

Shift4 Draft Printer Installation

Basic instructions to install and test the Shift4 Draft Printer.

Requirements

One of the two following requirements must be met.

1. Printer - One of the following printer options:
 - Windows printer installed locally or on network.
 - Draft Printer - Supported draft printers (via COM ports) are:

| | |
|-----------------------|-----------------------------|
| Citizen DP560-RS | DataCard Silent Partner |
| Generic/Plain ASCII | Star DP8340 |
| Verifone PrintPak 350 | Verifone VFI 250/950 (slip) |
| EPSON TM-90 Receipt | EPSON TM-T88III Receipt |

2. Windows NT 4.0 or higher
3. IE 7.0 or greater
4. Pkzip compatible utility (e.g. WinZip)

Installation

You must have administrator rights to your computer or get the assistance of your administrator to install the draft printer driver.

Retrieving

To retrieve the draft printer driver, open your Web browser and key in

<http://www.shift4.com/downloads/S4DraftSetup.exe>

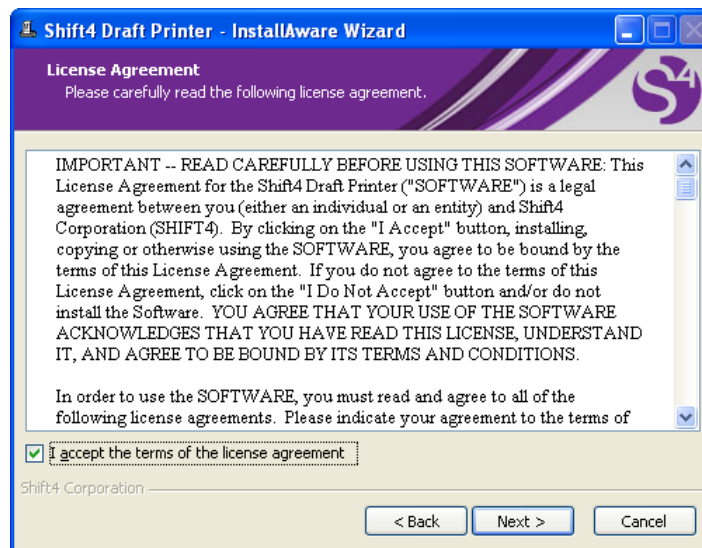
<http://www.shift4.com/downloads/shift4draftprinter.zip>

Installing

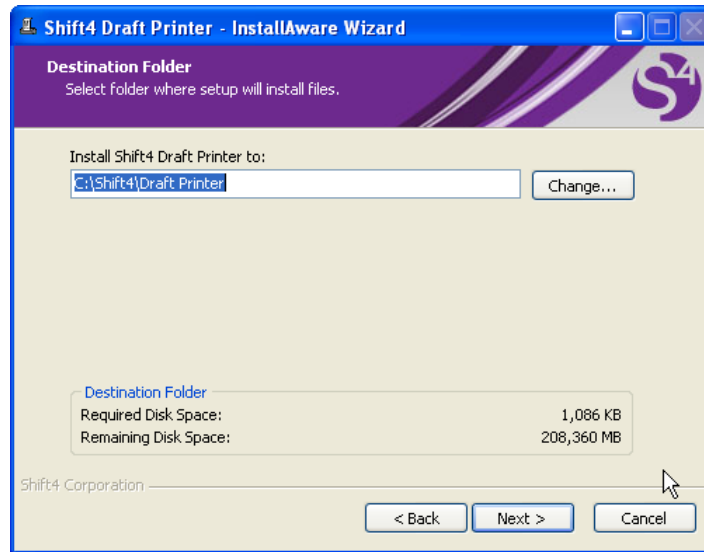
1. Go to directory where you downloaded "S4DraftSetup.exe" and double click the file.
2. In the Welcome to the installation wizard for Shift4 Draft Printer, click **Next**.



3. In the License Agreement screen, select I accept the terms in the license agreement and click **Next**.



4. In the Destination Folder, select the desired destination folder and click **Next**.



5. In the Completing the installation wizard for Shift4 Draft Printer screen, click **Next**.



6. In the Completing the installation wizard for Shift4 Draft Printer screen, verify **Run Shift4 Draft Printer now** is selected and click **Finish**.



Note: If your Shift4 installation path is different please change it here

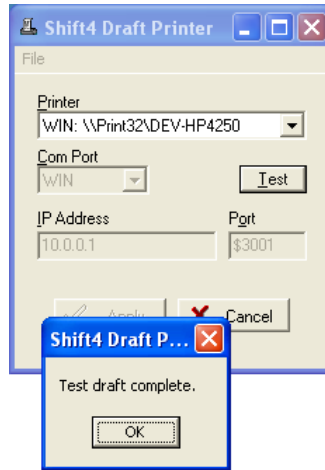
Configuring

Part 1: Draft Printer Setup

1. Start the Shift4 Draft Printer by selecting **Start > Programs > Shift4 Corporation > S4Draft**.
2. From the **Printer** drop down list, select your printer.

