

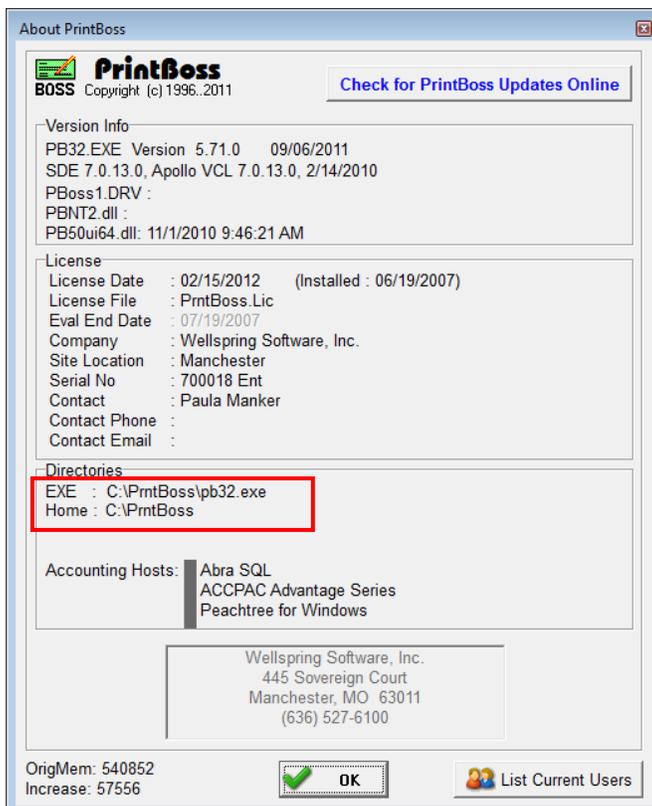
These instructions work for the following scenarios:

- PrintBoss is installed on a local computer and needs to be moved to a network server.
- PrintBoss is on a network server and needs to be moved to a different network server.
- PrintBoss is on a network server and needs to be moved to a local computer.

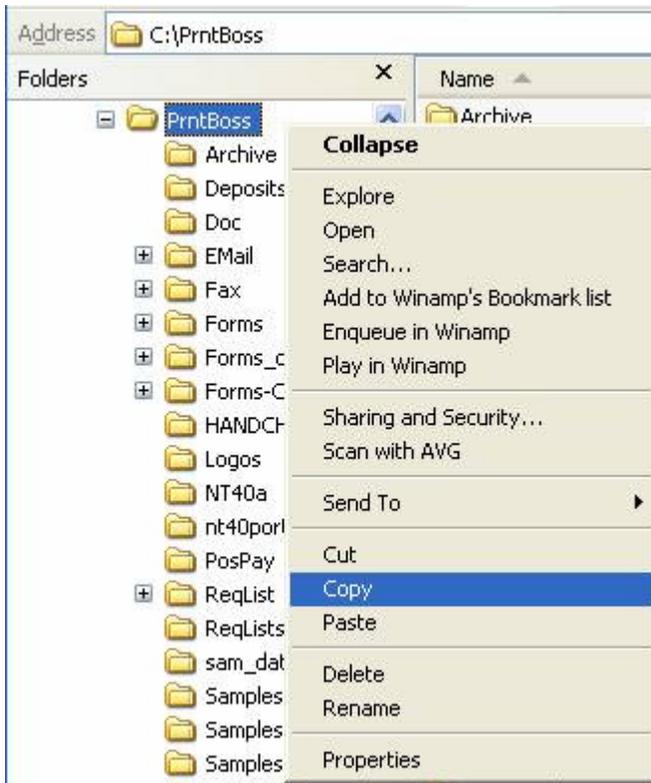
The best choice for moving PrintBoss in is to copy the entire existing PrntBoss folder from the current location to the new location. This method retains all banks, custom forms, and settings. After PrntBoss is moved, run a workstation install for each computer that will use PrintBoss. (See the instructions below for detailed information.)

