



# SkyPrint for Acumatica

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## INSTALLATION & CONFIGURATION GUIDE

V.18.12.14.0

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# Introduction

*Scanco SkyPrint for Acumatica allows users to print ZPL Barcode labels to a compatible ZPL printer. Scanco SkyPrint is an add-on module to other Scanco Acumatica solutions, such as Scanco Warehouse or Scanco Manufacturing.*

*You can initiate printing using a mobile device or directly from the Scanco Cloud Service Portal. Each SkyPrint license allows you to install one SkyPrint server on the PC where printing is initiated. One SkyPrint server can service an unlimited number of printers within a Local Area Network (LAN).*

*This guide describes installing and configuring the ZPL print driver as well as installing and assigning label templates to mobile apps.*

## Before You Begin

- The SkyPrint Director must be installed on a Windows Operating System (OS); either PC or server. MAC is not supported.
- You must download and install SkyPrint Director on the PC where printing will be performed, and where the ZPL Label printer is connected. (You can also assign label printing to a mobile device as described in this guide.)
- Reference your *Personalized Client Settings* for necessary licensing information.
- Typically, when utilizing TCP-IP label printers (which is recommended), the PC or server must be on the same LAN's subnet. For example, with 255.255.255.0 mask of the LAN, SkyPrint Director can be installed on any machine that resides on the IP with first 3 octets where the IP are similar to the printer ( x.y.z.\* ).

## Process for a Successful Installation

The following can be used as a check list to ensure installation is performed in the correct order. Instructions to complete the install process are provided in this guide or other guides as noted.

Process Step	Task	Notes
1	Download the SkyPrint Director	
2	Install the SkyPrint Director	
3	Configure the SkyPrint Director	Includes setting the service to automatically start.
4	Install the ZPL Printer in Text-Only Mode	Includes updating the printer list to the Cloud Service Portal.
5	Import Label Templates into SkyPrint	
6	(Optional) Assign Labels to a Mobile App	Used to print labels from a mobile device.

## Tabs on the Customer Service Portal

The following tabs are available on the Cloud Service Portal. It is here that you will select options based on the operating system you are working with.



From left to right:

- **All Downloads.** Provides a list of all available services and applications to download regardless of operating system.
- **Android.** Provides a list of available Android services and applications to download.
- **Apple.** Provides a list of available Apple (iOS) services and applications to download.
- **Windows.** Provides SkyPrint Director for Windows download.
- **Acumatica.** Provides a list of available Acumatica Warehouse plugins to download.
- **Labels.** Provides a list of available label templates to download.

