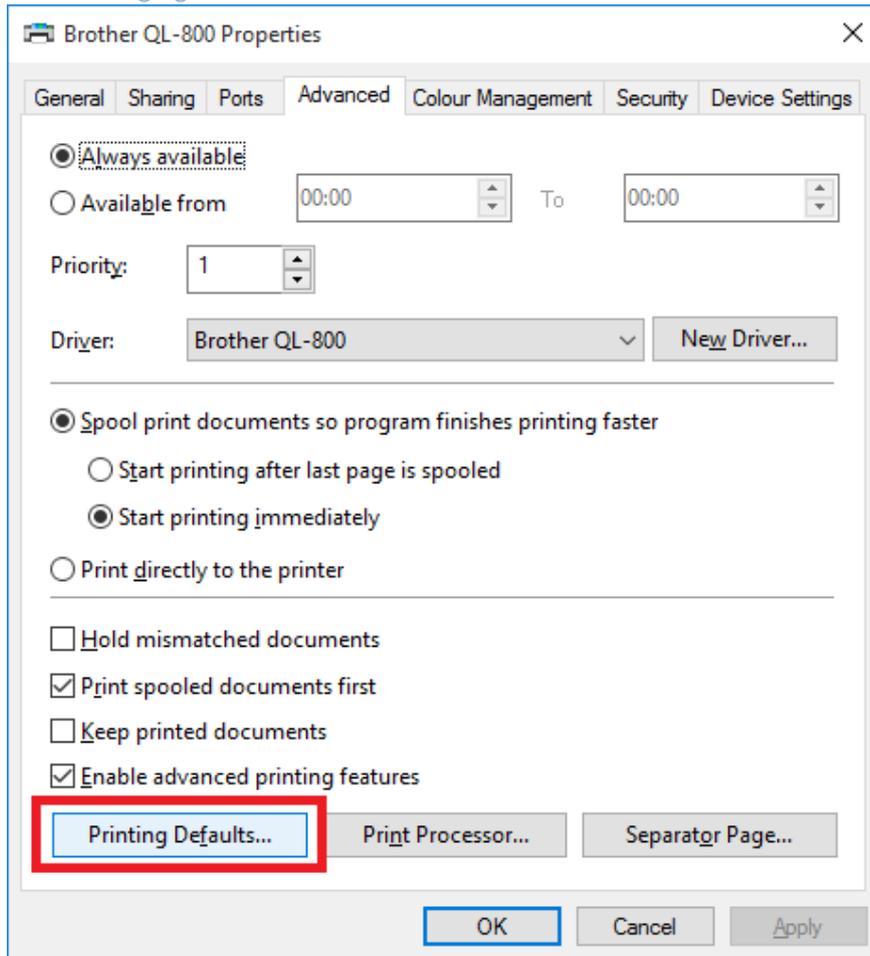


During the printer drive install, it may come up with an error saying that the users need to hold down the Editor Lite button on the Brother printer until the green light goes out. Once this is done, it will install.

