



**Business Plus Accounting
Hardware Setup Guide
For Windows 7**

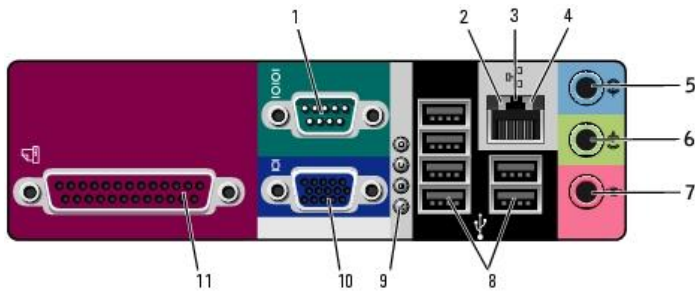
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Chapter 1 - Description of Computer Ports

Thank you for purchasing a Business Plus Accounting point of sale hardware system. This quick start guide will assist you in making the necessary hardware connections to begin using your point of sale system.

Before we begin it is important to understand what connections are available on the back of the computer. Below is an explanation of each connection.

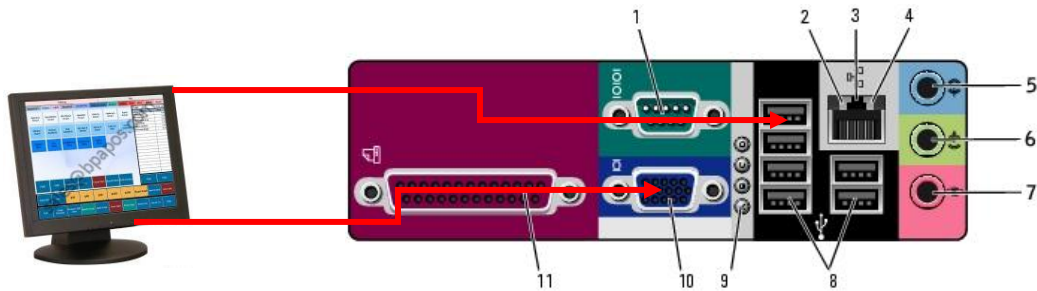


- 1 – Serial Port
- 2 – Network Link Indicator
- 3 – Network Port
- 4 – Network Activity Indicator
- 5-7 – Audio Connectors (not used)
- 8 – USB Ports
- 9 – Hardware Diagnostic Light
- 10 – VGA Video Port
- 11 – Parallel Port

Chapter 2 - Connecting Your Touch Screen

Your touch screen monitor will have two connections that need to be made to the computer and one connection for power to the monitor.

Note: When you remove the monitor from the package please keep track of the power adapter that was included with the monitor. Your system may come with additional power adapters for other hardware. Although the connection may be the same on these adapters, only the adapter that came with the monitor is intended to be used with it. Others adapters may cause permanent damage to the monitor and void the warranty.



The larger cable of the two will plug into the blue colored connector on the back of the computer. This is the video cable. The second connection you will make will go to any of the available USB ports on the back of the computer. The power adapter will connect to the small round plug on the back of the monitor.

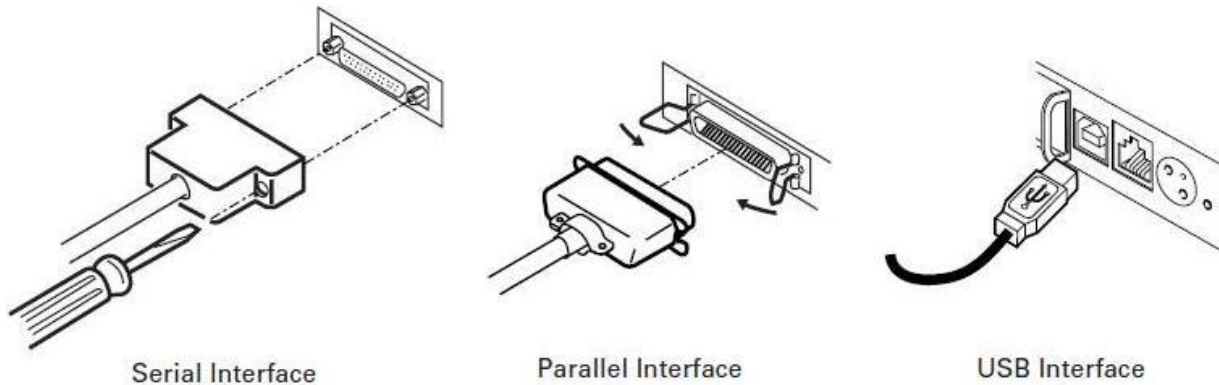
Chapter 3 – Setting Up Your Printers In Windows 7

The steps to setting up your printers in Windows 7 are as follows:

1. Connect your printers to your stations
2. Determine the ports used by the printer
3. Install the printer in Windows 7
4. Print a Test Page to the printer from Windows
5. Configure printer sharing

Connecting Your Printers

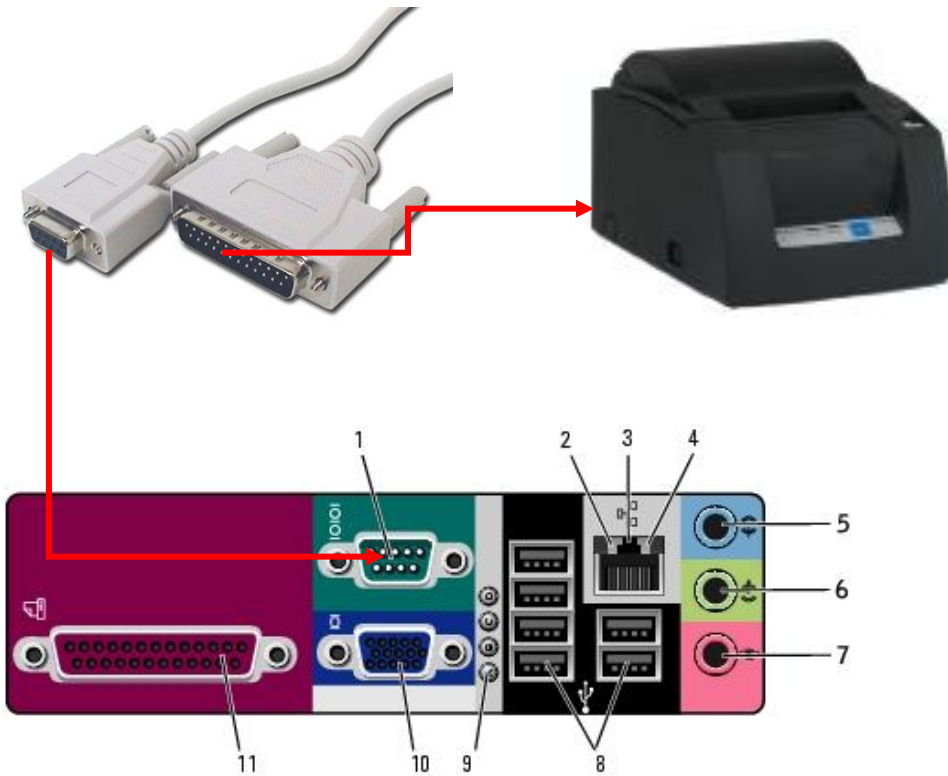
The first step in connecting your printer is to identify the type of connection that your printer uses. There are three types of connections that your printer may have. If you purchased used receipt printers and/or a kitchen printer from BSS, they will use the serial interface. New receipt printers will typically use the USB or parallel interface. The USB interface is also used on select systems such as all-in-one stations.



Look at the back of the printer to identify the interface. A serial connection has 25 pins with screw terminals on either side. The parallel interface has a place for a bar in the middle of the connector and has clips on either side. The USB interface is a small square connector.

Serial Interface:

A serial interface printer will use a cable with the connections below.