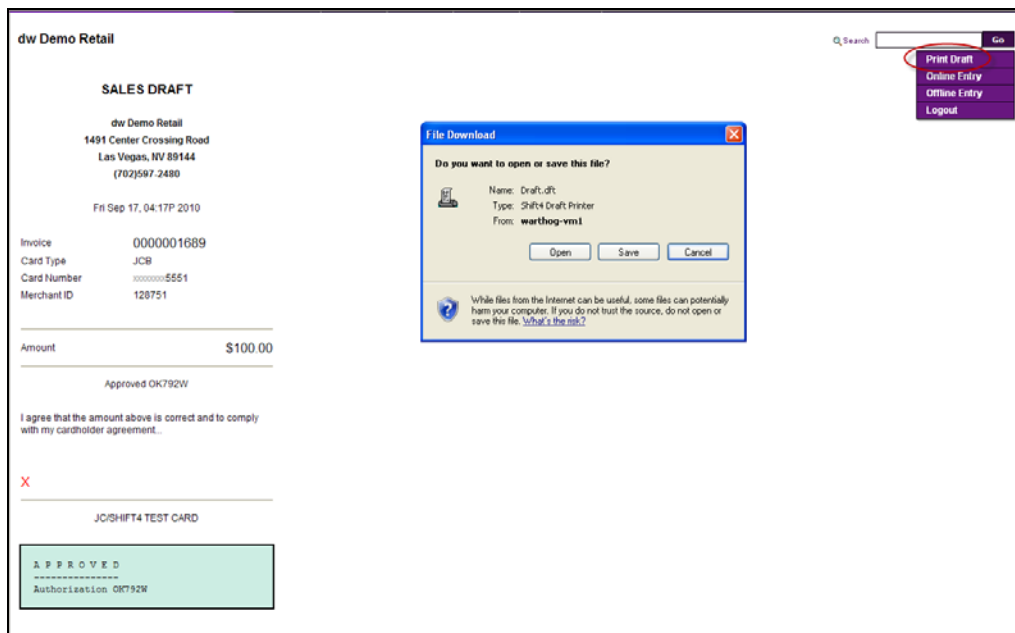


3. If applicable, select a **Com Port** from the drop down list.
4. Click **Apply**.
5. If you would like to check the connection to the printer, click **Test**.

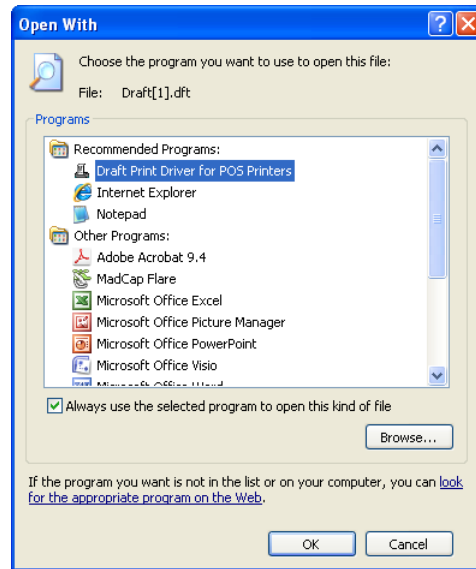


Part 2: DOTN Setup

1. Log in to your DOTN account.
2. Select any merchant and click **Submit**.
3. From the menu bar, select **Current > View Transactions**.
4. Click on the **Invoice Number** of any transaction.
5. Click the **Offline Edit** button from the side menu bar.
6. Scroll down to bottom of the **Offline Entry** page and click **Submit**. The Sales Draft screen will be displayed.
7. Click the **Print Draft** link from the side menu bar, and the **File Download** screen appears.



8. Click **Open**.
9. Insure the option **Always use this program to open these files** is checked. (You must have administrator rights to your computer to make this setting permanent and eliminate future pop-up notifications).



10. Select **Draft Print Driver for POS Printers** from the list of programs. If S4Draft is not listed:
 - Click the **Browse/Other** button.
 - Navigate to "C:\Shift4\S4Draft."
 - Click on "S4Draft.exe" and click **Open**.
 - Click **OK**.

A Sales draft of your transaction should now print to selected printer. Steps 8 through 11 are a one time setup. All subsequent times that the Print Draft link is clicked, the SALES DRAFT or VOID will print automatically.