## Downloading SkyPrint

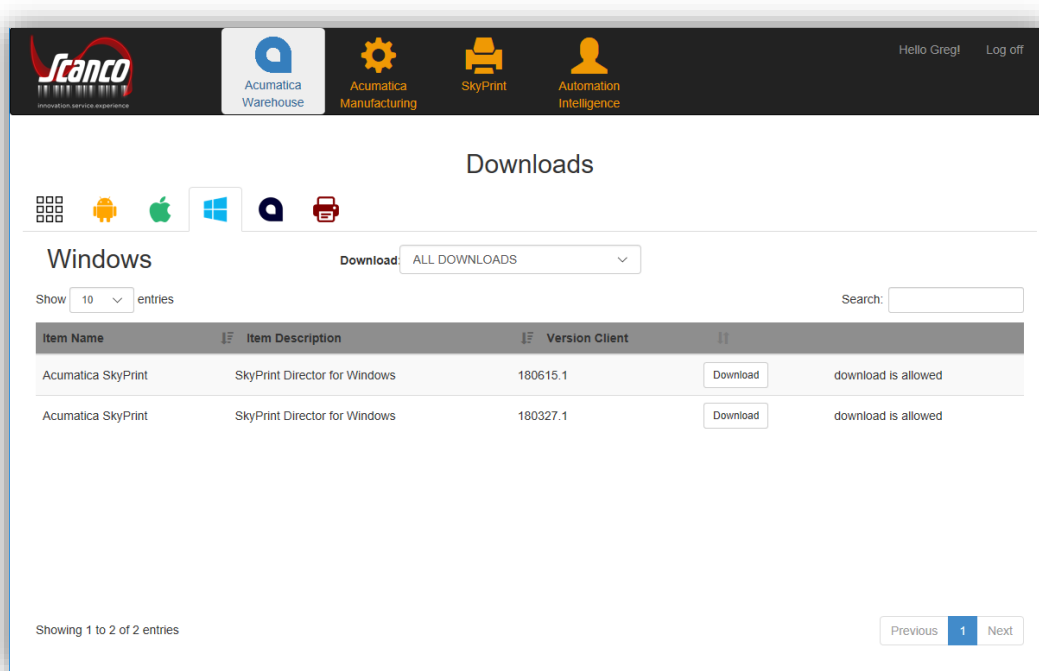
### To download the SkyPrint

1. In your browser, go to <https://acumatica.scancocloud.com>.

NOTE: When the portal login screen appears, you do not need to login.

2. Click **Downloads**.

The Acumatica Warehouse Downloads window appears.



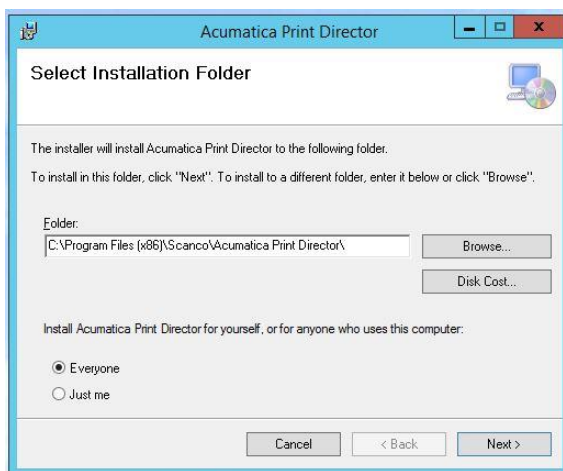
3. Click the **Windows** tab to display a list of SkyPrint Director versions available for download.
4. Click **Download** next to the version you want to install.

## Installing the SkyPrint Director

### To install SkyPrint

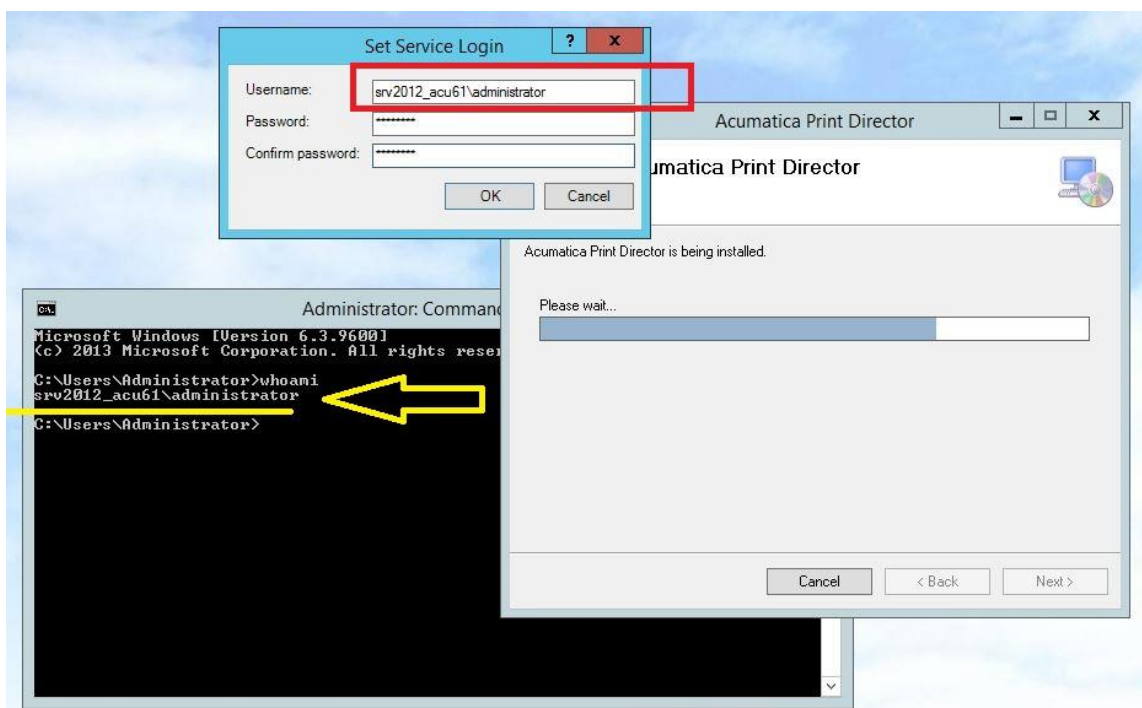
1. On the PC where you downloaded the SkyPrint Director, locate and run the executable file (\*.msi).