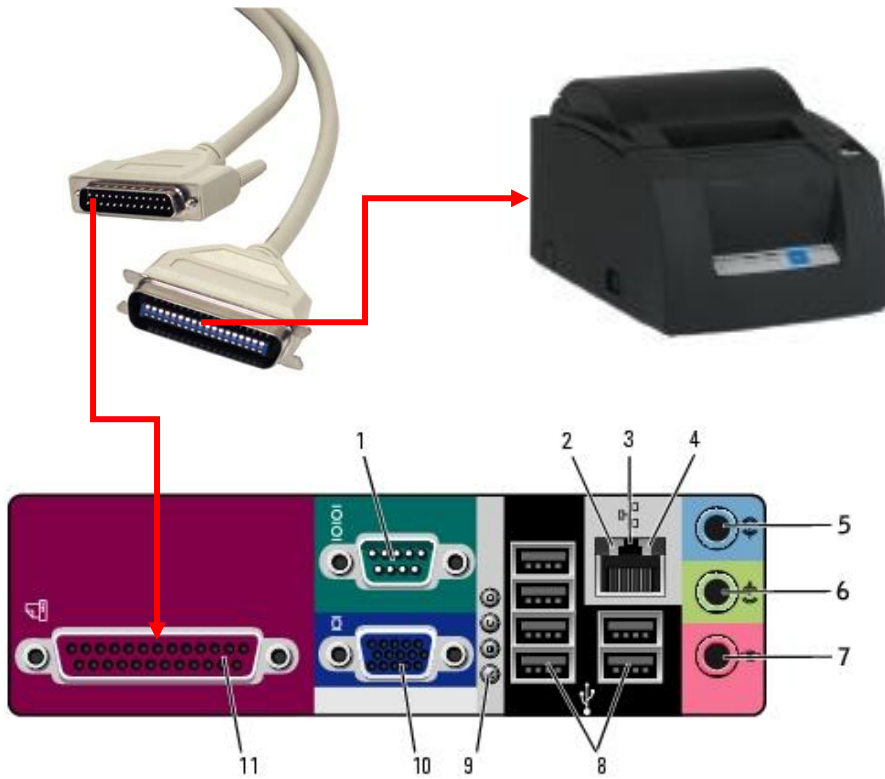


The end of the cable with the 25 pins will connect to the back of the printer. The smaller 9 pin end of the cable plugs into the teal-colored port on the back of the computer.

Note: Kitchen printers will almost always use this interface; however the cable may be slightly different. If a kitchen printer came with your system you should have received a long Ethernet cable with adapters on the ends. Use this cable to connect your kitchen printer in this same manner. The kitchen printer can be connected to any of the computers included with your system. Additional setup may be required to get each station printing to the kitchen. Please contact tech support at 801-336-3303 if all stations do not send orders to the kitchen.

Parallel Interface:

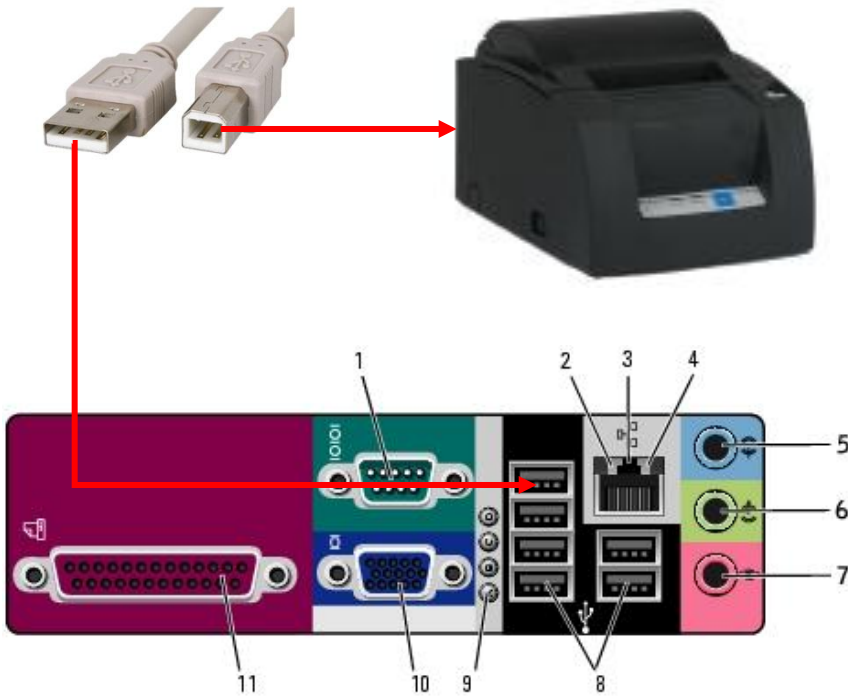
A parallel interface printer will use a cable with the connections below.



The end of the cable with the bar in the middle will connect to the back of the printer. The end of the cable with the 25 pin connector will connect the pink 25 pin port on the back of the computer.

USB Interface:

A USB interface printer will use a cable with the connections below.



The square end of the USB cable will connect to the back of the printer. The flat end of the cable can be plugged into any available USB port on the computer.


All of the receipt and kitchen printers sold by BSS use the same round 3 pin power connect. The power supply that came with the printer should connect to the small 3 pin connector on the back of the printer.

Setting Up Your Printers In Windows 7

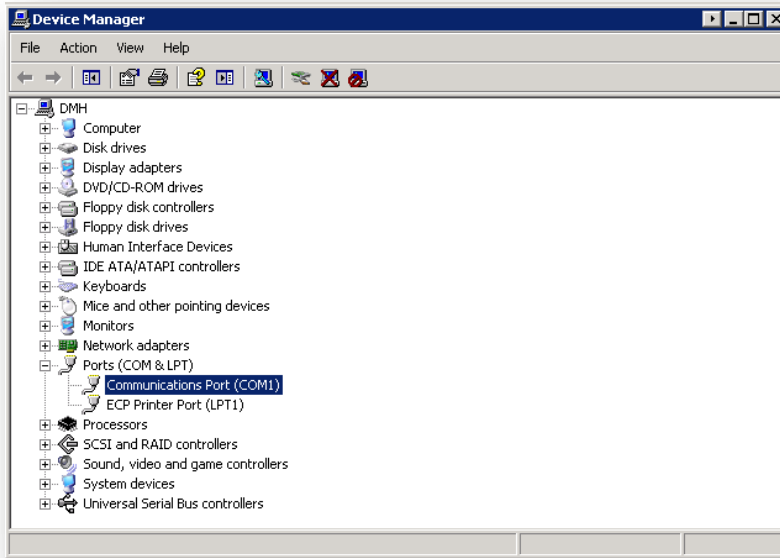
Note: If this you are setting up POS systems that you have purchased from Business Software Solutions for the first time, you can skip to the section [Testing Pre-Configured Printers In Windows 7](#). These systems will already have printers installed.


Determine Printer Ports

Next, you will need to determine which ports your printer is using (COM, LPT, USB, etc). To do this, perform the following steps:

1. First, go to the Windows Device Manager by going to the **Start** button  → Right Click on **Computer**, then go to **Properties**. Next, in the upper left corner, click **Device Manager**.

2. Click the plus(+) sign next to ports.



Remember, serial ports  are **COM** ports (Communication Ports).

Parallel Ports  are **LPT** ports (ECP Printer Ports).


You may also see “**USB To Serial (COM)**” ports as well.
USB Printers will not show in the Device Manager.



