Rundoo

GETTING STARTED WITH RUNDOO · TRANSACTIONS

Quick Print for Receipts

> Set your receipt printing once, and still choose what shows and which printer.

Step-by-step walkthrough 3 min read Companion to the 3:37 video

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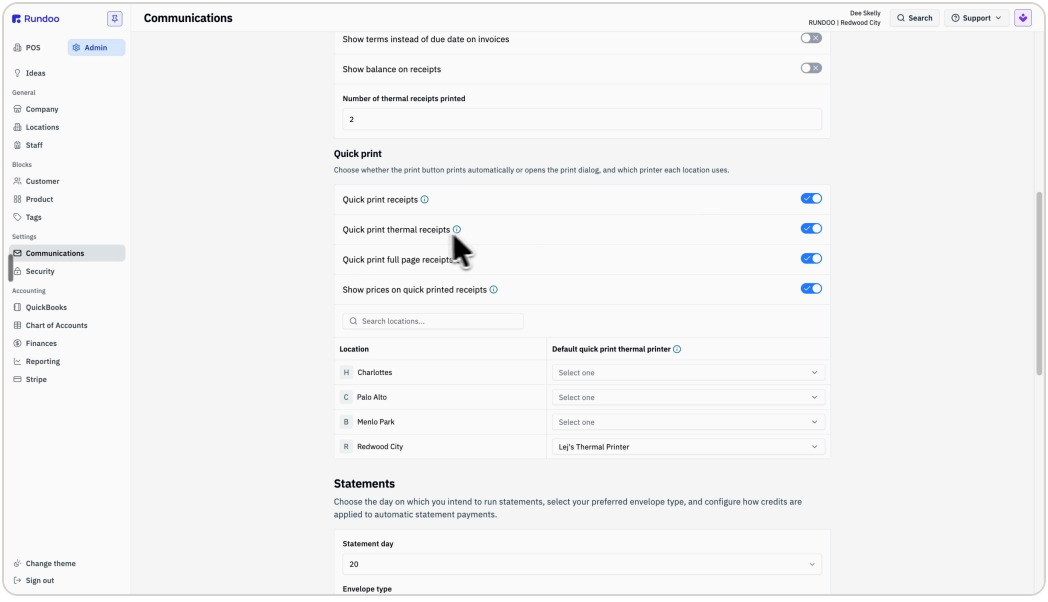
You know the rhythm of a busy counter. Ring someone up, hand them their receipt, on to the next. On a packed Saturday you will do that a hundred times, and every time you stop to tell Rundoo what to print. Quick Print lets you make that choice once, up front, so you are not making it on every single sale.

WHERE IT LIVES

Two settings that work together

You set this up in the back office. Flip on **Admin** mode (top right), then on the left open **Settings** and go to **Communications**. Scroll down and you will see two sections that work together: **Printing** and **Quick print**.



The Printing count and the Quick print toggles, plus the per-location printer table, all on the Communications settings page.

DO THIS

Set it up once

1 Decide how many copies

Under Printing, look at **Number of thermal receipts printed**. It often starts at two, one for the customer and one for you. If you only need the customer's copy, set it to one.

2 Flip on the master switch

In the Quick print section, turn on **Quick print receipts**. That is the master switch, and it is what makes your receipts print on their own.

3 Pick the format and whether prices show

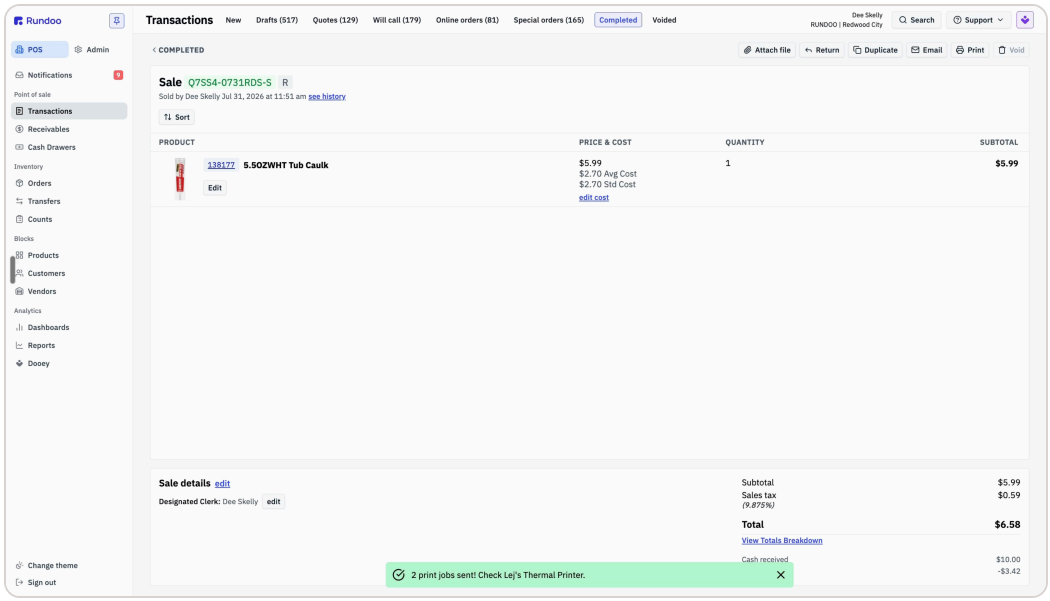
Turn on **Quick print thermal receipts** for that slip at the counter (leave **Quick print full page receipts** off unless you want a full sheet). Then choose whether to **Show prices on quick printed receipts**. You are telling Rundoo, once, exactly how you want a receipt to come out.

4 Point it at your printer

Find your location in the table and pick your printer under **Default quick print thermal printer**. The dropdown only lists printers that are connected, so if you do not see yours, that is the thing to sort out first. This one is per location, so each store points at its own printer.

5 See it at the counter

Ring up a sale and take payment. On a brand-new sale, Rundoo still shows you a quick confirmation on purpose, so you always get a look before it prints, but nothing is left to choose. It is already set the way you wanted. One tap on **Print** and you are done. On reprints, quotes, and will calls, it prints straight away, no pop-up at all.



Hit Print and the paper is just there. Rundoo confirms the job went to your thermal printer.

KEEP IT HANDY

At a glance

WHERE

Admin › Settings › Communications

Printing and Quick print sections

MASTER SWITCH

Quick print receipts

Turns auto-printing on

COPIES

Number of thermal receipts printed

Set 2 to 1 for customer-only

PRINTER

Default quick print thermal printer

Per location, connected printers only

Good to know

- Finishing a brand-new sale always shows the receipt dialog, prefilled and ready. That is on purpose, so you get a last look. The no-pop-up magic is on reprints, quotes, and will calls.
- Format and prices are company-wide, but the printer is set per location, so point each store at its own.
- Finance charge statements always print a full page, no matter these settings.