Register a Printer

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Overview

This guide will help you register an installed Windows printer for Muhasib receipts or standard documents.

Muhasib stores a logical printer record. Output still depends on location/terminal associations and document/label settings.

Who can do this

You need access to Printer and Printer Add.

Before you start

Install and test the printer in Windows under the account running Muhasib. Know whether it is a receipt or standard printer.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Essentials Setup → Manage Printers.

Register a Printer

Step 1: Choose New Record

Step 2: Enter a clean, recognizable Printer Name and optional Description

Step 3: Under Select Printer, choose the installed Windows queue

Step 4: Select Receipt Printer or Standard Printer

Step 5: Turn Enabled on

Step 6: Choose Save

Step 7: Assign the logical printer to the required location and/or terminal

Check your work

Print a sanitized receipt or standard report to the intended device/PDF test sink.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- If a queue is absent, install it in Windows and reopen the form.
- If output uses the wrong layout, check printer type and receipt/label settings.

Related guides

- Configure Location Printing and SMS
- Register a Muhasib Terminal
- Resolve Muhasib Printing Setup Problems
- Configure Item Label Printing

What to do next

> **Configure Location Printing and SMS**.

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