

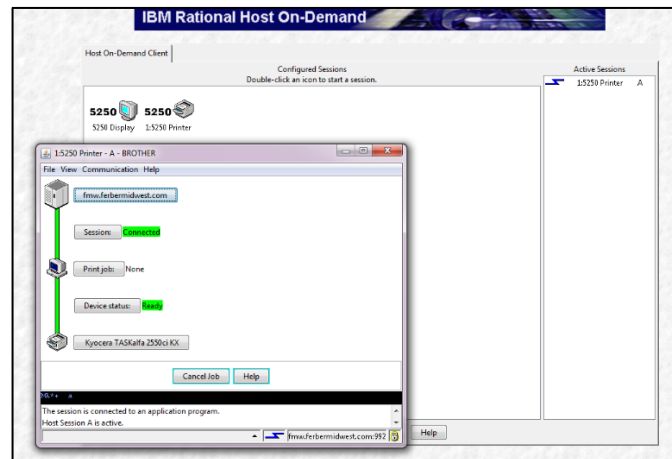
DAILY PRINTER ROUTINE

Connect printer to HOD

Make sure your printer is turned on.

Login: Open www.conveyorware.com and Click “client login” in the upper right corner.
Choose: WebSphere Host on-Demand
Insert: **Original** Username
Insert: **Printer** password

Double-click on the appropriate 5250 Printer Icon. A 5250 Printer Session Window will open and the printer name will appear in the **Active Sessions** column of the screen.



The Printer Session Window should show that the Session is **Connected** and that the Device (Printer) status is **Ready**.

Minimize browser screen keeping the session OPEN.

Be sure to select this printer for output using Option 999 when printing documents and reports.

Connect to Conveyorware

Open new browser window.

Login: www.conveyorware.com
Choose: WebAccess
Insert: Personal Username
Insert: Personal password

Verify 'print' Location

If your system is linked to more than one printer, or if you regularly send documents to e-mail, you may wish to verify where your documents are currently “mapped” to show up.

Main Menu

Choose: 999. Change Application Printer

Select or verify printer or e-mail.

If your reports do not print, check the printer OutQ in Option 999.

- ➔ Choose Option 5 and review your print status.
- ➔ Follow directions on the screen.

Note: The Printer session automatically closes when the **Browser** program closes.

UPS SHIPPING SYSTEM REQUIREMENTS

UPS shipping is directly related to the computer (PC) being used. To find the name of the computer go to:

- ➔ Control Panel
- ➔ Systems & Security
- ➔ System

Scroll down to find the Computer Name. This name was given to the computer at its original set-up. Conveyorware uses a maximum of 9 characters for a Computer (PC) Name.

Log in to Conveyorware and insert the PC Name in the Start Menu. Your system is now prepared to use the UPS shipping portion of the software.