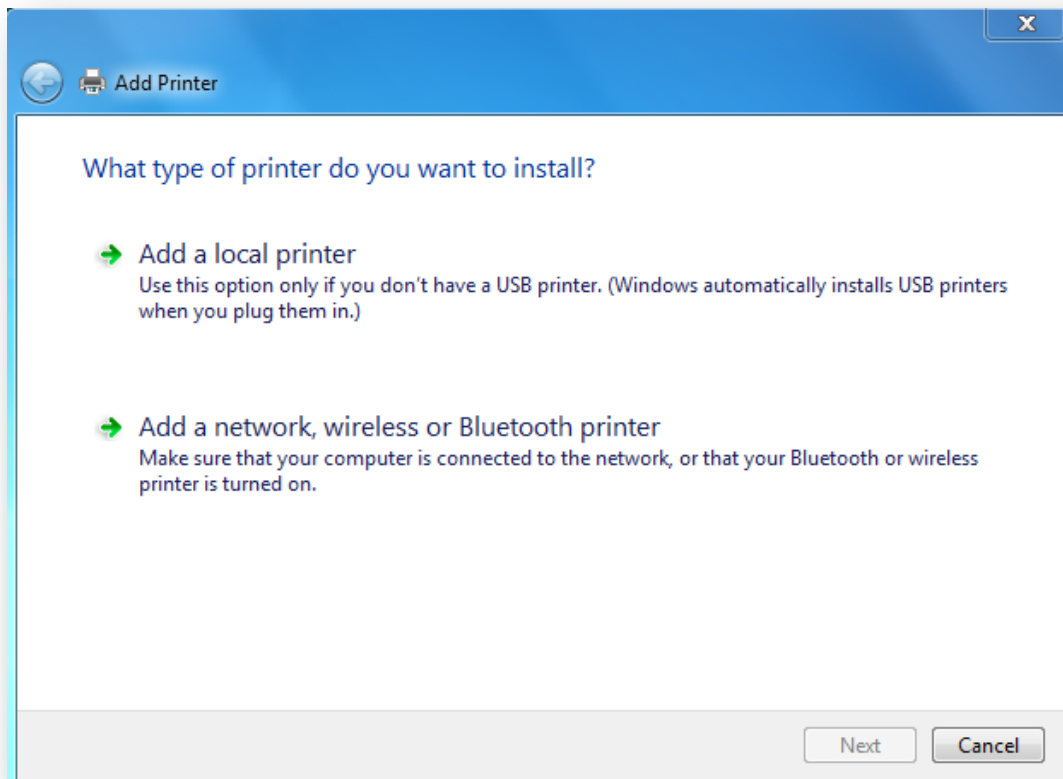
3. Take note of the ports you have listed. Then, close the **Device Manager** window.

Installing Printer Software

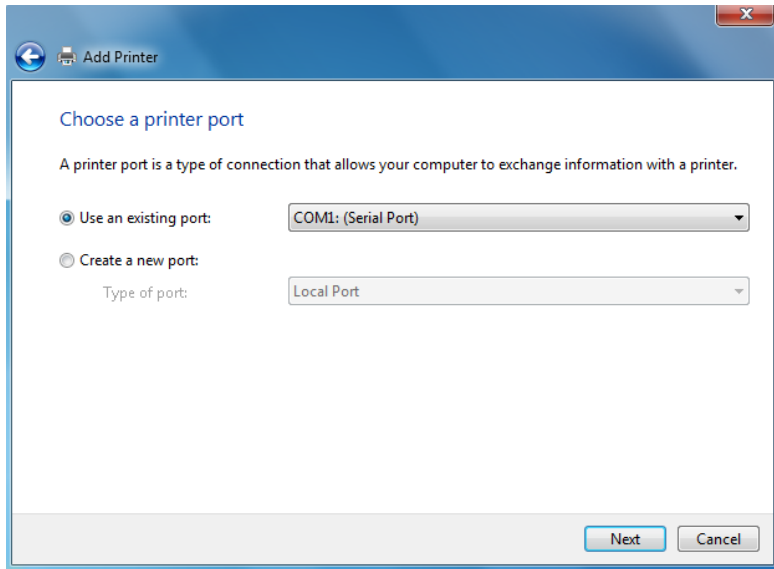
To install a printer in Windows 7, perform the following steps:

1. Go to the **Start** button  → **Devices and Printers**.
2. Click the **Add Printer** button. This will bring up the **Add Printer Wizard**.

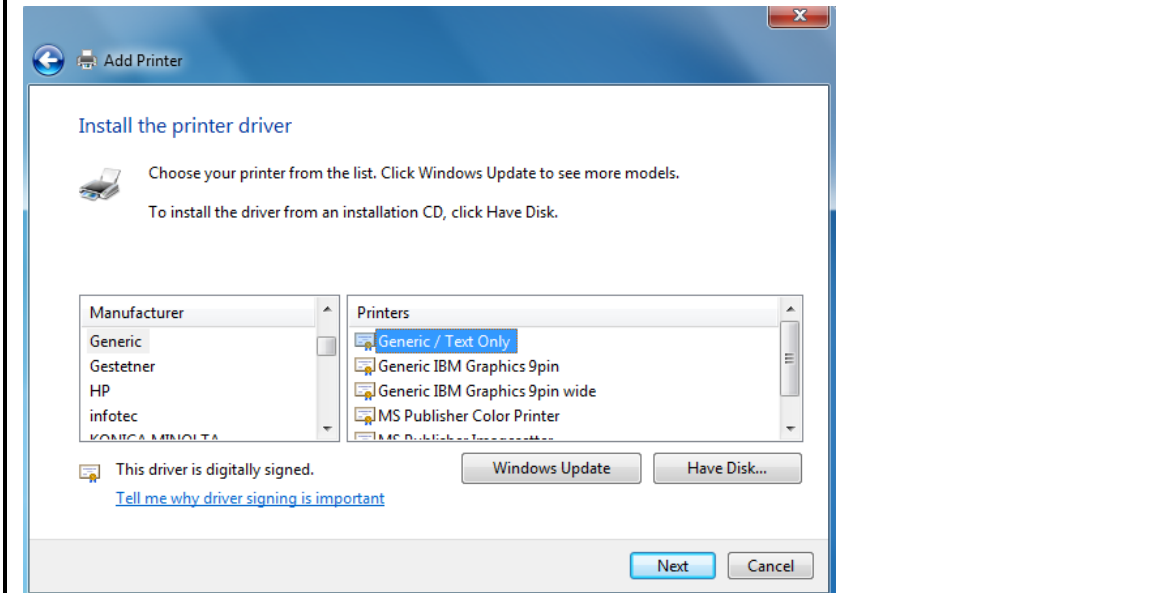
3. Click “**Add a local printer**”.



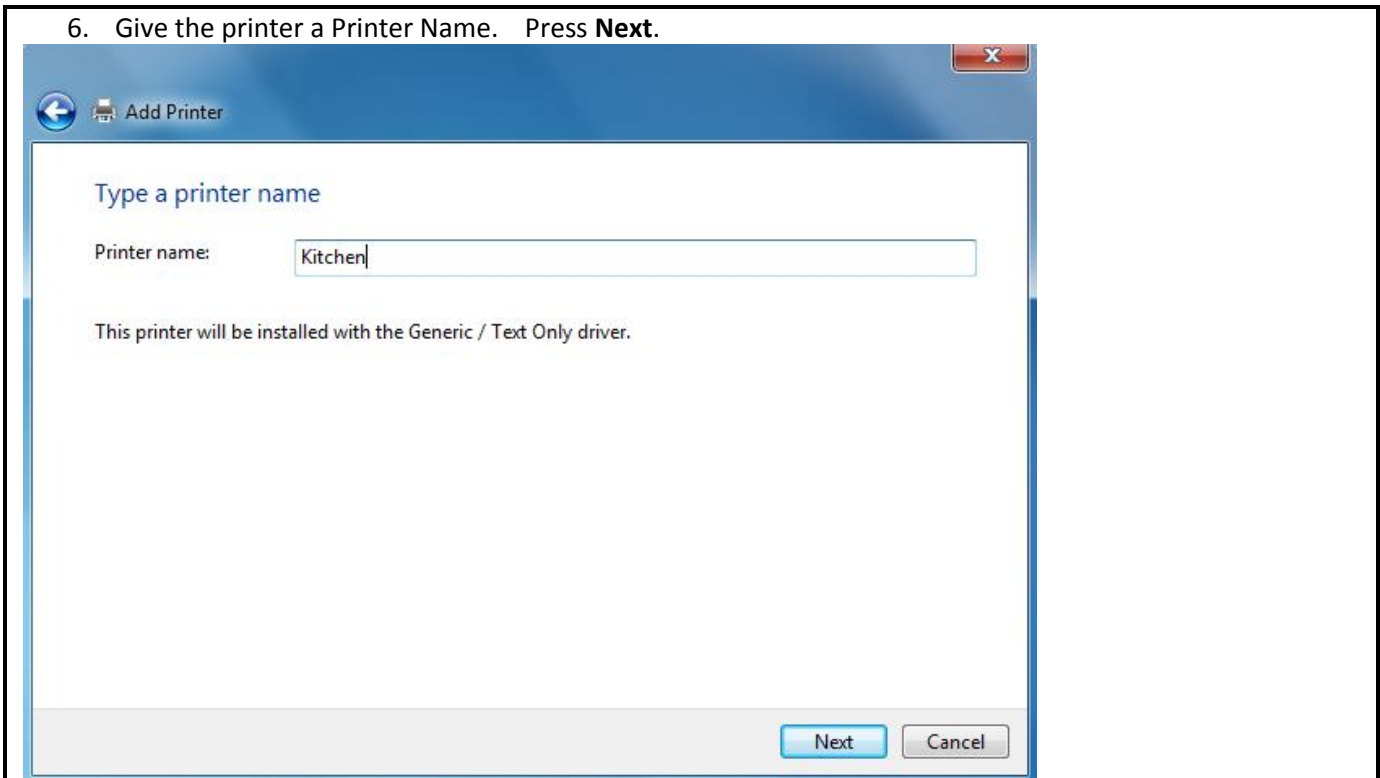
4. Here, you will need to select the appropriate port, and then press Next.
 - a. If your printer is a Parallel printer, choose **LPT1**.
 - b. If your printer is a Serial printer, choose the appropriate **COM1** or **COM2**.
 - c. If your printer is a USB Printer, choose **USB001**.
 - d. If your printer is a USB to Serial Connection, choose the appropriate **COM** port.