The Acumatica Print Director window appears.



2. In the **Folder** field, browse to select a location to install SkyPrint. Then, select **Everyone** to ensure everyone who access the PC can print.
3. Click **Next** through the Wizard and complete information as required until finished.
4. When the Set Service Login window appears, enter the administrator **Username** and **Password**. Confirm the password. Click **OK**.

TIP: To find out which account you are logged on to, open a command prompt and type “whoami.”



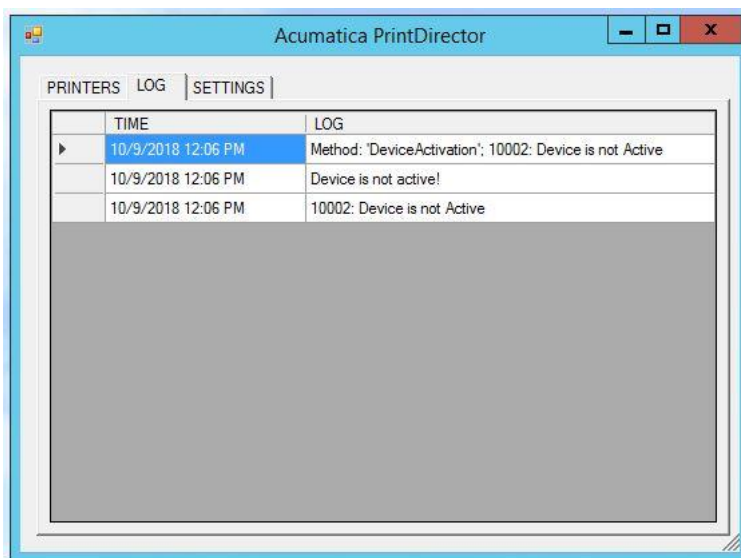
## Configuring the SkyPrint Director

NOTE: You will complete a part of the configuration in the Customer Service Portal. Ensure you have the appropriate credentials to log onto the portal before you begin configuring SkyPrint.

### To configure SkyPrint

1. Click the **Windows Start** button.
2. Select **Acumatica Print Director (WinForm)**.

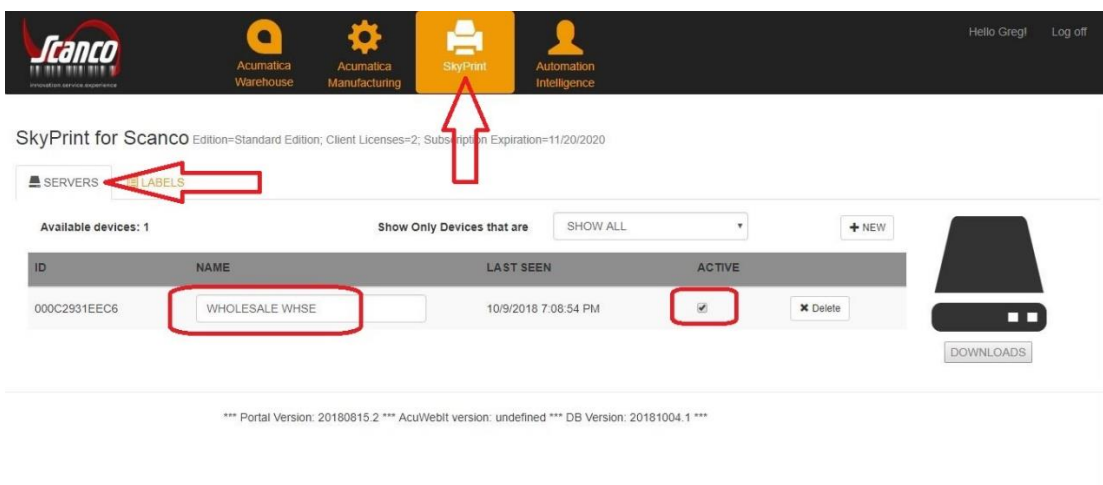
The Acumatica Print Director window appears and opens to the Log tab.



