

Fact Sheet July 25, 2023

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Purpose

The purpose of this Fact Sheet is to provide instructions for configuring the Zebra Browser Print utility for **each** user who signs into a workstation utilizing the CalSAWS Reception Receipt Printer.

Understanding Log Out Procedures

The Reception Receipt Printer is locked to the initial User's session until that user logs out; simply locking the workstation will leave the printer locked to the initial user's session, and the next user will be unable to use the printer until the workstation is restarted or the initial user logs out. Users that connect to the Receipt Printer should log out of Windows <u>prior</u> to a different user logging into the same workstation.

Zebra Browser Print Configuration Steps

Step	Action	Step-Action Image
1	Right-click on the Zebra logo icon in the system tray and select Settings.	Settings About Exit

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Step	Action	Step-Action Image
2	To set or change the default receipt printer: check the "Broadcast Search" box at the bottom if the printer is being used by multiple PCs (networked). If the printer is only used by one PC (USB), select the "Driver Search" box instead. Then click the Change button.	Browser Print Settings Default Devices: Change Accepted Hosts locahost Delete Selected Clear List Bioched Hosts Delete Selected Clear List Delete Selected Oler List Delete Selected Oler List
3	On the Select Default Device window, select the desired printer from the drop down and click Set. If this is a printer used by multiple PC's (networked), look for an IP address label to verify you've chosen the correct receipt printer. Otherwise, if the printer is only used by one PC (USB) looks for the printer's serial number. Network Ex: Wired (14.x.x.x) USB Ex: XXXXXXXX (USB: XXXXXXXXXX)	Select Default Device — X Device Type: printer V Device: ZD620-203dpi (192.168.4.253) V Vired (192.168.4.252) Vired (192.168.4.251) V Wired (192.168.4.251) V V

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Step	Action	Step-Action Image
4	You will now see the printer listed as a Default Device. Leave this window open.	Browser Print Settings
5	Open the CalSAWS Application and login.	
6	Navigate to the Reception Log.	Cale Info Eligibility Engl. Child Care Resource Tracks @ Indep Tracks & Indep Tra
7	Add and/or open a reception log record. You will receive a pop-up asking whether to allow the site to access your Zebra devices. Click Yes.	Select an Option X https://web.calsaws.net wants to access your Zebra Devices. Allow https://web.calsaws.net and add it to the accepted hosts list? Yes No Cancel

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Step	Action	Step-Action Image
8	The Zebra Browser Print Settings Accepted Hosts list should now look like the picture below:	Accepted Hosts localhost https://web.calsaws.net
9	You will now see a "Print Receipt" button on the Reception Log Detail page. Use this button to print to the receipt printer and the "Print Full Page" button to print to your default Windows printer. Note: If you don't see a "Print Number Ticket" button on the page, please revisit step 3 from Zebra Browser Print Configuration	Reception Log Detail * Indicates required fields Print Number Take: Print Number Take: Print Number Full Page Generativ Referral Edit Case Number: Application Number: Person Name: Office: Date:
10	The receipt printer setup is now complete for this user. Repeat these Zebra Browser Print Configuration steps for each user printing receipts from this workstation.	San Bernardino CalSAWS Project Office 1 Appointment 1 Thank You, please have a seat and watch for your number(s) to be called. July 18, 2023 5:19 PM