

## Printer Device Setup

The Printer Device Setup allows multiple system printers to be designated as well as the Backup Directory. It also allows different formats to be chosen for printing notices, reports, statements and CD interest checks.

**\*\*Note:** Only In-House credit unions will have this selection.

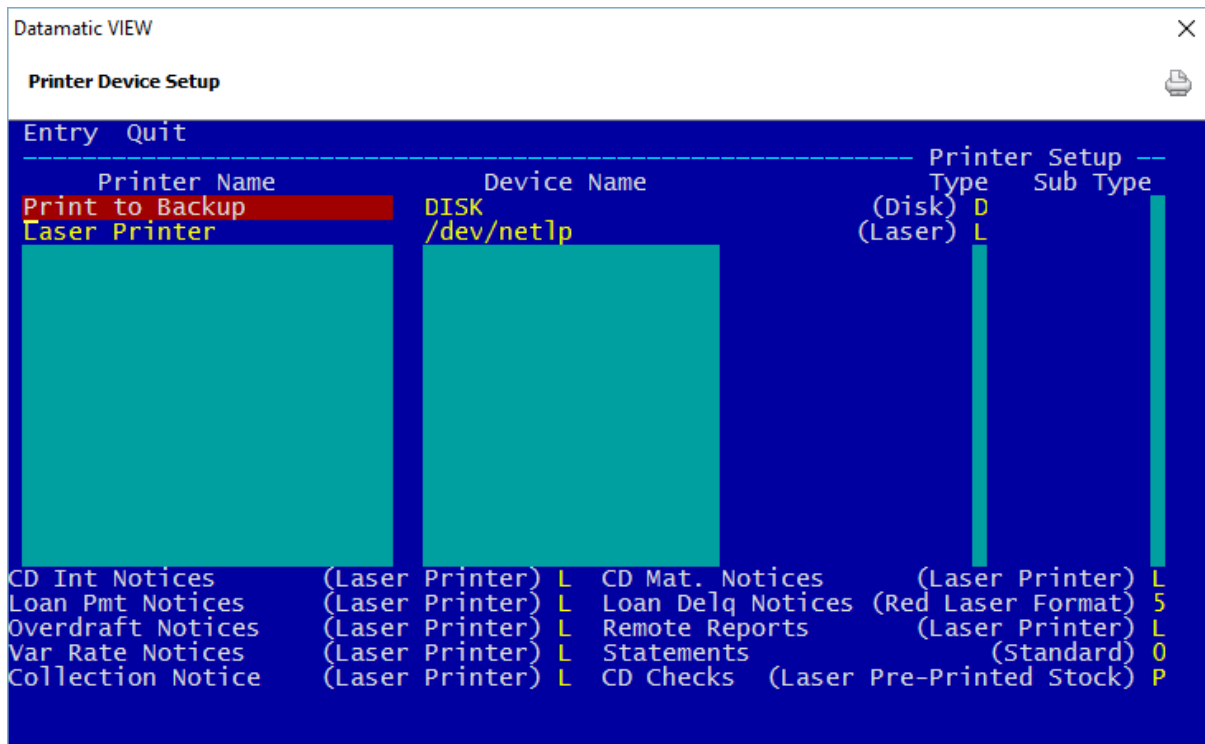


Figure 1

For Accounts Payable checks see the **“Check Style”** option on the **Customer Setup** window in Accounts Payable.

### Printer Name

**Definition:** This field represents the type of system printer(s) a credit union uses as well as the designation of the Backup Directory.

**Values:** Credit union defined.

**Purpose:** This field is used to name each printer (for those credit unions that have multiple printers).

**Examples:**

Print to Backup/Disk -	Information is stored on the system's hard drive in the backup directory.
Laser Printer -	Information is printed to the system's Laser Printer.
Line Printer -	Information is printed to the system's Line Printer.

**Related Functions:** All information/reports placed in the backup directory during the day are placed in the daily directories with End of Day. The backup directory is useful when the system printer is down as it enables the credit union to store information/reports without having to access the printer. Backup Directories can be setup to store up to unlimited days' worth of reports under [Main Ribbon > System Settings > Automated Operations Setup > Print Directories]. Disk space on the hard drive is a consideration in determining the number of print directories to keep in the Backup Directories.

Example below.