## COPY AN EXISTING PRNTBOSS FOLDER

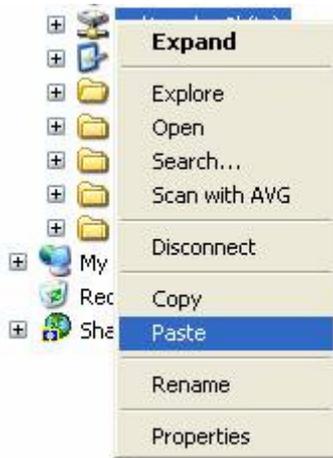
1. Locate your PrntBoss folder.
  - a. Open the PrintBoss **Master Application** window.
  - b. Click on the **Help** menu and choose **About**.
  - c. Note the **Home Directories** location.



2. Open Windows Explorer and locate the **PrntBoss** folder (Home Directory).
3. Right-click on the **PrntBoss** folder and select **Copy**.



4. Browse to the new location where you want to move PrintBoss.
5. Right-click on the network or local drive and select **Paste**. You may copy PrintBoss to a mapped drive or a UNC (i.e. [\\MyServer\Acc\PrntBoss](#)).

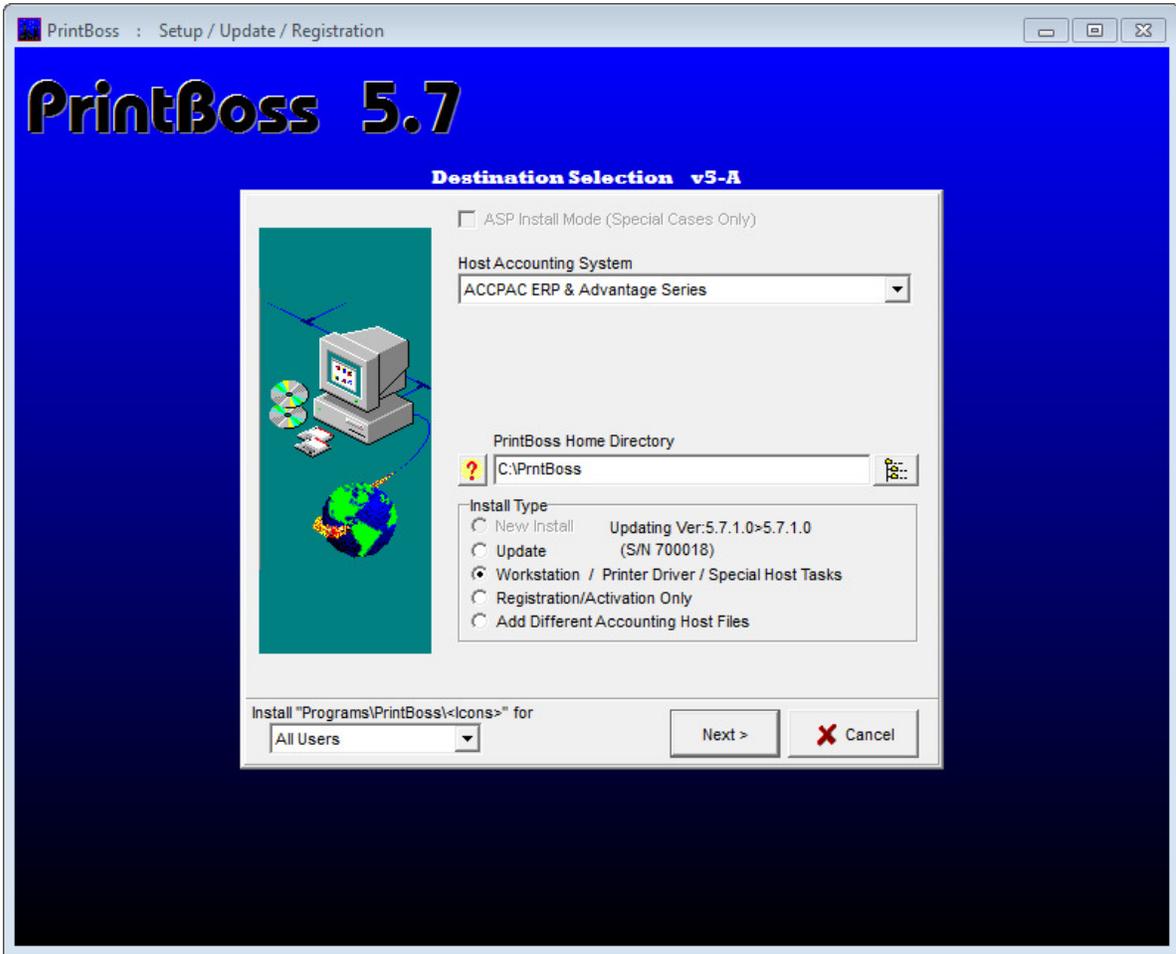


The PrntBoss folder should now appear on the server. Once PrintBoss has been copied to the new location, continue with the following instructions to perform a **workstation install**.

## WORKSTATION INSTALL

Once the PrntBoss folder is on the server, run a workstation install from each computer that will use PrintBoss. This needs to be done if PrintBoss was moved to a local computer as well.

