## How to print multiple copies of a receipt or form.

## **Summary:**

How to print multiple copies of a receipt or form. How to print duplicate copies of a receipt.

## **Solution:**

Specify the form multiple times in the Point of Sale Form Group.

In Setup / Point of Sale / Form Groups, select the appropriate Form Group.

On the **Forms** tab, enter a line for the Form for each desired print instance.

Note: If using a Windows printer, as an alternative the default number of copies to print can be set in Printer Properties.

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