The message "Device is not active" displays. You must activate the SkyPrint license to continue. This is done in the portal.

3. To activate SkyPrint, open your browser and go to: <https://acumatica.scancocloud.com/>.
  - a. Login to your portal account. (For more information, see *Scanco's Cloud Service Portal for Acumatica Administrator Guide*.)

The portal window appears.

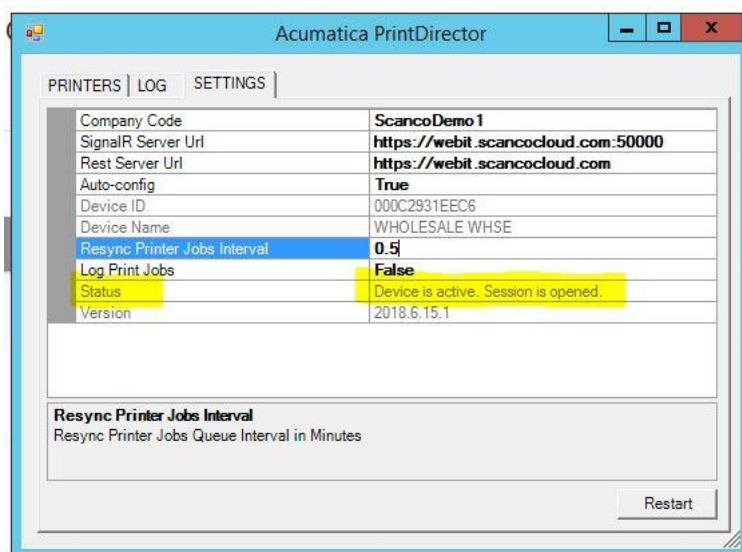


b. Click **SkyPrint**. Then, click the **Servers** tab.

Your print director will appear in the list.

c. Select **Active**.

d. Return to the Acumatica Print Director to complete your configuration.



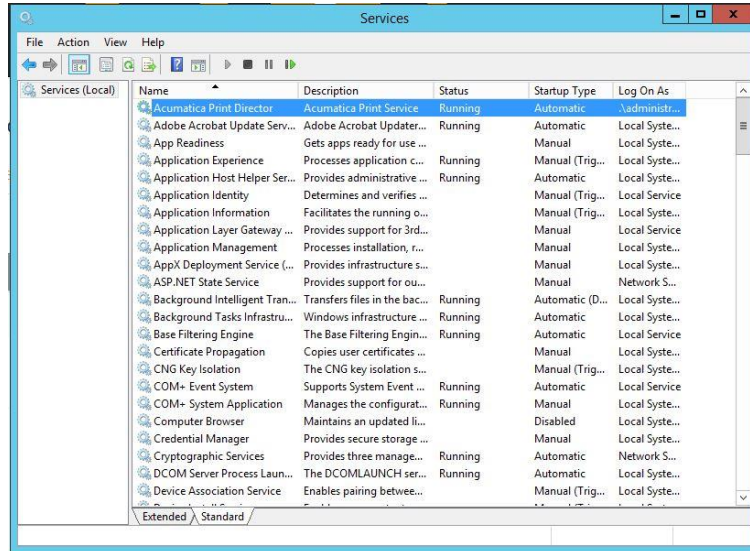
4. On the **Settings** tab, click **Restart**.

The Printers tab will show the status of the device as active.

5. Ensure the service is set to automatically start.

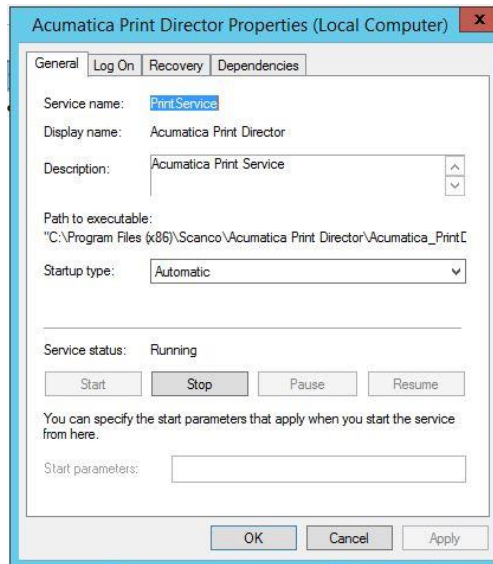
NOTE: The following procedure may be different depending on your version of Windows. See Windows documentation for additional instruction.

