



POSINTL.COM

easy, affordable retail automation since 1985!

POS International, Inc. Support Bulletin: Instructions for Printing to EMAIL from Power on Windows 2000, NT, or XP

The ability to print to email is a technique or procedure in PowerPOS. It requires several components:

1. An internet connection
2. An email client (webmail is ok, but could be more complex)
3. DOSPrn (latest version –must be registered) <http://dosprn.com>
4. PDFCreator – (latest version – FREE) <http://sourceforge.net/projects/pdfcreator>
5. Foxit PDF Reader (latest version – FREE) <http://www.foxitsoftware.com/pdf/reader/addons.php>

Installation:

Install DOSPrn, and register (This will NOT work with the unregistered version)

Install PDFCreator – this installs as a printer

Install Foxit PDF Reader – when run be sure to make this the “DEFAULT” pdf reader

Configuration:

It depends on what you want to email, and to whom. This can work for Invoices, Receipts, Purchase Orders, and any other report. It can also work for customer statements but if you have many customers it may NOT be practical.

We will use Sales Receipts as an example.

We are assuming that there currently is no LPT3: printer installed.

Printer Configuration:

1. Go to *Printers and Faxes* and share the “PDFCreator” with a share name of **PDFCreator**
2. Go to *Start, Run* and type **cmd** then click **OK**
3. Type **cd\windows**<enter>
4. At the windows prompt (*C:\windows>*) type **edit prts.bat**<enter>
5. Add the following 2 lines to that file
 - **Net use lpt3: /d**
 - **Net use lpt3: \\ComputerName\PDFCreator**
6. Hit <alt-F> <alt-X> <enter>
7. Type **prts**<enter> and the last line should read “The command completed successfully”
8. Type **exit**<enter>
9. RIGHT Click *Start*, click *Explore all users*
10. DOUBLE Click *Programs*
11. DOUBLE Click *Startup*
12. RIGHT Click on whitespace and select *New, Shortcut*
13. Type **C:\windows\prts.bat**
14. Click *Next, Finish*
15. Close the explore window.
16. Pop up DOSPrn from the Windows system tray
17. And select PDFCreator as the printer
18. Start PowerPOS and go to *Sales Maintenance, Maintain Station*
19. Hit <F2> and select the appropriate station
20. Hit <enter><alt-H> and enter to *Switching Command* line 2:
21. Type **LPT3:**<enter>Type **N** in the S column
22. Hit <F10> and enter **Y**
23. <Escape> to the *Main Menu*

- 1 -

Document provided courtesy of:

~POS International Technical Support Department~ ~ ~5079 N Dixie Hwy #280~ ~Oakland Park, FL 33334~
Toll Free: 800-646-4767 ~ Local: 954-376-4634~ Fax: 954-421-7313 ~ fitz@posintl.com ~ www.posintl.com

Date Modified: 9/2/10



Email Configuration:

Alternative 1, Importing existing customer email addresses.

Export your client email addresses from PowerPOS and import into your email client.

Standard instructions for exporting email addresses from PowerPOS 1.4g

1. Go to *System Setup, Create Report* and type in this information.

Create Report		12:05:22 pm
Report Name	EMAIL.RPT	
Title	Email By last purchase date	
Filename	PSARWEBI Key Field	CUST.WEB.CODE
	PSARMAIN Relate From	CUST.CODE
	Relate From	To CUST.WEB.CODE
		To
Report Fields		
	CUST.NAME	
	CUST.WEB.EMAIL	
	CUST.LAST.PURCH	
Select Fields		
	CUST.WEB.CODE	
	CUST.LAST.PURCH	
	Printer Control Codes	

2. Hit <F10> and type **Y**
3. Go to *Run Report* and select *EMAIL.RPT* from the list
4. Hit <enter> through all selections and then select "*Output Comma Delimited*"
5. Type filename **cstemail.txt**<enter>
6. You will find that file in the Power Folder
7. Import the file into your email client using the "*Comma Delimited Import*" function (all email clients differ slightly, refer to the documentation or help for your specific email client)

Alternative 2, add email addresses as you go.

This will also be the same method to email a customer who is new or has a new email address.

No additional configuration is required for this alternative.

Usage:

Make your sales through *Make Sales* as normal, but after tendering DO NOT SELECT PRINT, instead select *PRINTER TWO*

The computer will say printing to PDFCreator and will ask for a filename. At this time you may use a generic name like **xxx** or **rct** or be more specific like **inv1234** or **barbarasale 081911**, etc. Then hit <enter> or click *save* and then Foxit reader will display the document (in this example a receipt) select *File, Email*, and a send email form will be opened and the appropriate pdf document will be attached automatically, all you have to do is select the recipient from the address book or manually enter the email address then click *send*.

These instructions depend on other products being properly configured and installed. We can try to help you with some of these other products, but the support for these is not guaranteed and you may be referred to the product support for those specific products as a remedy.



POSINTL.COM

easy, affordable retail automation since 1985!

Legend of Terms and phrases used in Support Bulletins:

- Click = the instruction to click ALWAYS indicates using the Left mouse button unless specifically stated to Right click.
- Computer Name = found by Right clicking **My Computer** > click **Properties** > click **Computer Name** tab > find the **Full Computer Name**.
- Printer Share Name = found by opening the **Printers window** > Right click the **printer** > click **Properties** > click **Sharing** tab > find the **Share Name**.
- Program Menu = each program is put into the **Start menu**, under **All Programs** during the installation. This may be changed during the install. Typical menus for POS International software are: Power POS, Retail Power POS, Salon Power POS, Cell Power POS, and Retail Power for Education. If the Program Menu is empty, the items can be found in the Installation Folder.
- Installation Folder = this is the location where the software is installed. Like the Program Menu, this may be changed during the install. To find this, Right click on the **software icon** on the desktop > click **Properties** > find **Start In**. To open the Install Folder, open **My Computer** > open the **Drive** > open the **FolderName**.
 - Power POS, Retail Power* Manager Start In example: [P:\FolderName](#) (where P: = the Drive).
 - Retail Power* POS Start In example: [C:\FolderName](#) (where C: = the Drive).
- Printers window = the Printers window can be accessed several different ways, all of which begin by clicking on the **Start** menu, then:
 - Click **Printers & Faxes**
 - Click **Control Panel** > **Printers & Faxes**
 - Click **Control Panel** > **Printers & Other Hardware** > **View Installed Printers or Fax Printers**
- Printer Port = this is the port on the computer where the printer plugs into. The port name will depend on the type of connection on the hardware device.
 - **Parallel** (LPT1:, LPT2:, etc.) = the cable will connect to a 25-F port on the computer.
 - **Serial** (COM1:, COM2:, etc.) = the cable will connect to a 9-M port on the computer.
 - **USB** (USB001, etc.) = the cable will connect to a USB port on the computer.
 - **Remote** = [\\ComputerName\PrinterShareName](#) of the computer where printer is connected.
- Common Function Keys in Power POS / Retail Power* Manager:
 - **F2:** Lists records located in a file.
 - **F4:** Deletes the record that is open
 - **F10:** Saves the record that is open.
- Within the Support Bulletin, words or phrases in **BOLD** are to be clicked on or typed in. Words or phrases in *ITALICS* are menu options within the Power POS / Manager software.

*The phrase Retail Power may refer to any of the following programs: Retail Power, Salon Power, Cell Power, & Retail Power for Education.

If you need further assistance, please call POS Technical Support. Also keep in mind that you must have a valid support contract in order to receive technical support.