

3. Go back to POS Administrator > Terminal Records. In the Printer field, make sure to enter the correct “unit” number from the printer setup.
4. Exit out of POS Administrator. Stay logged onto Execu/Suite.
5. Go to Run Program by Name and enter MENUS4CO for the program name. Press <Enter> when the printer menu displays

The screenshot shows a window titled "Execu/Tech - Shift4 Interface Setup" with four tabs: "General", "Merchant ID's", "Card Types", and "Terminals". The "Terminals" tab is active, displaying a table with the following data:

Seq	Description	Beg Term	End Term	Printer	Resv MerID	Hotel MerID	POS MerID	A/R MerID		
001	hotel	001	018	\$\$RECEIPT	0000226183	0000226183	0000084012	0000226183		
002	hotel-c2	028	028		0000084012	0000084012	0000226183	0000084012		
003	webres	090	099		0000226183	0000226183	0000084012	0000226183		
004		000	000							

When the Execu/Tech – Shift4 Interface Setup opens, select the Terminals tab. Find the terminal range for the terminal you’re setting up (“Beg Term” and “End Term”) Go to the Printer column. Enter the printer name *exactly* as it appears in the POS printer setup.

Remember to save your changes as you go.
 You’ll need to do Steps 1 and 2 for each workstation.
 Make sure your printer is working and that you can print a Windows test page.