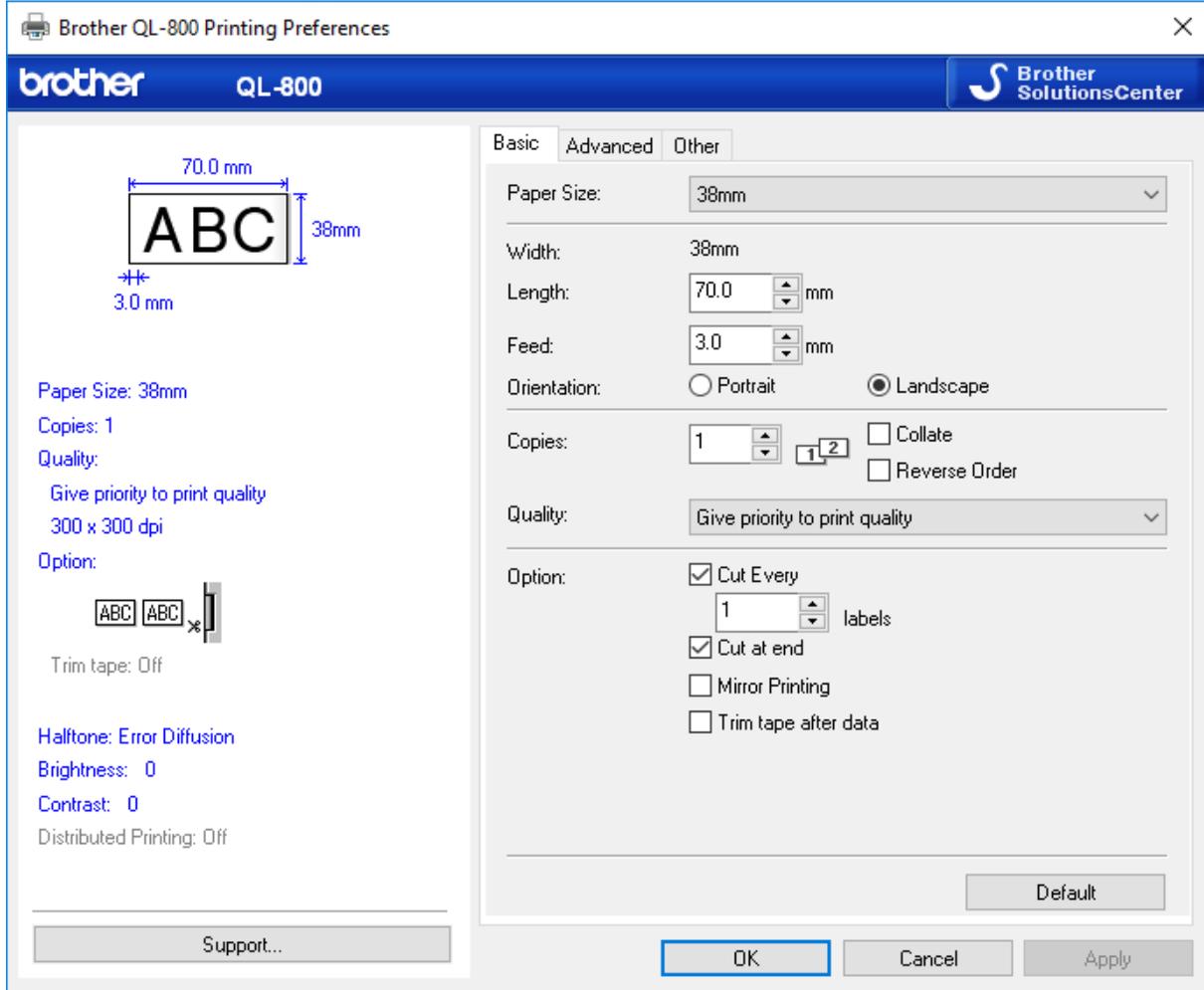
Once installed open Devices and Printers on your computer and right click the “**Brother QL-800**”, select “**Printer properties**”



Click the “**Advanced**” tab and then select “**Printing Defaults**”

