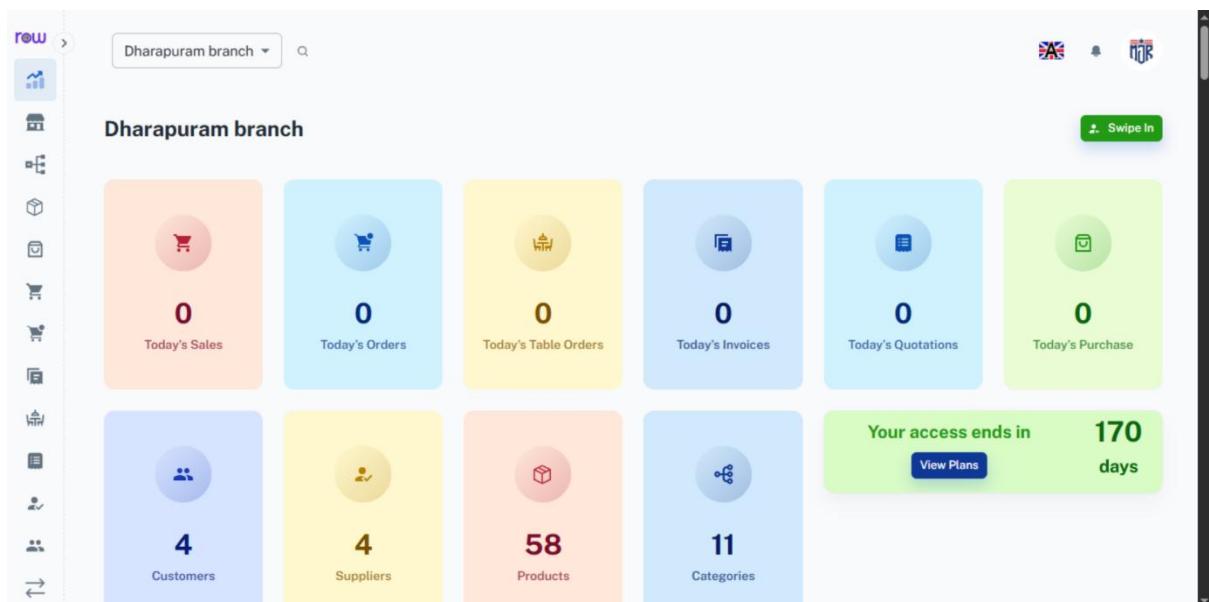


# Setup Printer Service and Print KOT & Bill

Go to [runonweb.com](https://runonweb.com)

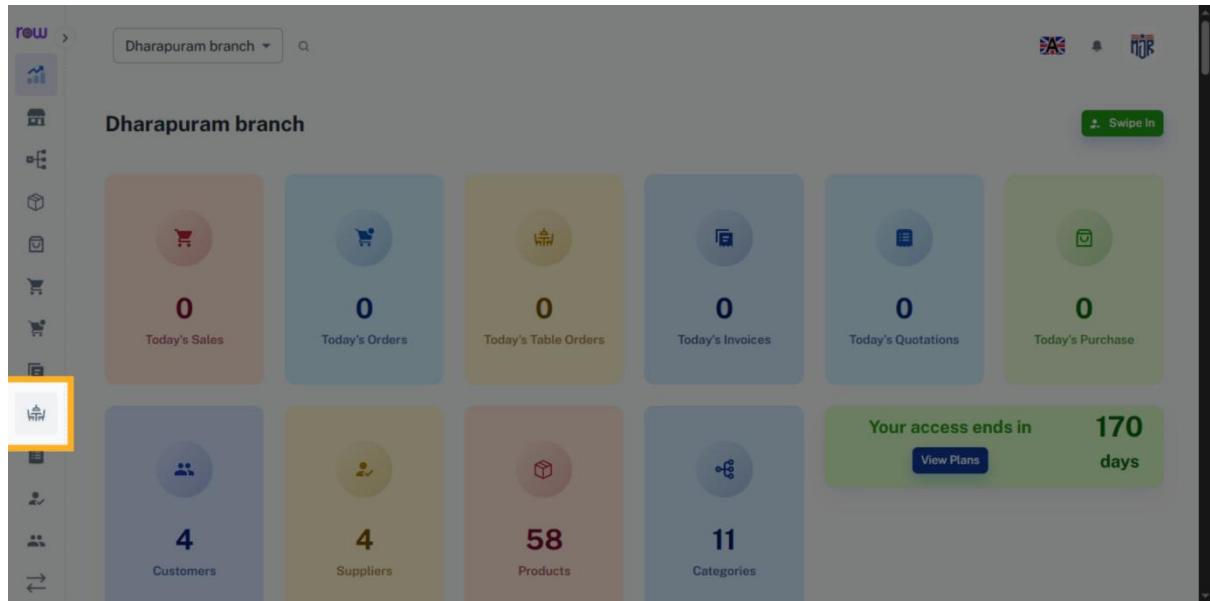
## 1. Introduction

In this tutorial, you will learn how to set up the printer service, scan and add printers for KOT and bill printing.