- a. From the Windows Control Panel, access Services. (Typically, from Administrative Tools > Services.) Locate the Acumatica Print Director.



If the Startup Column shows the service is set to Manual, do the following:

- b. Double-click **Acumatica Print Service** line item.



NOTE: You may be required to log on as the Administrator. If so, click the Log On tab and enter your credentials.

- c. On the **General** tab, select **Automatic** from the **Startup type** list. Then, click **OK**.

TIP: If the service stops unexpectedly, you can restart the service from this dialog. Click the Recovery tab, and then select options to restart the service.

## Installing the ZPL Label Printer

Your ZPL-based label printer needs to be installed as a Generic/Text Only printer. Once you install the label printer, you must update the printer list on the Cloud Service Portal.

### Before you Begin

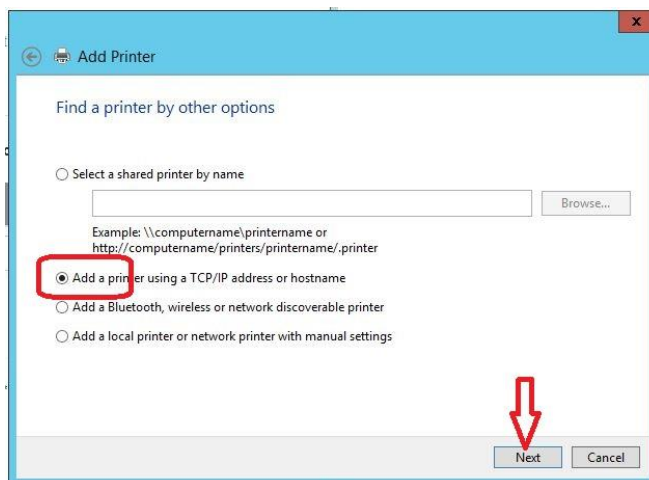
- You must install the ZPL printer as a Generic/Text Only printer, even if you already have a Zebra Label Printer driver installed.
- The printer driver must be installed in Windows under the same user name as the user who starts the Print Director Service.

### To install the ZPL Label Printer

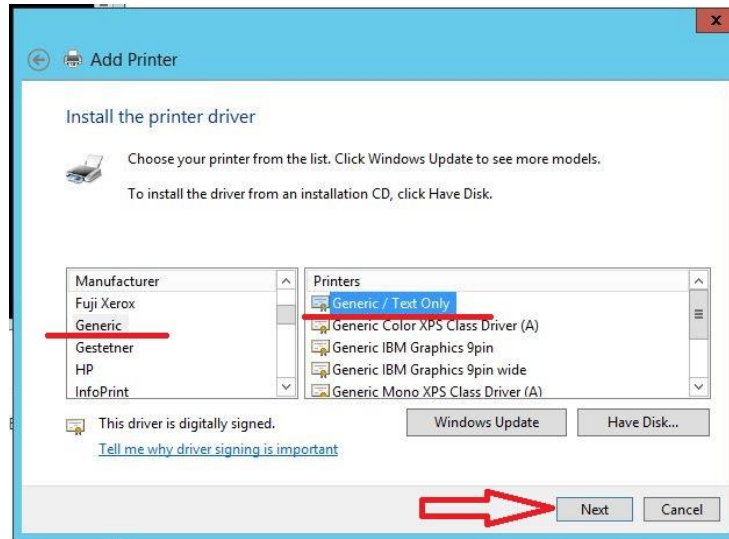
1. From the Windows Control Panel, follow Microsoft's steps to add a printer. (Typically, from Devices and Printers, select Add a printer.)

NOTE: The following procedures may be different depending on your version of Windows. See Windows documentation for additional instruction.