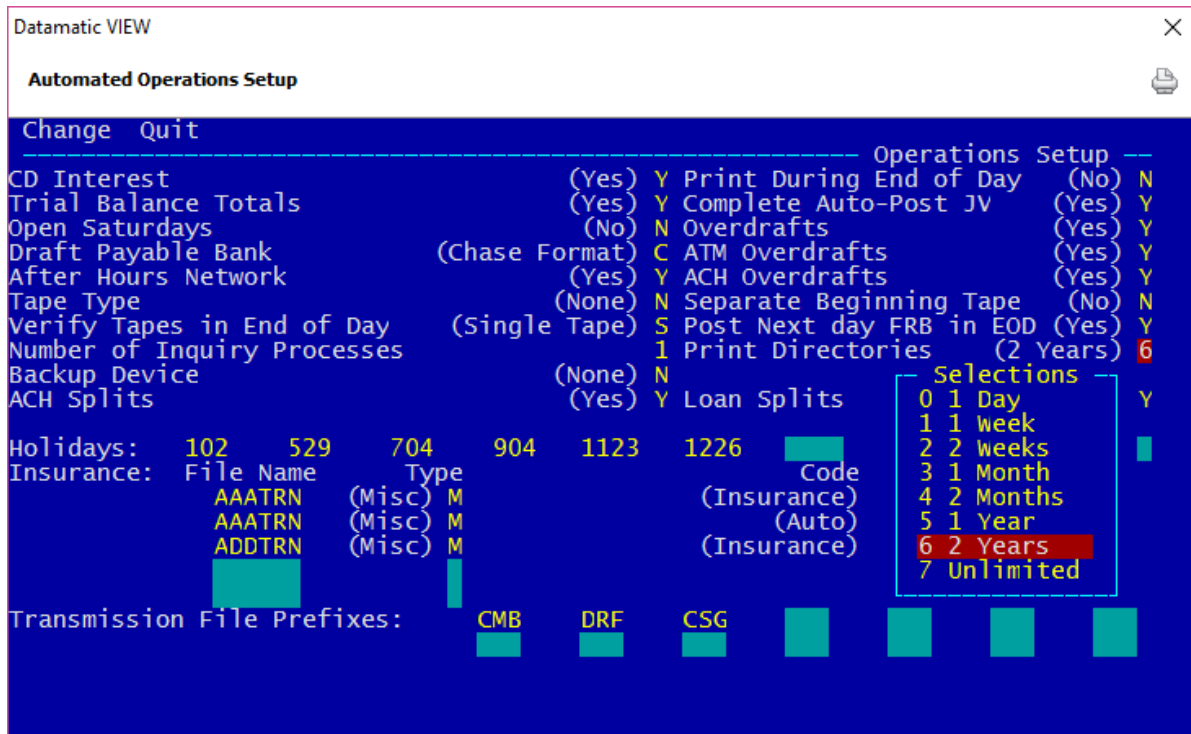


Figure 2

**Device Name**

**Definition:** This field represents the name of the printer device or the port the printer is cabled to on the tower.

**Values:**

DISK	-	Backup Directory
/dev/lp	-	Laser or Line Printer

**Type**

**Definition:** This field represents the type of printer device.

**Values:** L - Laser Printer  
 P - Line Printer  
 M - Microfiche  
 O - Optical  
 D - Disk

**Sub Type**

**Definition:** A printer sub type is specified when a credit union is using a Twin-Ax printer.

**Values:** Blank - Credit Union is not using a Twin-Ax printer.  
 I - IPDS is specified indicating that the credit union is using a Twin-Ax.

**\*\*\*Note:** All serial and parallel port printers should leave this blank.

**Printer Format**

**Definition:** This field determines the type of printer Notices and Remote Reports will be used and the position of specific data on the paper. The following list of Notices and Reports may have the printer type defined.

CD Interest Notices	Remote Reports
CD Maturity Notices	Variable Rate Loan Notices
Loan Payment Notices	Statements
Loan Delinquency Notices	Collection Notices
Overdraft Notices	CD Checks

<b>Values:</b> L - Laser Printer	Notices and Reports are printed on a Laser Printer.
P - Line Printer	Notices and Reports are printed on a Line Printer.
A - Alt Line Printer	Notices and Reports are printed on an Alternate Line Printer.
3 - Laser High Add	A Laser Printer is used to print Notices and Reports where the area to print the credit union's address is high on the form.
4 - Line High Add	A Line Printer is used to print Notices and Reports where the area to print the credit union's address is high on the form.
5 - Red Laser Format	Red Laser Delinquency Notices are used for this selection. <b>**Note:</b> This selection is only available for the Delinquency Notice option.

**Example:** CD Maturity Notices could print on the Laser Printer while Remote Reports could print on the Line Printer. **\*\*Note:** The Alternate Line Printer is used only if the credit union has two line printers.

### Statements

**Definition:** This field determines the printing format of member's statements.

**Values:**           0 - Standard                   Standard printing format is used to print statements.  
                  1 - High Address           The credit union's address is printed high on the form.

### CD Checks

**Definition:** This field determines the printing format of CD Interest checks. The check file is generated with End of Day processing, therefore, if the format is being changed, it needs to be done before End of Day is processed.

**Values:**           D = Dot Matrix  
                  L = Laser (dedicated check printer)  
                  P = Laser Pre-Printed Stock (to specify tray)

**Online credit unions** - In order to switch from Dot Matrix to one of the laser options, Datamatic will need the Name of the laser printer so that it can be set up. The **“Printer Device Setup - CD Checks”** field will also need to be changed accordingly.

**In-House credit unions** - In order to switch from Dot Matrix to one of the laser options, Datamatic will need the IP Address of the laser printer so that it can be set up. The **“Printer Device Setup - CD Checks”** field will also need to be changed accordingly. This part should be done before programming goes in to add the IP address for the check printer being used for the CD Interest Checks. Once this change is made, the CD Interest checks will print to the laser printer with no printer selection to be made.

**\*\*Note:** Make sure that today’s checks have already been printed before programming makes the change to print to the laser check printer.

When finished, press enter. Select Yes in the upper right corner of the screen and press enter again to save the changes and close the screen.