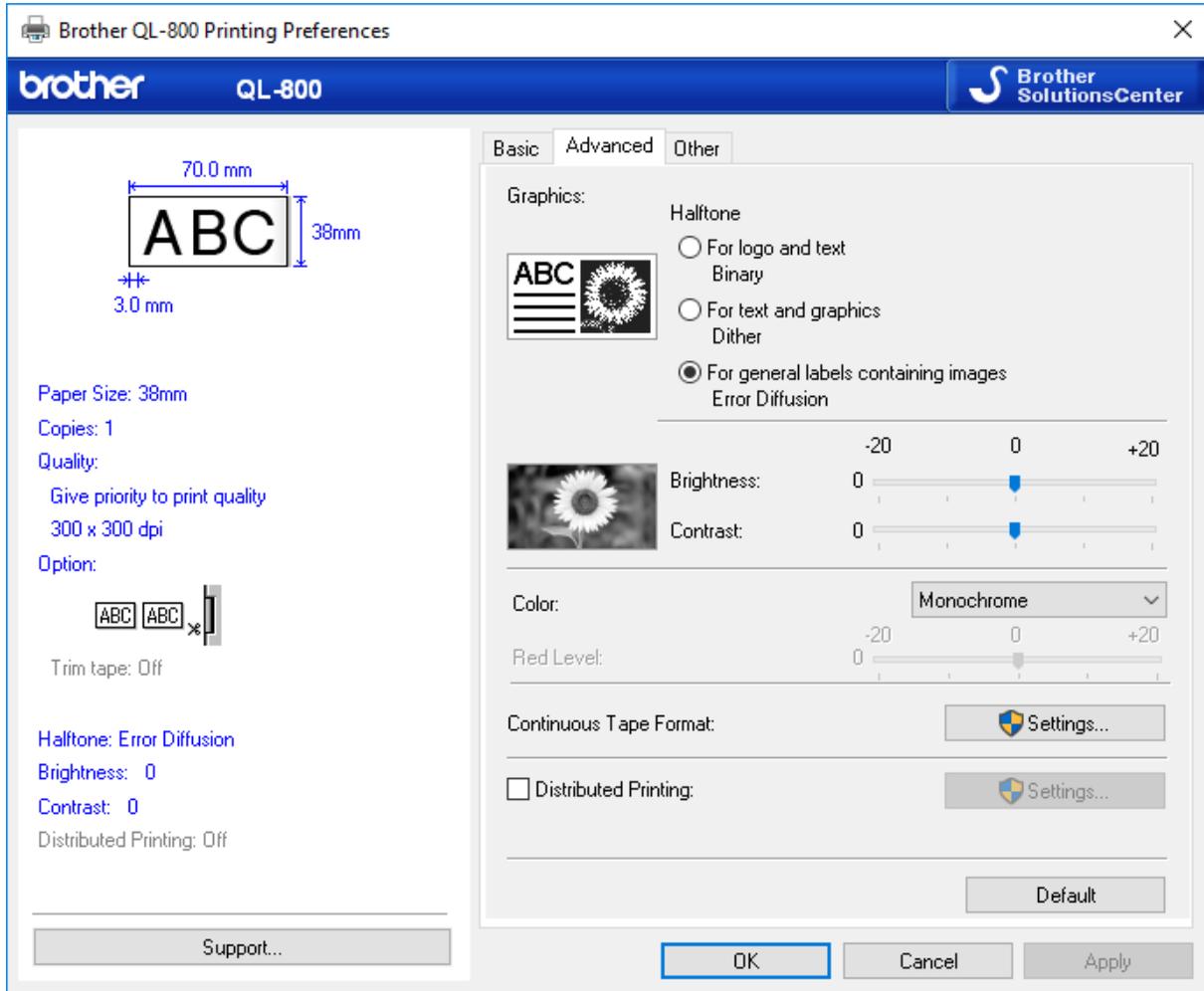


On the “**Basic**” tab, check the settings are the same as the below screenshot. V1 25-09-2017

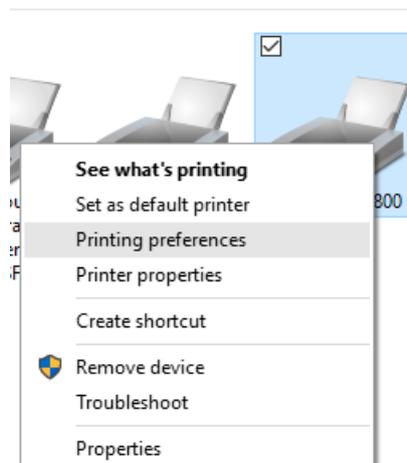


The screenshot shows the 'Brother QL-800 Printing Preferences' dialog box. The window title is 'Brother QL-800 Printing Preferences'. The interface includes a 'brother QL-800' header and a 'Brother SolutionsCenter' logo. The 'Basic' tab is selected, showing a preview of a label with 'ABC' text, dimensions of 70.0 mm width and 38 mm height, and a 3.0 mm feed. Below the preview, settings include Paper Size (38mm), Copies (1), Quality (Give priority to print quality, 300 x 300 dpi), and Option (Trim tape: Off). The 'Advanced' tab is also visible, containing settings for Paper Size (38mm), Width (38mm), Length (70.0 mm), Feed (3.0 mm), Orientation (Landscape selected), Copies (1), Collate (unchecked), Reverse Order (unchecked), Quality (Give priority to print quality), and Option (Cut Every 1 labels, Cut at end checked, Mirror Printing unchecked, Trim tape after data unchecked). A 'Default' button is located at the bottom right of the 'Advanced' tab. The main dialog has 'Support...', 'OK', 'Cancel', and 'Apply' buttons at the bottom.

Then click on the “**Advanced**” tab and mirror the settings below.



Check that the above settings are the same under the “**Printing preferences**” option menu when you right click the **Brother QL-800**. If they are not the same, alter these to match the above settings.



SCANNING RECOMMENDATIONS

PSF can work in several ways regarding the scanning in of Documents. This all depends on the type of PSF Software installation you have.

If PSF is installed locally on a client machine and you have a local USB WIA compatible scanner, PSF will allow you to scan documents directly in from your scanner into the Document Scanning program.

However, if PSF is installed on a terminal server / Cloud environment you will be required to use the Document scanning program in a different way.

Your scanner should be setup to be able to scan to a designated **PSF Scans** folder located on your network (preferably to a mapped drive the PSF Users can write to) in the following format:

300dpi resolution

PDF/JPEG / TIFF format

Full Colour or Grayscale