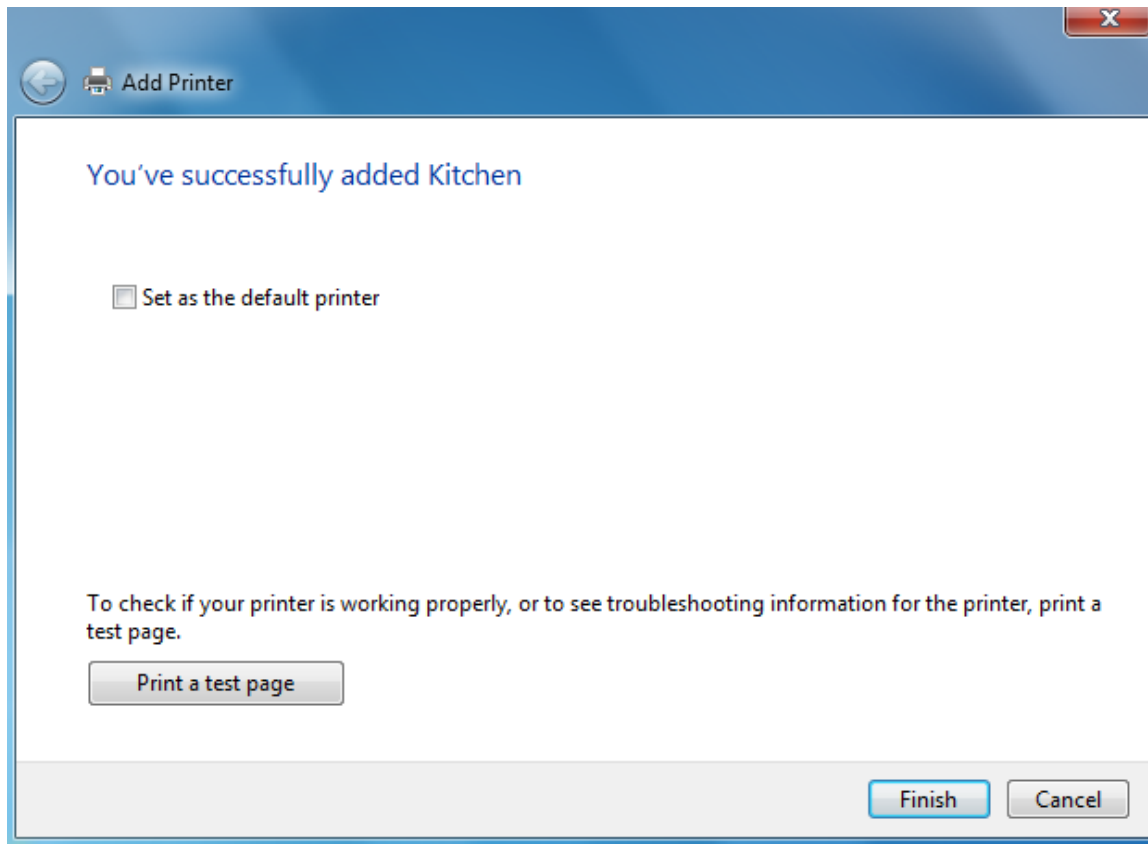
5. The next screen will ask you for the printer model. Under **Manufacturer**, choose **Generic**. Under **Printers**, choose **Generic/Text Only**. Press **Next**.



6. Give the printer a Printer Name. Press **Next**.



7. Your printer has been installed. Also, uncheck **“Set as the default printer”**. Click the **“Print a test page”** button to determine if the printer was installed correctly.
8. Finally, click **Finish**.




If the test page was successful, then continue to the section on [Setting the Paper Layout/Configuring Sharing Options](#)

If a test page does not print, then refer to the section on [Printer Troubleshooting](#), or, give us a call at 801-336-3303.

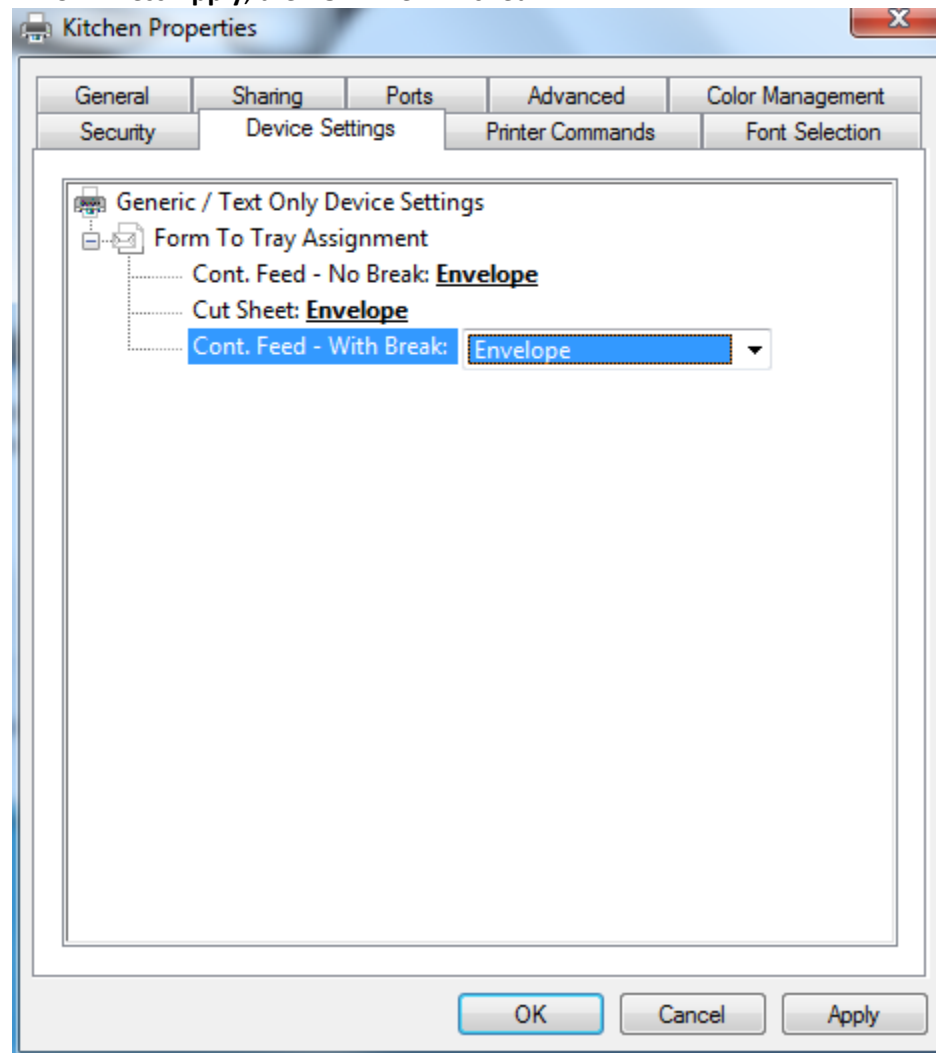
Setting the Paper Layout/Configuring Sharing Options In Windows 7

Once you have successfully printed a Windows Test Page, you will need to adjust the Windows paper settings and share your printer. To do this, perform the following steps:

Setting the Paper Layout


1. Go to the **Start** button  → **Devices and Printers**.
2. Right Click on the printer you have just added, and then click **Printer Properties**.
3. In the Properties window, go to the **Device Settings** tab.