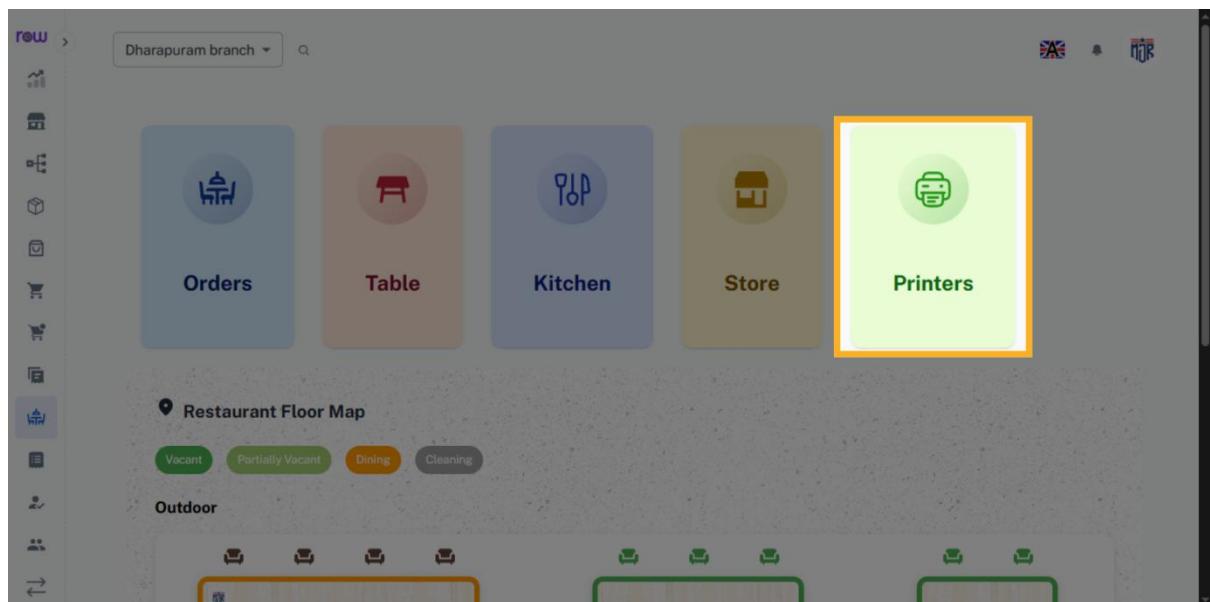
## 2. click Hotel

Click hotel to view the hotel screen



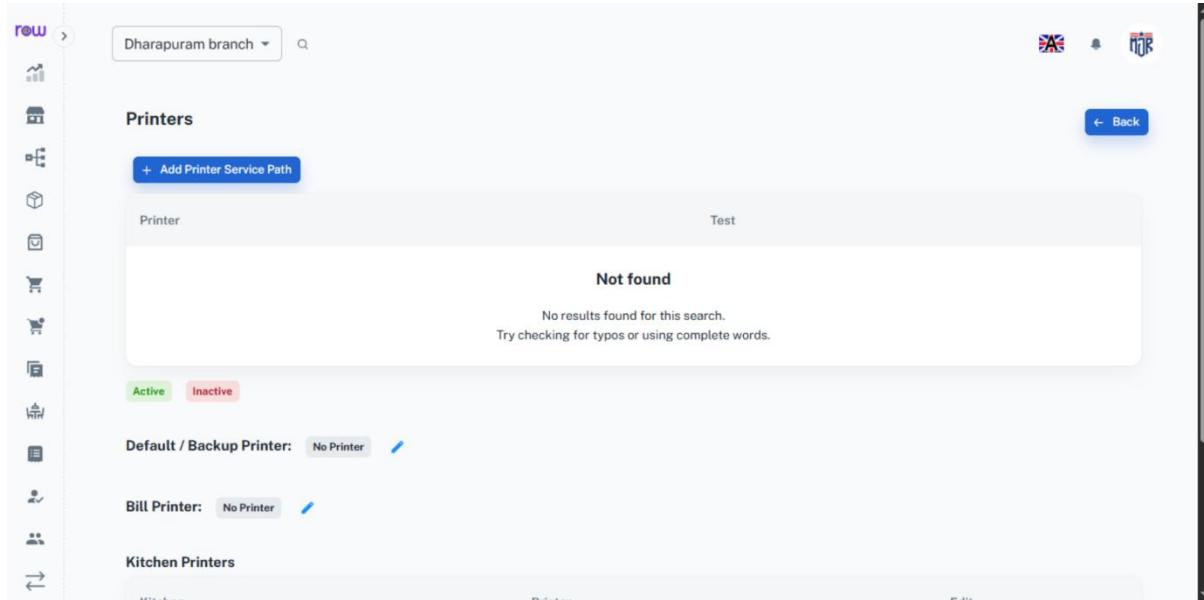
## 3. Click Printers

Click Printer to open the printer settings screen.



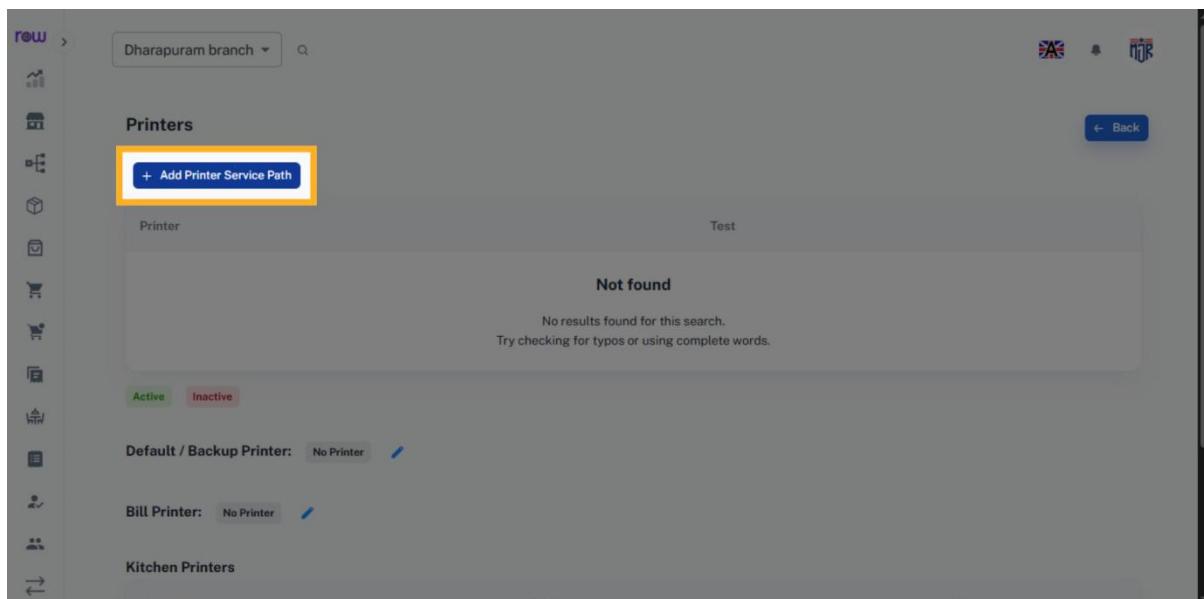
## 4. Printer Screen

You need to set up the printer service on the system within your local network. The RunOnWeb team will help you set up this service. All printers must be connected to the same network in which the service is running.



