HILL COUNTRY SOFTWARE - IADT SYSTEM
SETUP - NEW PRINTER
January 2014

NOTE: Printer **MUST** have PCL6 Language Capability!

Ethernet Connection:
1.   Install Printer & Drivers on Server
2.   Assign Share Name (Keep it short)
3.   Install Shared printer on Workstations, as needed.
4.   With WordPerfect or MS Word program, Print a document.
5.   Skip to step # 10.

USB Connection:
6.   Install Printer & Drivers on USB connected Workstation
7.   Assign Share Name (Keep it short)
8.   Install USB Shared printer on Server Computer.
9.   With WordPerfect or MS Word program, Print a document.

10.   If Print is functioning, Continue; otherwise, correct installation.
11.   Log into the IADT System as " **Customer.Admin** "
12.   At Application Selection MENU – at Bottom Left Corner of Screen
            Enter Password, than Select on the " System Security " button.

13.   Select on " Cust Admin - Update Printer Definitions".
14.   Select the "Add a New Printer" button.
15.   Enter a unique Model Name. (Ex. " HP4014ETH ")
16.   Select the "Add the Printer" button.
17.   Select the "Yes" button.
18.   Enter the Share Name into the "**Tag**" information.
19.   Enter a Printer **Description**.
20.   Enter **Windows Path**:
            a. For Network Printer – Enter: (**\\Server\Sharename**)
            b. For USB Printer – Enter (**\\ComputerName\Sharename**)

21.   **Paper Tray** Set to "2".
22.   **Automatic Printer Configuration Active,** Set to "P".
23.   **Reset Code** and **Configuration Active,** leave at "00".
24.   **Printer Auto Configuration Status** set to "A".
25.   Select on the "Save Printer Info" button.
26.   Select "OK".
27.   Select on "Print Test Page" Button.
             A IADT Test message should print.
               If no message prints, verify above information.

28.   Select on the "Exit Printer Screen" button.
29.   Printer will now Display on Printer Selection Screen List.
30.   Select on the "Exit Printer Selection Screen" button.

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Add New Printer to Users:

(NOTE: Each time the printer configuration **is changed**, you must update the user PROFILE by deleting the old definition and than re-add the printer to each user who uses this printer).

31. Click on " Cust Admin – User List Screen "
32. Click on the User Name.
33. Click the "View User's Printers" button.
34. Click the "Add New Printer" button.
35. Click the "Select" button next to the desired printer.
36. Click on " Exit Current Screen "
37. Click on " Save Changes"
38. Click on " OK "
39. Click on " Display Previous Page "
40. Click on " Display Previous Page"
41. Click on " Exit System Security "
42. Click on " Log Out of System "
43. Click on " YES "
44. You are now ready to use this Printer.

TESTING OPERATION OF NEW PRINTER DEFINITIONS.
IADT Court Management System

45. Log into HCSS IADT System as the user for this workstation.
46   Navigate to "Print Reports" list.
47. Click on "Code Record Listing".
48. Click the "Choose A Different Printer" button.
49. Click on the yellow square next to the printer to be tested.
50. Click the "Exit Current Screen" button.
51. Click on "Code Type" and select Fee Codes.
52. Click the "Print Report" button.
53. The "Fee Listing"-report should be printed.
54. Testing Complete.

NOTE: If Report did not print, Printer Definition will need to be re-verified!!