4. For all three paper settings under the “**Form To Tray Assignment**” section, you will need to change them to say **Envelope**.
5. Press **Apply**, then **OK** when finished.

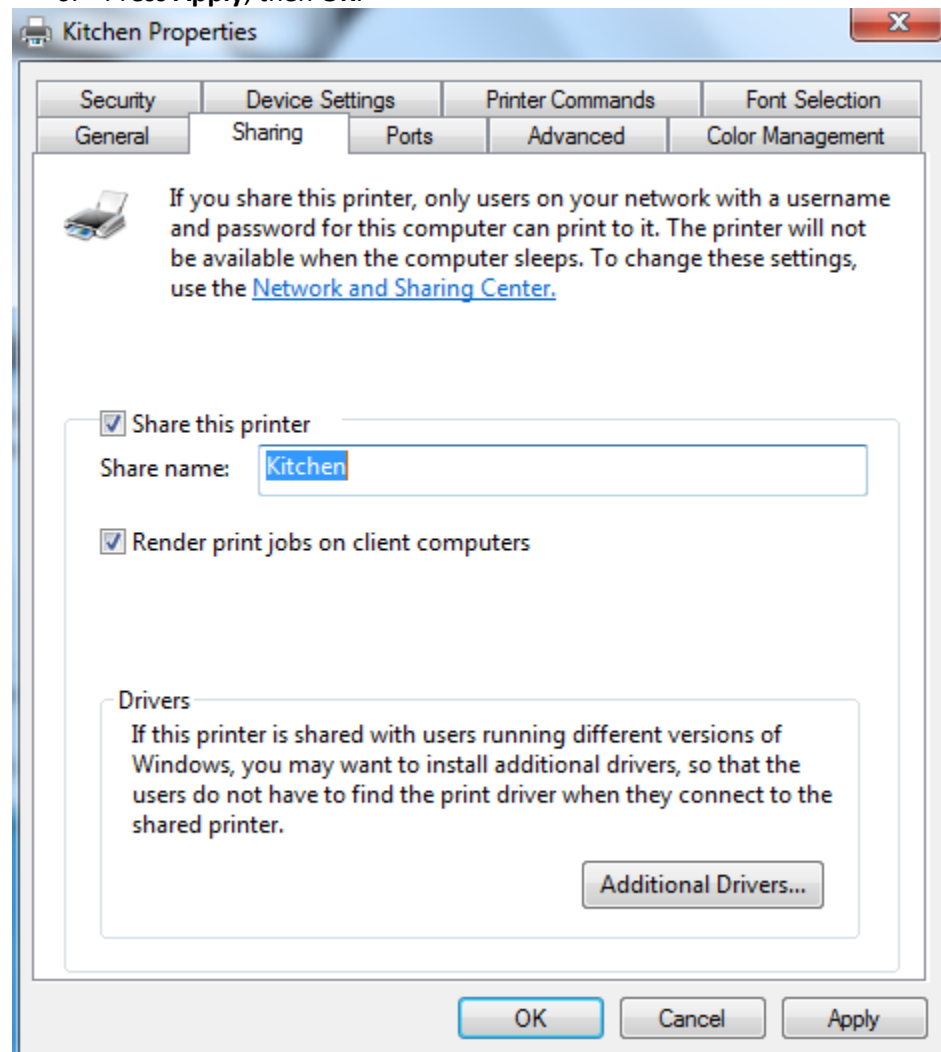


Configuring Sharing Options

To share the printer, perform the following steps:

1. Go to the **Start** button  → **Devices and Printers**.
2. Right click on the printer you have just configured, and then select **Properties**.
3. Go to the **Sharing** tab.
4. Click the “**Change sharing options**” button.


5. Place a check mark next to “**Share this printer**”.
6. Press **Apply**, then **OK**.

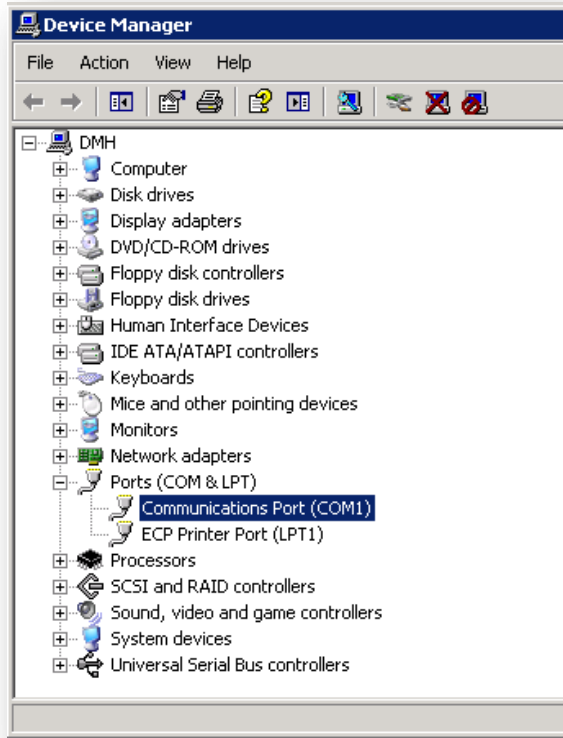


Troubleshooting Printing

You must be able to successfully print a test page with Windows before you can begin setting up the BPA software. If the above steps did not result in a successful test page, then you can try the following steps:

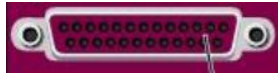
1. Unplug, then re-attach all printer connections.
2. Turn the printer off and on.
3. Ensure the printer has paper loaded.

4. Ensure that the proper port is selected in Windows. To do this, perform the following steps:
 - a. First, go to the Windows Device Manager by going to the **Start** button  → Right Click on **Computer**, then go to **Properties**. Next, in the upper left corner, click **Device Manager**.
 - b. Click the plus(+) sign next to ports.





Remember, serial ports are **COM** ports (Communication Ports).