2. When prompted, select the option to **Add a printer using a TCP/IP address or hostname**. Click **Next**.



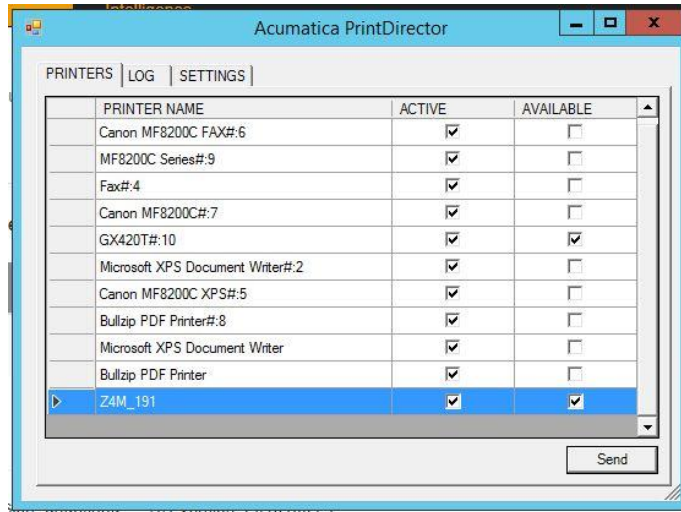
NOTE: Alternatively, you can add a USB printer.



3. In the Install the printer driver screen, do the following:
  - Under **Manufacturer**, select **Generic**.
  - Under **Printers**, select **Generic/Text Only**.
  - Click **Next**.
4. Complete the steps to create and name the printer. When prompted, you do NOT need to share the printer on the network, nor make it a default printer.

NOTE: When you are finished, the printer will appear in your Windows System Settings under Devices/Printers & Scanners.

You must complete the following steps to report the printer to the portal.
5. Click the **Windows Start** button.
6. Select **Acumatica Print Director (WinForm)**.
7. When the Acumatica Print Director window appears, click the **Printers** tab.



8. Locate your new ZPL Printer name. Select the **Active** and **Available** check boxes. Click **Send**.  
Your printers are now reported to the Cloud Service Portal.

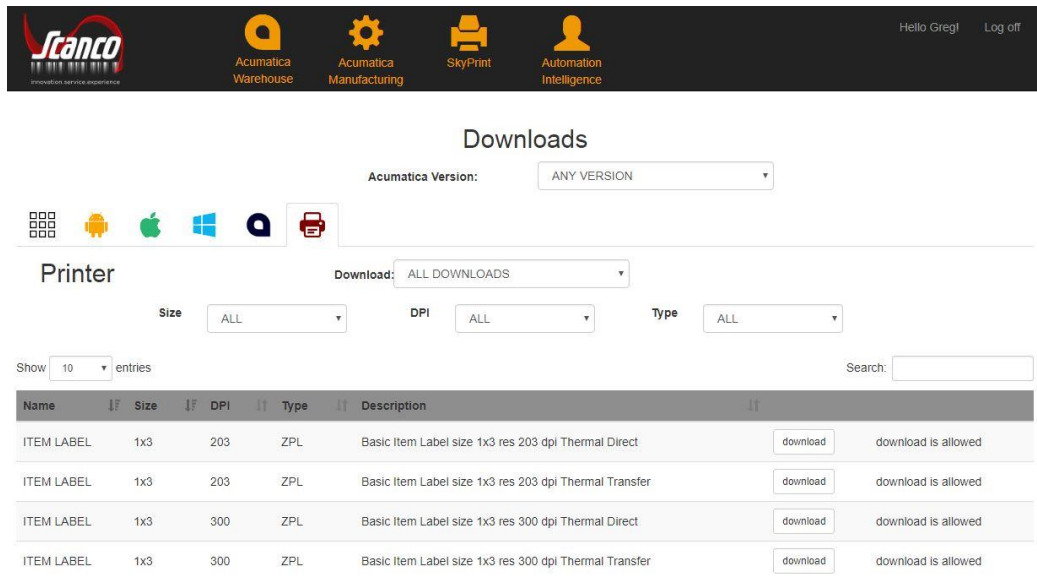
## Importing Label Templates

Importing label templates is a two-step process: 1) download the label template to your local drive 2) import the template into SkyPrint.

NOTE: You can also create custom labels. For more information, see *General Substitutions* in the [Appendix](#).

### To download a label template

1. From the download section of the Portal, click the **Labels** tab.



- Based on your printer’s resolution, label stock size, and printer type, click **Download** next to the label template you want to install.