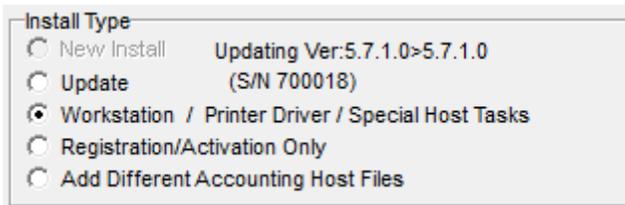
1. From the workstation, browse to the PrntBoss folder in its new location and double-click on the **setup.exe** file (sometimes called **setup**). This will open the first in a series of installation windows.



2. Select or verify the correct **Host Accounting System** at the top of the window.
3. Click on the browse button  to navigate to the new location for PrntBoss in the **PrintBoss Home Directory** field.



4. Select **Workstation / Printer Driver / Special Host Tasks** for the **Install Type**.



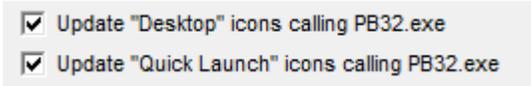
5. Click **Next**. Several install screens will flash by. The final screen is Setup Complete.
6. Verify **Local and User Registry** is displayed in the **PrintBoss Settings Saved In:** field.



7. **Install PrintBoss Printer Driver on Finish** should also be checked.



8. Select the check boxes to update shortcuts.



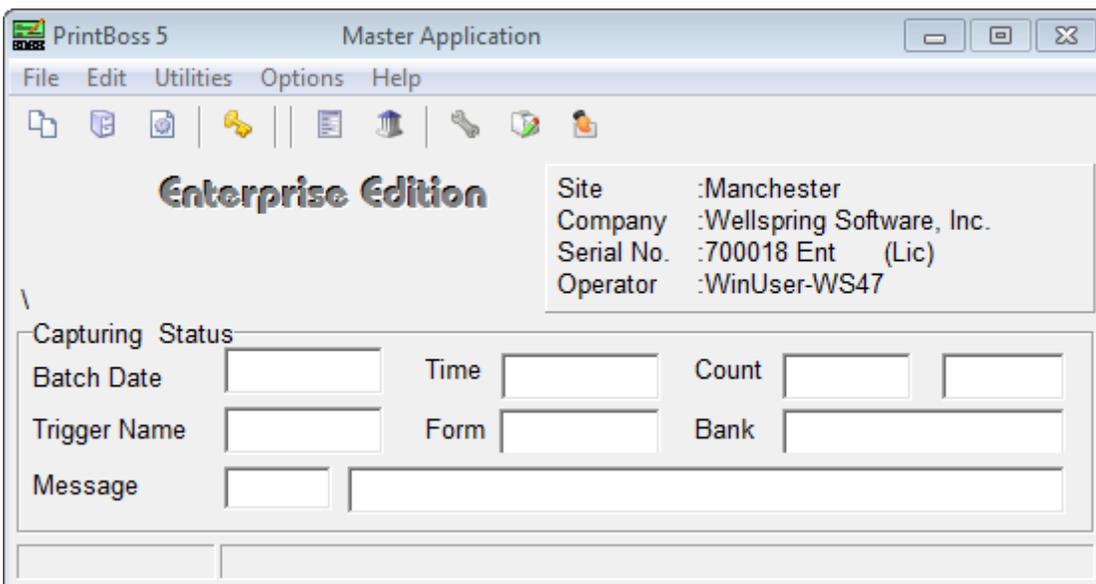
9. Click **Finish**. You should receive the message: **PrintBoss has been installed successfully**.  
10. Click **OK**.