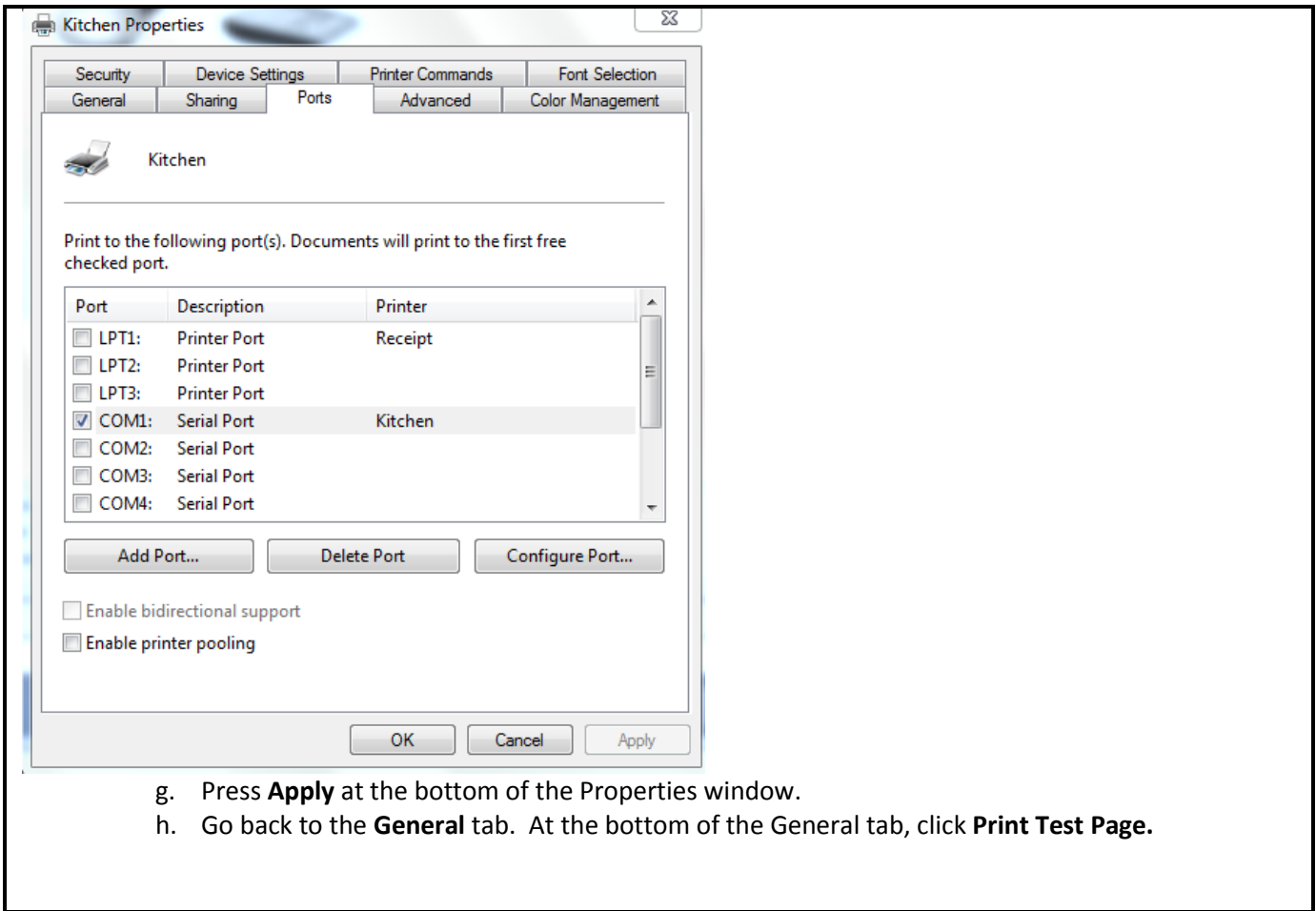
Parallel Ports are **LPT** ports (ECP Printer Ports).



You may also see “**USB To Serial (COM)**” ports as well.

USB printers will not show in the Device Manager.

- c. Take note of the ports you have listed. Then, close the Device Manager window.
- d. Next, go to your Printer Properties window.
 - i. Go to the **Start** button  → **Devices and Printers**.
 - ii. Right Click on the printer you have just added, then click **Printer Properties**.
- e. Go to the **Ports** Tab.
- f. Select the appropriate port.
 - i. For example, if you know you have a serial printer (**COM1**), but, the port select is **LPT1** (parallel printer), then place a check mark next to **COM1**.
 - ii. Or, if your printer is a serial printer, system has a **COM1** and **COM2** (serial) port, and the port selected is **COM1**, then place a check mark on **COM2**.
 - iii. Or, if your printer is a USB printer, and the port selected is **COM1**, then place a check mark next to **USB001** (Virtual Printer Port).



- g. Press **Apply** at the bottom of the Properties window.
- h. Go back to the **General** tab. At the bottom of the General tab, click **Print Test Page**.


If you still cannot produce a Windows test page, please give our Technical Support a call at 801-336-3303.

If a test page was successful, ensure that the paper layout in Windows is setup correctly, and the printer is properly shared. [Setting the Paper Layout/Configuring Sharing Options in Windows 7](#)

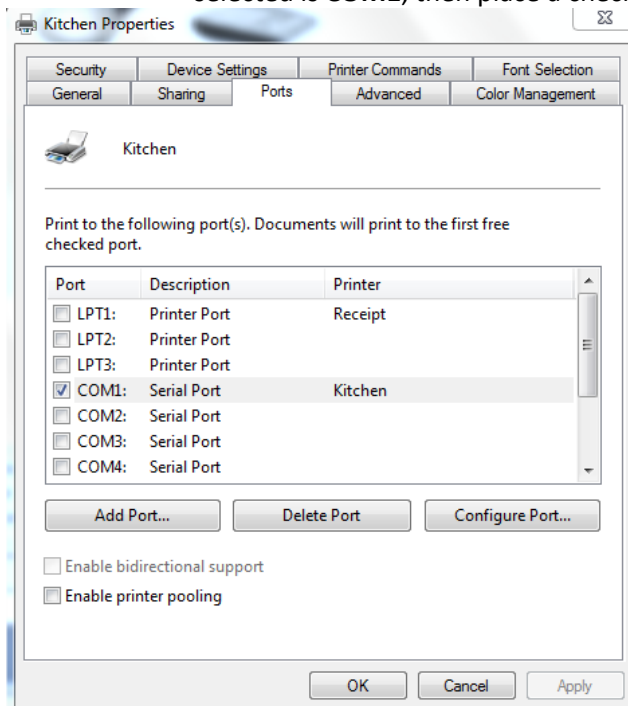
Testing Pre-Configured Windows 7 Printers

If you have purchased a system from Business Software Solutions, each computer will already have a “Receipt” and “Kitchen” printer installed. Once you have plugged the printers to your computer, you will then want to attempt to print a Windows test page from those printers. To do this, perform the following steps:

Note: A “Kitchen” printer will be installed on every station by default. However, you will only need to print Windows test pages from the computer that you physically connected the kitchen printer to.

1. Go to the **Start** button  → **Devices and Printers**.
2. Right Click on the printer you have just added, then click **Printer Properties**.
3. Go to the **Ports** Tab.

4. Select the appropriate port.
 - a. For example, if you know you have only once serial printer (**COM1**), but, the port select is **LPT1** (parallel printer), then place a check mark next to **COM1**.
 - b. Or, if your printer is a serial printer, system has a **COM1** and **COM2** (serial) port, and the port selected is **COM1**, then place a check mark on **COM2**.



5. Press **Apply** at the bottom of the Properties window
6. Go back to the **General** tab. At the bottom of the General tab, click **Print Test Page**

If a test page does not print, then refer to the section on [Printer Troubleshooting](#), or, give us a call at 801-336-3303.

Chapter 4 - Configure the BPA Software for Printing (Restaurant, Delivery, and Hotel Customers)

After you have successfully printed a Windows test page, and you have configured the paper layout, you can now begin setting up the BPA software for printing.

Assigning Products to Kitchen/Bar Printers

When adding products to your menu, you will want to specify the printer each product will print to.

The system allows for five (5) kitchen printers, and one (1) expeditor printer. For example, you can have one printer assigned for your cooks in the kitchen, one assigned for a bar, etc.

