

## 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>

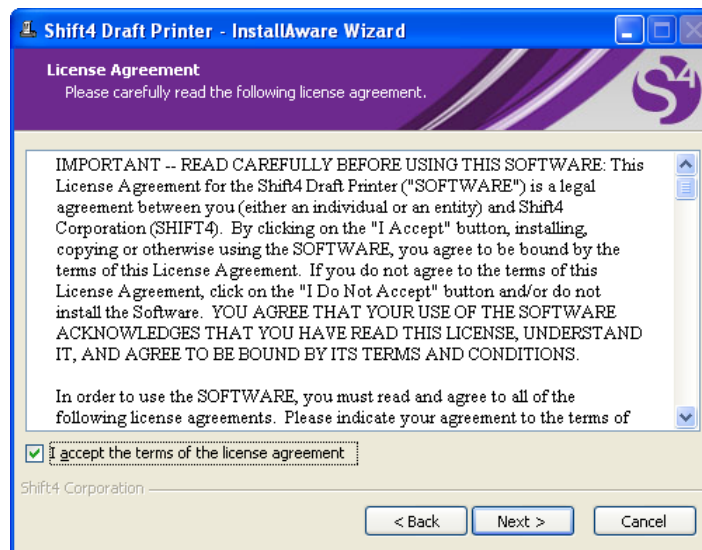
<http://www.shift4.com/downloads/shift4draftprinter.zip>

## Installing

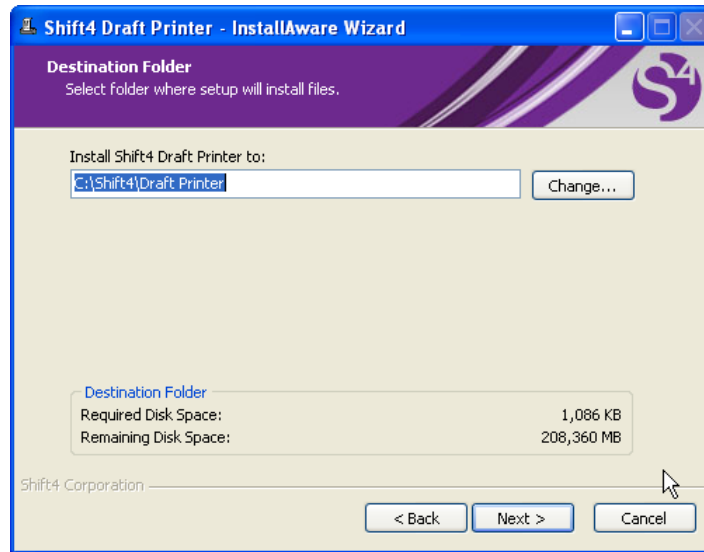
1. Go to directory where you downloaded "S4DraftSetup.exe" and double click the file.
2. In the Welcome to the installation wizard for Shift4 Draft Printer, click **Next**.



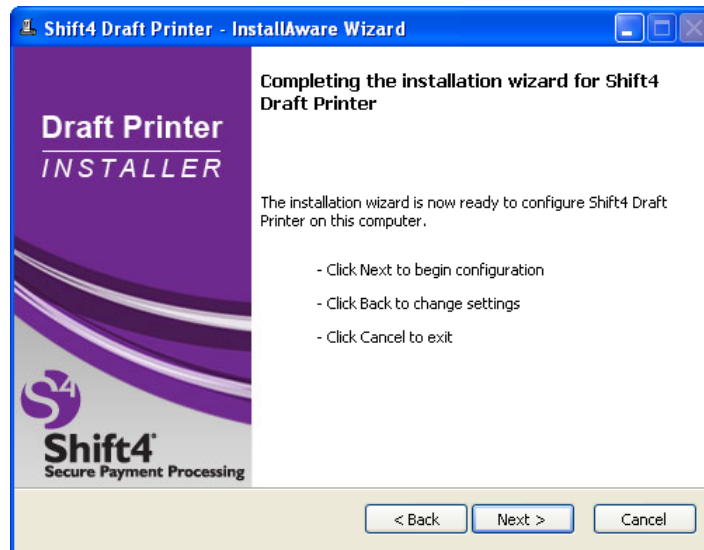
3. In the License Agreement screen, select I accept the terms in the license agreement and click **Next**.