## SETUP PRINTBOSS ON THE WORK STATION

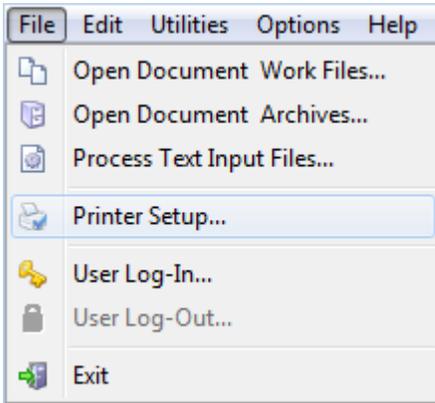
1. Open PrintBoss from the **Start** menu by selecting **All Programs/PrintBoss/PB32 Program**.



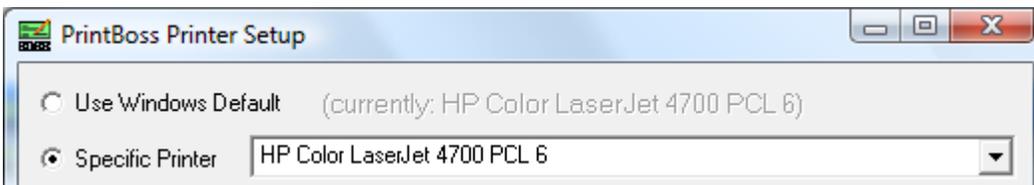
2. The PrintBoss **Master Application** window appears.



3. Verify the check printer by clicking on the PrintBoss **File** menu and selecting **Printer Setup**.



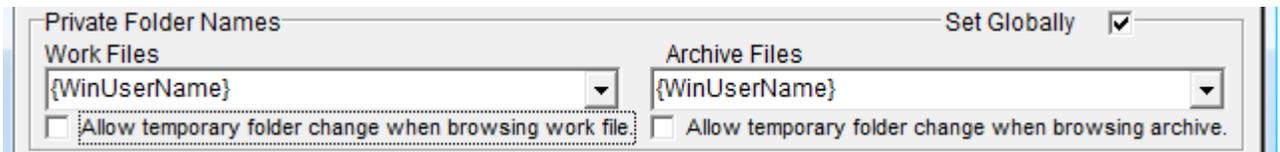
4. The **PrintBoss Printer Setup** window appears. Choose a default check printer for PrintBoss (i.e., HP LaserJet).



5. Click **OK** to save your changes.

**Note:** The recommended setting for Terminal Services is to set the Windows Default printer to the check printer and set PrintBoss to **Use Windows Default**.

6. Verify the recommended setup for multi-user situations on a network clicking the **Options** menu and selecting **Configuration**.



7. Select **Set Globally** and set the **Work Files** and **Archives Files Private Folder Names** to {WinUserName}.
8. Click OK to save settings.

The workstation install is now complete.

**NOTE:** You do not have to repeat Steps 6 – 8 when performing future workstation installs. This selection is a global setting that affects all users.

\*\*\*Be sure to run a workstation install from each computer that will use PrintBoss on the network. \*\*\*

After the workstation installs are completed:

Return to the original PrntBoss folder and rename it to **OldPrntBoss**. This will prevent any confusion between the two folders. After you are sure the folder was copied correctly, the OldPrntBoss folder may be deleted.