Printer setup for each item is configured in **Restaurant System**→**Manager Functions**→**Define Menu Items**. For each menu item, there will be a section called **“Cook’s Printers.”**

The screenshot shows the 'Define Menu Items' window with the following configuration details:

- Product Code (SKU):** SIDE- SWEET POTATO (New Prod.)
- Description:** BAKED SWEET POTATO
- Dine In Price:** 1.13
- Dine Out Price:** 1.13
- Menu Button Picture:** No Image Selected
- Happy Hr Price:** (Empty)
- Lunch Price:** (Empty)
- Menu Item Options:**
 - Select Menu: Sides & Extras
 - Button Text Top: SWEET
 - Button Text Bottom: POTATO
- Modifier Lists:**

	Enable	Min	Max
beans:	N		
meat:	N		
salsa:	N		
cream:	N		
Pizza Toppings:	N		
Condiments:	N		
Mike:	N		
change this name:	N		
Pizza Stuff:	N		
Seans Figuring it Out:	N		
Custom Sides List:	Y		9
- Modifier Lists (Cont.):**
 - Cooking Instructions: N
 - Mixing Modifiers: N
- Cook's Printers:**
 - Print on Cook's Printer 1: Y (Items not assigned to 1 or more cook's printers can print on default receipt printer (See Misc Definitions))
 - Print on Cook's Printer 2: N
 - Print on Cook's Printer 3: N
 - Print on Cook's Printer 4: N
 - Print on Cook's Printer 5: N
 - Print on Expediter Printer: N
- Other Options:**
 - Security Event: N
 - Allow a Custom Price: N
 - Allow a Custom Credit: N
 - Make Item Button Active: Y
 - Cook's Printer Text: (Empty)

Navigation buttons at the bottom: Pick-F8, Top, Prev, Next, Bottom, Find, Save-F3, Cancel, Delete, Exit.

If the item needs to be sent to the cook, you will want to place a Y next to the appropriate kitchen printer. If you only have one (1) kitchen printer, then you can just put a Y next to “**Print on Cook’s Printer 1.**”

Also, if you have a separate bar printer for drinks, each drink can be assigned to a cook’s printer as well. An example of this type of setup would be the following:

Cooks Printers	
Print on Cook’s Printer 1: <i>(for food items)</i>	Y
Print on Cook’s Printer 2: <i>(for bar items)</i>	Y
Print on Cook’s Printer 3:	N
Print on Cook’s Printer 3:	N
Print on Cook’s Printer 3:	N
Print on Expediter Printer:	N

For more information on setting up menu items, you can refer to our BPA Quick Start Guides:

BPA Restaurant Professional Quick Start Guide: <http://bit.ly/restaurantquickstart>

BPA Restaurant Delivery Quick Start Guide: <http://bit.ly/deliveryquickstartguide>

or

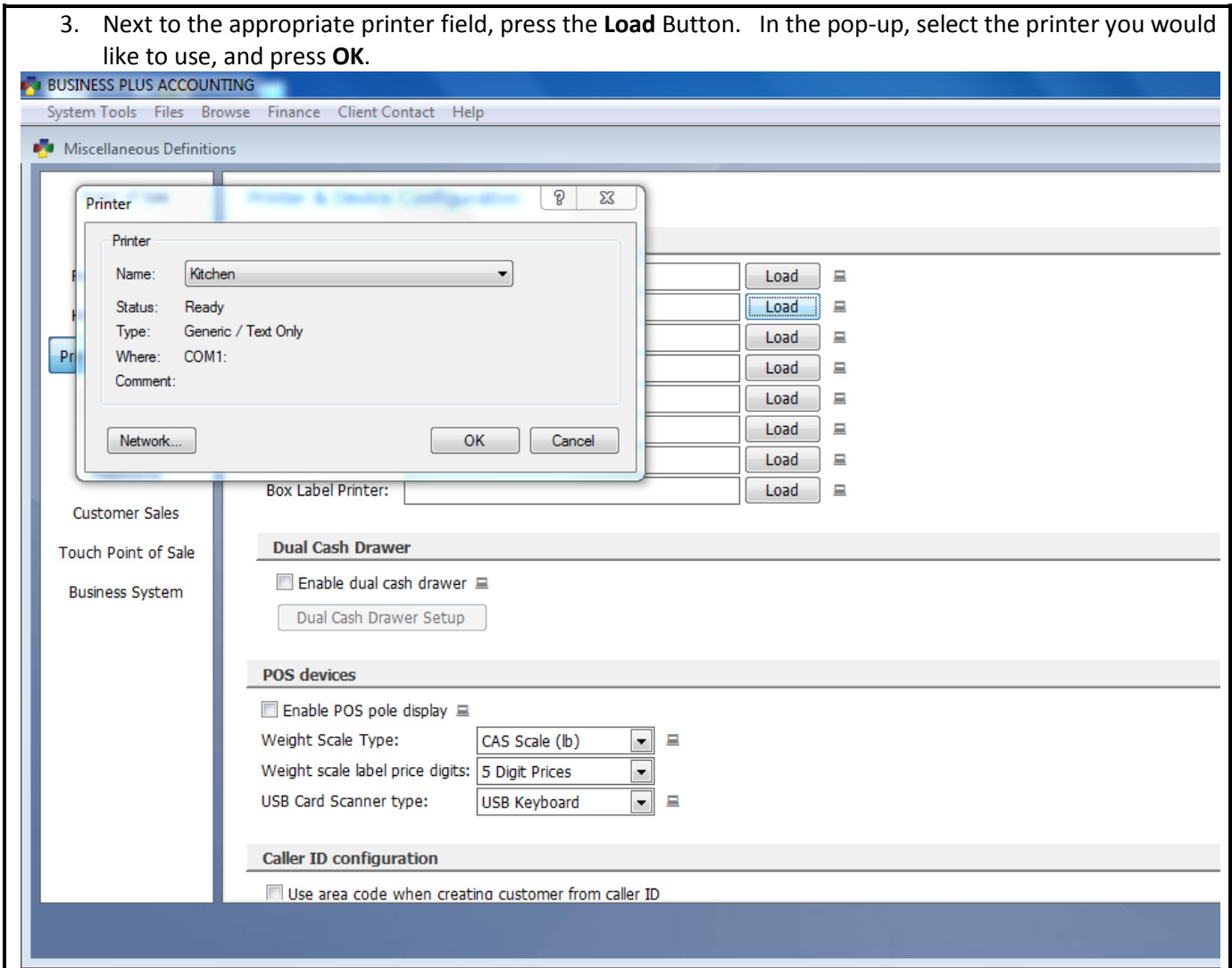
View the **Getting Started video tutorial** at <http://bit.ly/bpavideotutorials>

Adding Printer Information to BPA

Finally, we will need to tell the BPA software which printers to use. To do this, perform the following steps:

1. Go to **Restaurant System**→**Manager Functions**→**Misc Definitions**.
2. On the left side, click **Printers and Devices**.

3. Next to the appropriate printer field, press the **Load** Button. In the pop-up, select the printer you would like to use, and press **OK**.




4. Repeat step 3 for all required printers.
5. Press Save and Exit when finished.

You should now be able to print from within Restaurant Sales.