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**.

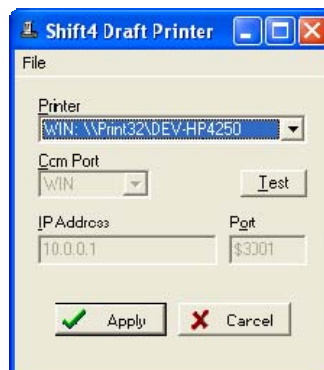


**Note:** If your Shift4 installation path is different please change it here

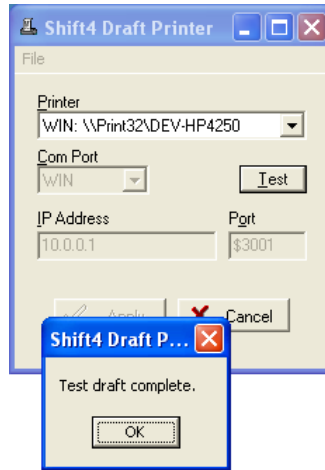
## Configuring

### 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.

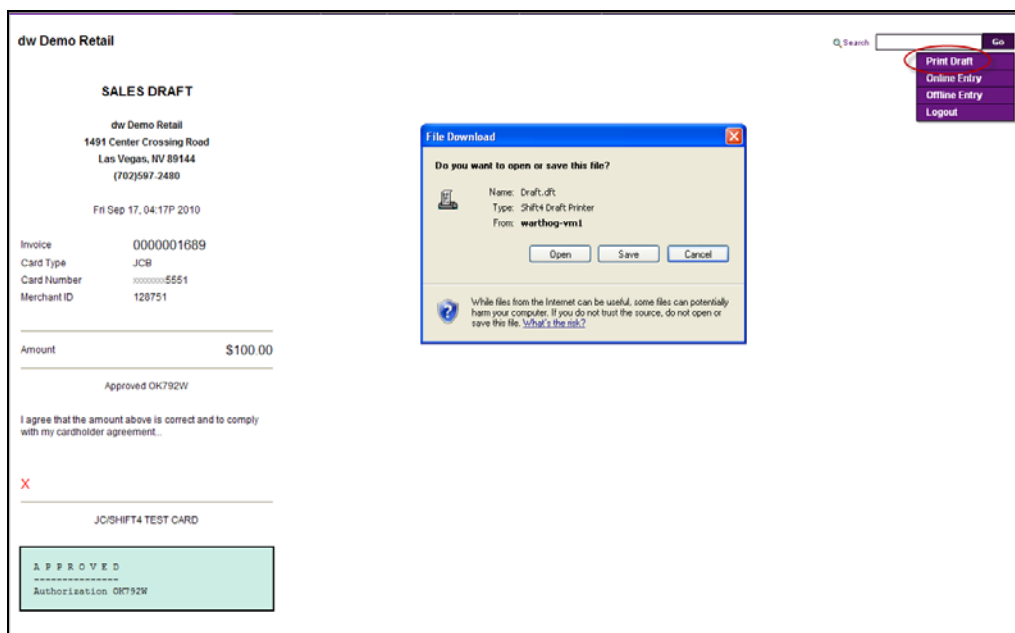


3. If applicable, select a **Com Port** from the drop down list.
4. Click **Apply**.
5. If you would like to check the connection to the printer, click **Test**.

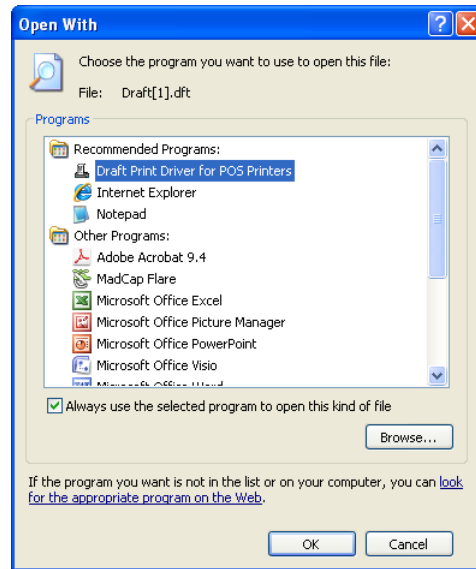


## Part 2: DOTN Setup

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.