

HILL COUNTRY SOFTWARE - IADT SYSTEM SETUP - NEW PRINTER

1. Install Printer & Drivers on Workstation
2. Set Sharing as Required
3. With WordPerfect or MS WORD, Test Printing Operations.
4. If Print is functioning, Continue; otherwise, correct installation.
5. Log into System as " Customer.Admin "
6. At Application Selection MENU – at Bottom Left Corner of Screen
Enter Password, than Click the " System Security " button.
7. Click on " Cust Admin - Update Printer Definitions".
8. Click the "Add a New Printer" button.
9. Enter a unique Model Name.
10. Click the "Add the Printer" button.
11. Click the "Yes" button.
12. Enter the correct "Tag" information (see **Windows Path**).
13. Enter a Printer Description.
14. **Windows Path:**
 - a. If Printer Connected by Parallel Cable (**LPT1**), Go to Next Step.
 - b. If Network Printer – Enter: **\\Server\Sharename**
(for Tag, enter as much of path as possible – i.e. \\Serve).
 - c. Printer via USB – Enter (**\\ComputerName\Sharename**)
(for Tag, enter as much of path as possible – i.e. \\Compu).
15. **Paper Tray** Set to "2".
16. **Automatic Printer Configuration Active**, Set to "P".
17. **Reset Code** and **Configuration Active**, leave at "00".
18. **Printer Auto Configuration Status** set to "A".
19. Click the "Save Printer Info" button.
20. Click "OK".
21. Click the "Exit Printer Screen" button.
22. Printer will now Display on Printer Selection Screen List.
23. Click the "Exit Printer Selection Screen" button.

Add New Printer to Users:

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

24. Click on " Cust Admin – User List Screen "
25. Click on the User Name.
26. Click the "View User's Printers" button.
27. Click the "Add New Printer" button.
28. Click the "Select" button next to the desired printer.
29. Click on " Exit Current Screen "
30. Click on " Save Changes"
31. Click on " OK "
32. Click on " Display Previous Page "
33. Click on " Display Previous Page"
34. Click on " Exit System Security "
35. Click on " Log Out of System "
36. Click on " YES "
37. You are now ready to use this Printer.

TESTING OPERATION OF NEW PRINTER DEFINITIONS.

IADT Court Management System

38. Log into HCSS IADT as a standard workstation user.
39. Navigate to "Print Reports" list.
40. Click on "Code Record Listing".
41. Click the "Printer Assignment & Review" button.
42. Click on the yellow square next to the printer to be tested.
43. Click the "Exit Current Screen" button.
44. Click the "Print Report" button.
45. The "Fee Listing"-report should be printed.
46. Testing Complete.

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

HILL COUNTRY SOFTWARE IADT SYSTEM SETUP - DATA FILE SPOOL PRINTER MAY 2009

1. Log into System as “ Customer.Admin ”
2. At Application Selection MENU – at Bottom Left Corner of Screen
Enter Password, than Click the “ System Security ” button.
3. Click on “ Cust Admin - Update Printer Definitions”.
4. Click the “ Add a New Printer ” button.
5. Enter a “ **Disk File Spool** “ as unique Model Name.
6. Click the “ Add the Printer ” button.
7. Click the “ Yes ” button.
8. At TAG, Enter “ **A-DISKSP** “
9. Enter “ **Print to Disk Spool File** “ as a Description.
10. Windows Path, leave **Blank**.
11. Paper Tray Set to “ **0** ”.
12. Automatic Printer Configuration Active, Set to “ **N** ”.
13. Reset Code and Configuration Active, leave at “ **00** ”.
14. Printer Auto Configuration Status set to “ **P** ”.
15. Click the “ Save Printer Info ” button.
16. Click “ OK ”.
17. Click the “Exit Printer Screen” button.
18. Printer will now Display on Printer Selection Screen List.
19. Click the “Exit Printer Selection Screen” button.

Add New Disk Spool Option to Users:

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

20. Click on “ Cust Admin – User List Screen “
21. Click on the User Name.
22. Click the “View User’s Printers” button.
23. Click the “Add New Printer” button.
24. Click the “Select” button next to the desired printer.
25. Click on “ Exit Current Screen “
26. Click on “ Save Changes”
27. Click on “ OK “
28. Click on “ Display Previous Page “
29. Click on “ Display Previous Page”
30. Click on “ Exit System Security “
31. Click on “ Log Out of System ”
32. Click on “ YES “
33. You are now ready to generate a file.