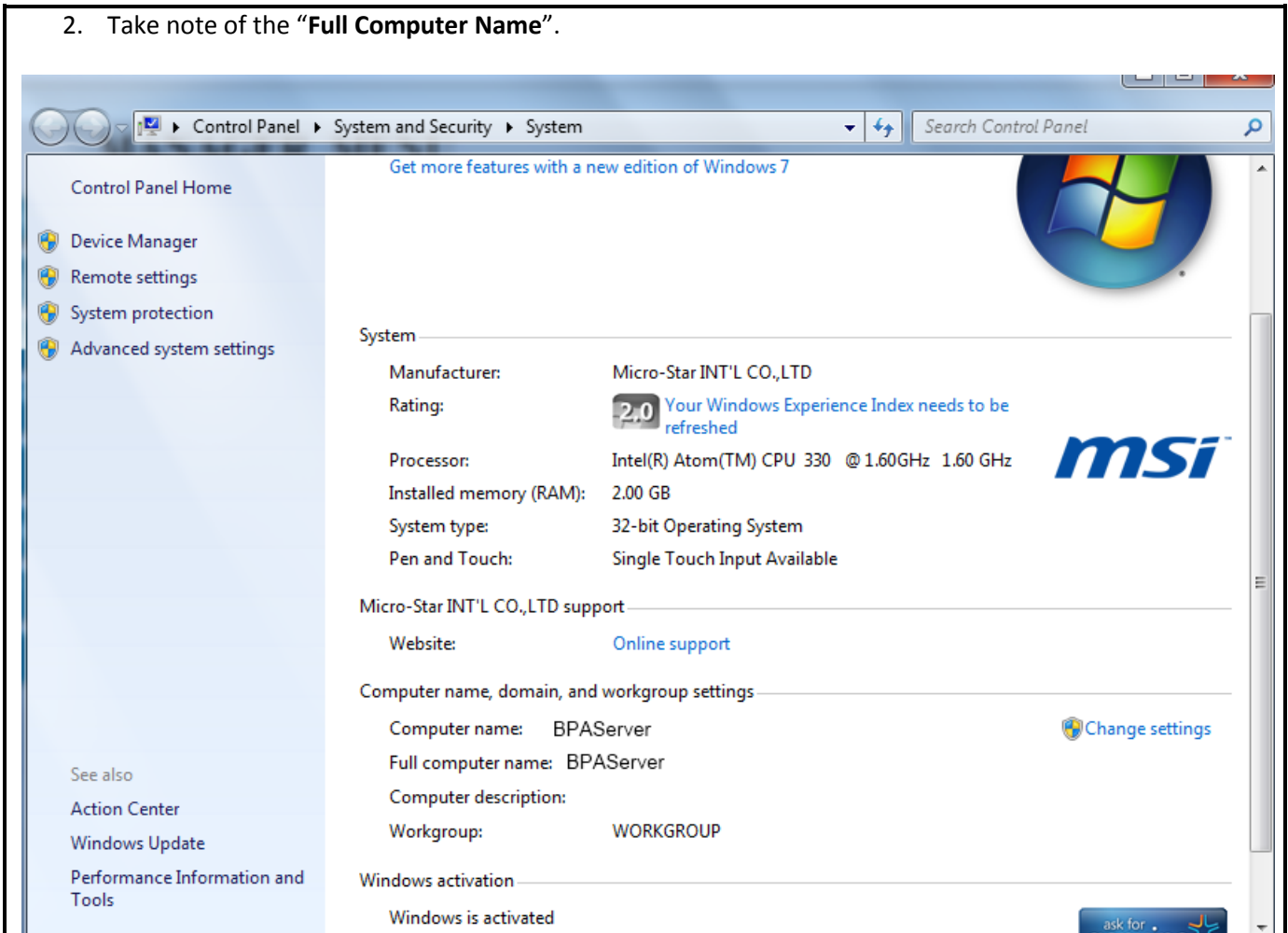
How to Network Kitchen/Bar Printers

To network kitchen/bar printers, you will need to know the name of the computer that the kitchen/bar printer is attached to. Then, you will search for that printer within the BPA software.

Find the Computer Name the Kitchen/Bar Printer is Attached To

1. Go to the **Start Button**  → right click **Computer**, then go to **Properties**.

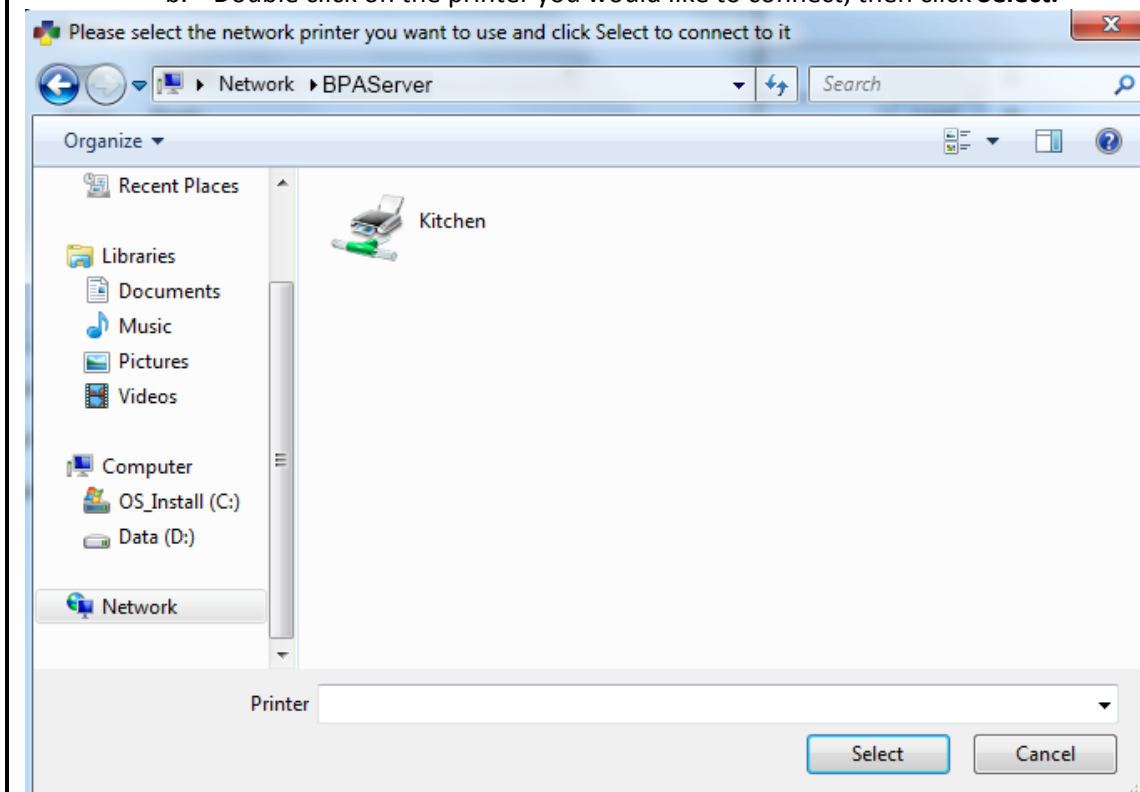
2. Take note of the “**Full Computer Name**”.



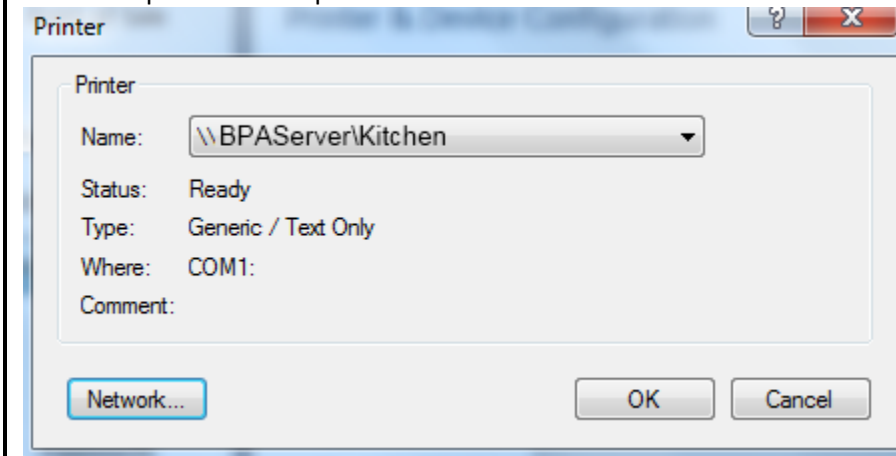
Add the Kitchen/Bar Printer to Your Other Stations

1. On your other stations, in the BPA software, go to **Restaurant System**→**Manager Functions**→**Misc Definitions**.
2. On the left side of the page, choose **Printers and Devices**.
3. Next to the appropriate Cook's Printer, click the **Load** button.

4. Click on the **Network** button.
5. The **Connect to Printer** dialog will pop up.
 - a. Double click on the computer name that you found in the previous step.
 - b. Double click on the printer you would like to connect, then click **Select**.



- c. Press **OK** on the next screen, then **Save and Exit**.
6. Repeat these steps for all other stations.



Chapter 5 - Setting Up Printers In BPA (For Retail POS Customers)

Adding Receipt Printer Information To BPA

We will need to tell the BPA software which printers to use. To do this, perform the following steps:

1. Go to **Definitions** → **Printers and Forms Setup**.
2. Next to the **Slip Printer Driver** field, click the **Load** button.

3. In the pop-up, select the receipt printer you would like to use, and press **OK**, then **Save and Exit**