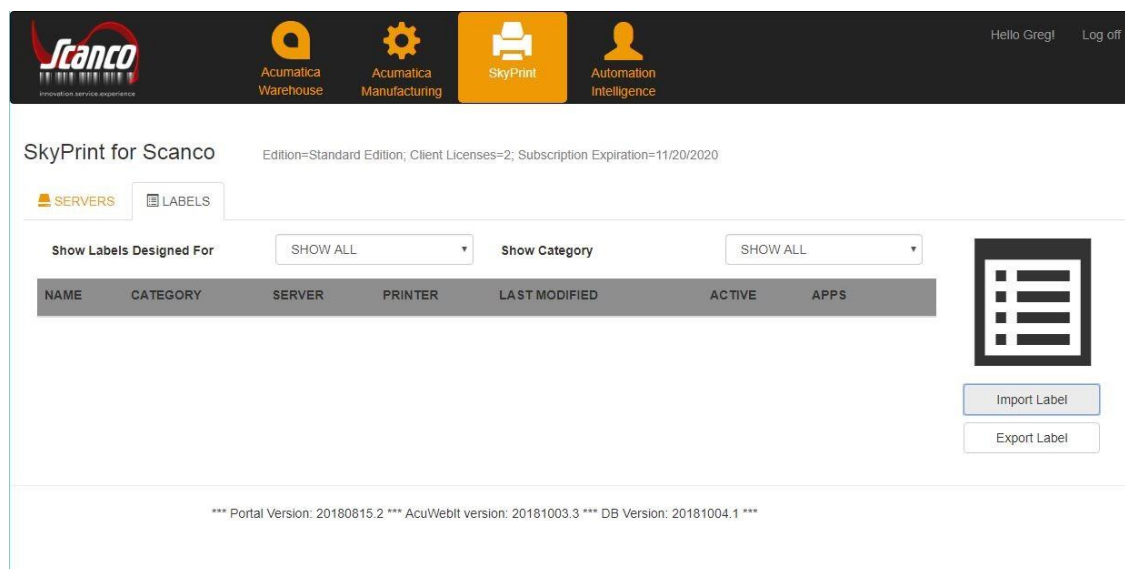
TIP: Use the Filter options to narrow your search. To learn more about filters on the portal, see *Scanco’s Cloud Service Portal for Acumatica Administrator Guide*.

- Save the XML template to a folder on your computer.

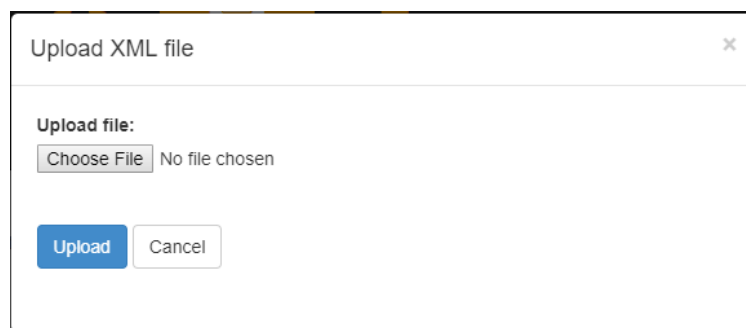
### To import the label template into SkyPrint

- In the portal, click **SkyPrint**. Then, click the **Labels** tab.

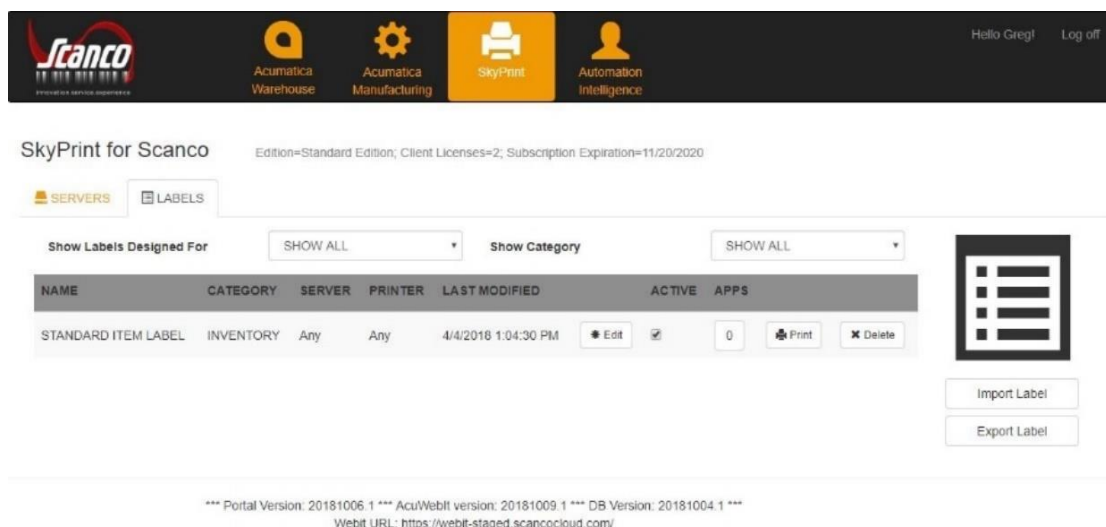
If you have not imported labels before, the list will be empty as shown in the following image.



