

Branch Printers

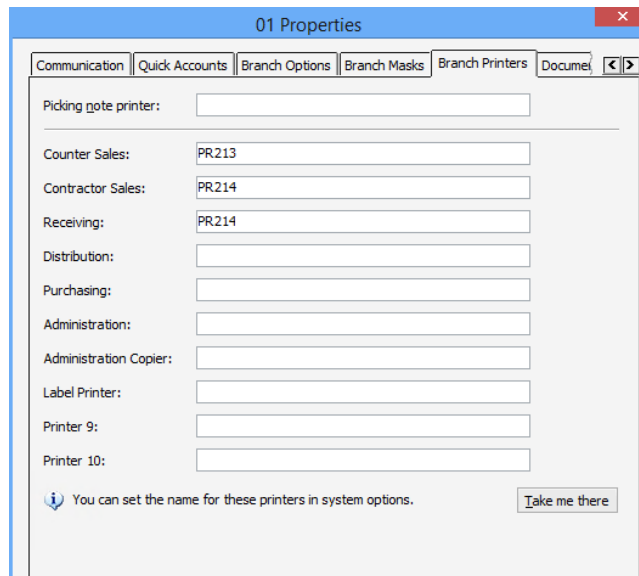
When you have multiple branches, it is most efficient to set up document control to print certain document formats to a uniformly identified branch printer at every location.

For instance, you can set up the sales department printer at every branch as Counter Sales, and then specify that all sales orders (for all branches) should print on “Counter Sales.” The sales orders for each branch will then be automatically routed to the correct printer at that branch. This approach can save set-up time, because you won’t have to create different Document Control settings for each branch.

Before specifying a branch printer in document control, the printer must already be identified in branch information and named in system options. To confirm branch printer setup, go to System Manager > Branches.

Double-click a branch to open branch Properties. Click the Branch Printers tab.

Confirm or enter the network name for each branch printer. Note that the printer number (Counter Sales, Contractor, etc.) corresponds to the printer number in system options.



01 Properties

Communication Quick Accounts Branch Options Branch Masks Branch Printers Document

Picking note printer:

Counter Sales:

Contractor Sales:

Receiving:

Distribution:

Purchasing:


Administration:

Administration Copier:

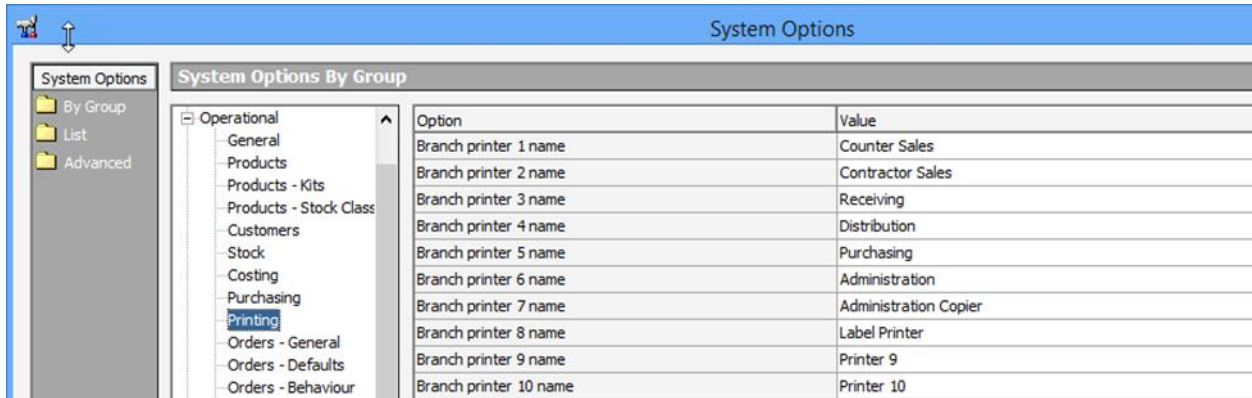
Label Printer:

Printer 9:

Printer 10:

 You can set the name for these printers in system options. [Take me there](#)

Click Take me there to go directly to the system options settings for naming printers.



Option	Value
Branch printer 1 name	Counter Sales
Branch printer 2 name	Contractor Sales
Branch printer 3 name	Receiving
Branch printer 4 name	Distribution
Branch printer 5 name	Purchasing
Branch printer 6 name	Administration
Branch printer 7 name	Administration Copier
Branch printer 8 name	Label Printer
Branch printer 9 name	Printer 9
Branch printer 10 name	Printer 10

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2016 Epicor Software Corporation. All rights reserved.

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit www.epicor.com.



Corporate Office

804 Las Cimas Parkway
Austin, TX 78746
USA

Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico

Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa

No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom

Phone: +44.1344.468468
Fax: +44.1344.468010

Asia

238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684
Singapore

Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand

Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia

Phone: +61.2.9927.6200
Fax: +61.2.9927.6298