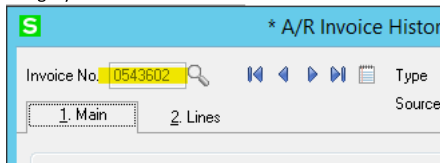


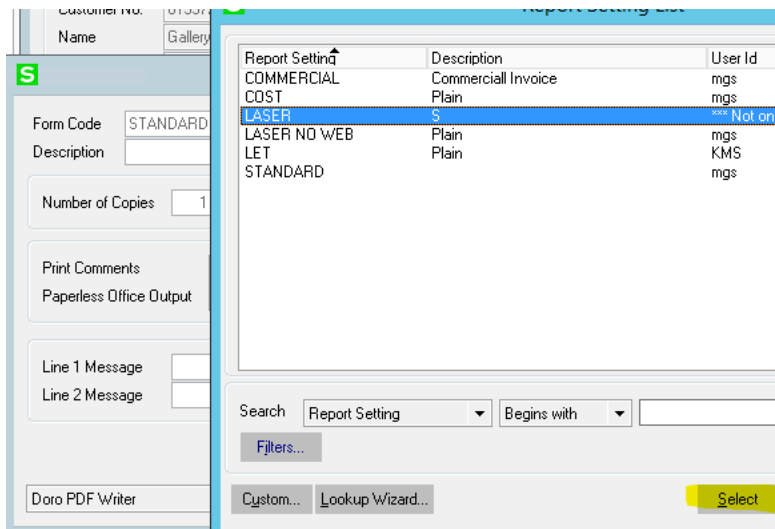
# Adding a Printer in Sage for Invoices

Thursday, September 14, 2023 12:53 PM

1. On the Start screen of the LETRemote Desktop, click the Control Panel.
2. If "the View by:" setting is Category, look under Hardware, and click on, "Add a device"
3. An, "Add a device" window will pop-up and load the available printers represented by an icon to add to your computer.
4. Select the printer you want to add by double-clicking on it.
5. Another window will open and run some commands to add your selected printer to your computer.
6. Sign out of Sage and the LETRemote Desktop and log back in.
7. In Sage, Input the invoice number you want to print in the "Invoice No." field, then click the printer icon next to the grey "ok" button.

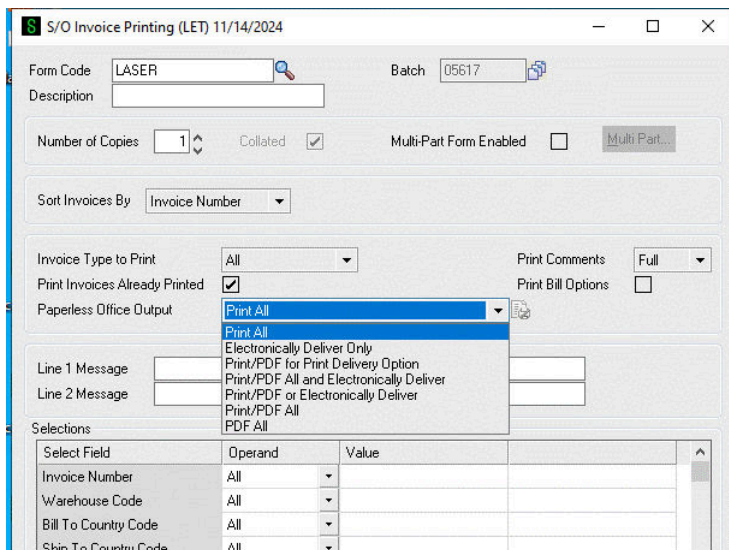
8. 

9. In the "Form Code" field of the Invoice History Printing window that pops up, make sure the selection is, "LASER". If necessary, click the magnifying glass icon to find LASER and "Select" it.

10. 

Report Setting	Description	User Id
COMMERCIAL	Commercial Invoice	mgs
COST	Plain	mgs
LASER	S	Not on file
LASER NO WEB	Plain	mgs
LET	Plain	KMS
STANDARD	Plain	mgs

11. Change the Paperless Office Output option to "Print All"



Form Code: LASER Batch: 05617

Number of Copies: 1 Collated: ☒ Multi-Part Form Enabled: ☐

Sort Invoices By: Invoice Number

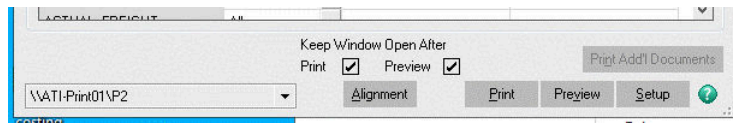
Invoice Type to Print: All Print Comments: Full

Print Invoices Already Printed: ☒ Paperless Office Output: **Print All**

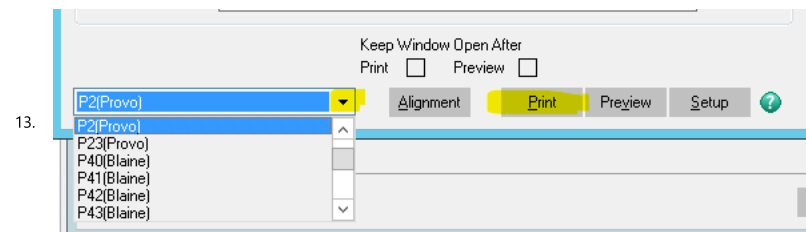
Line 1 Message: Line 2 Message:

Selections:

Select Field	Operand	Value
Invoice Number	All	
Warehouse Code	All	
Bill To Country Code	All	
Ship To Country Code	All	



12. In the bottom-center, click the drop-down menu black triangle and click on the newly added printer to print your selected invoice and click "Print".



14. Retrieve your printed invoice from the physical printer that was newly added to your computer.