- Click **Import Label**.
- In the Upload XML file dialog, click **Choose File**.



- Locate and open the XML template you saved to your local drive in the previous procedure.
- When the Upload XML file dialog returns, click **Upload**.



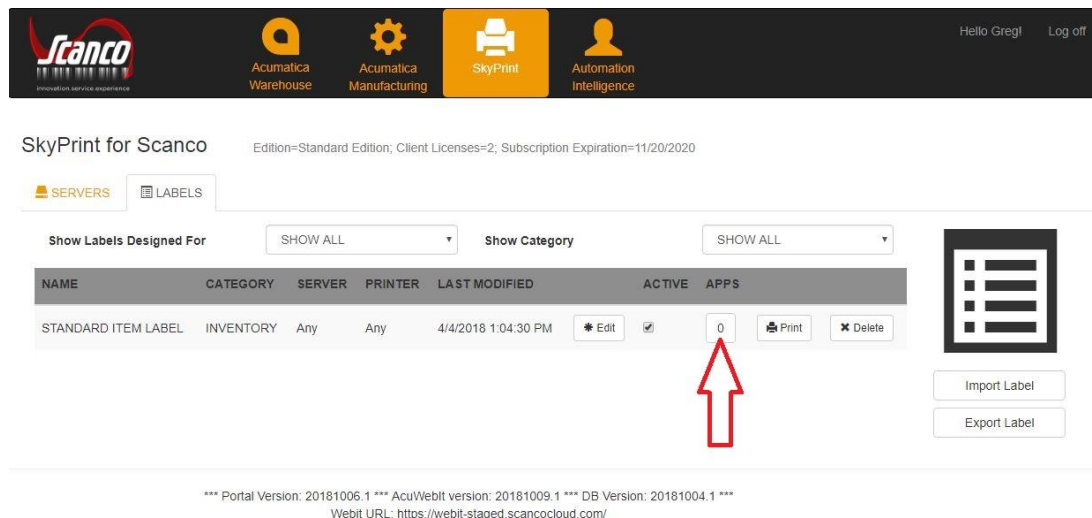
Your printer label is added to SkyPrint.

## Printing Labels for a Mobile App

You can specify certain labels that users can remotely send to the printer from their mobile device. You do this by assigning a label to one or more mobile apps.

### To assign labels to a mobile app

1. In the portal, click **SkyPrint**. Then, click the **Labels** tab.
2. Locate the label you want to assign to an app. Click the **Apps** button.



3. In the Application screen, select the apps you want to assign the label to.

-OR-

Click **Check All**, to select all apps.

Applications

STANDARD ITEM LABEL

check all uncheck all

- Locator By Item
- Locator By Bin
- Inventory Transfer OUT
- Inventory Transfer IN
- Physical Count By Item
- Physical Count By Bin
- SO Ship By Order
- SO Ship By Item
- Confirm Ship
- Confirm Ship Advanced
- PO Receipt By Order
- PO Receipt By Item

Save Close

4. Click **Save**.

## Appendix

### General Substitutions

The following substitutions may be used in place of Scanco's pre-designed labels and templates.

NOTE: If you create custom labels and will be using your own substitutions, remember to record them. Documenting substitutions allows for easier troubleshooting if potential printing issues arise.

\$CompId\$ -	Company ID
\$ItemCd\$ -	Item Code
\$ItemDescr\$ -	Item Description
\$Valuation\$ -	Item's Valuation Method (N, S, or L)
\$ItemType\$ -	Item Type (InvPart, NonInvPart)

### Additional Substitutions

Additional substitutions are used for troubleshooting.

\$z_CompKey\$ -	Company Key
\$z_ItemKey\$ -	Item Key (Scanco's internal value)