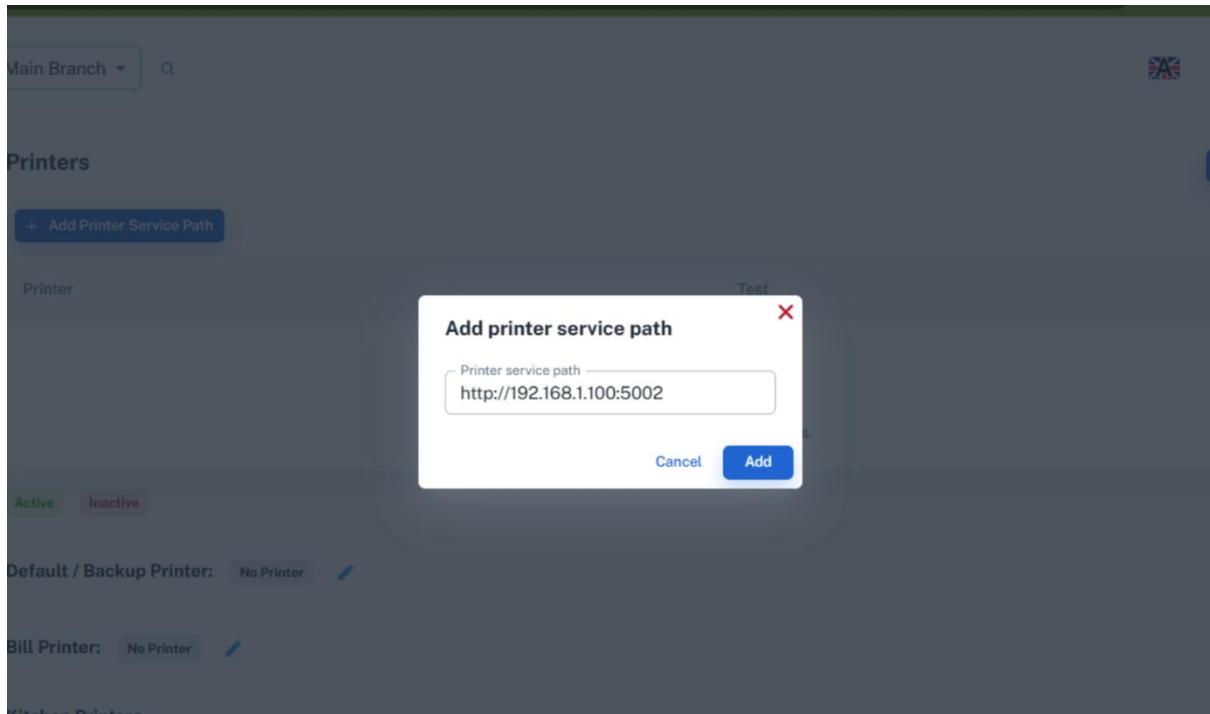
## 5. Add printer Server Path

Click the Add Printer Service Path button to add the printer service path that is running in your local network.



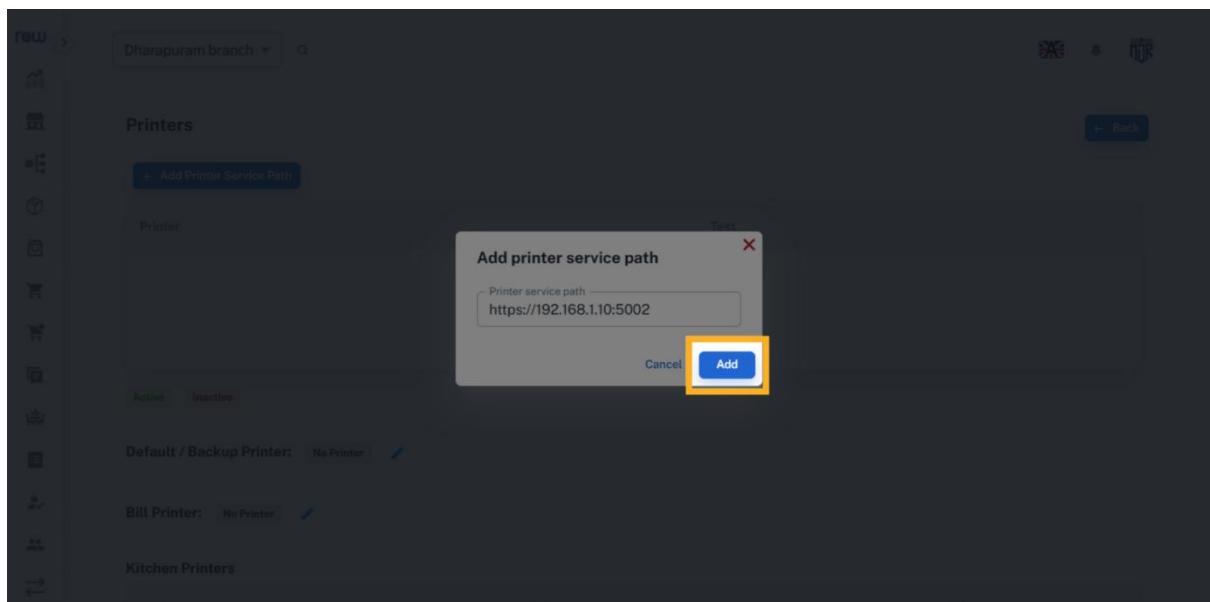
## 6. Enter Printer Path

Enter the IP address of the system on which the printer service is running.



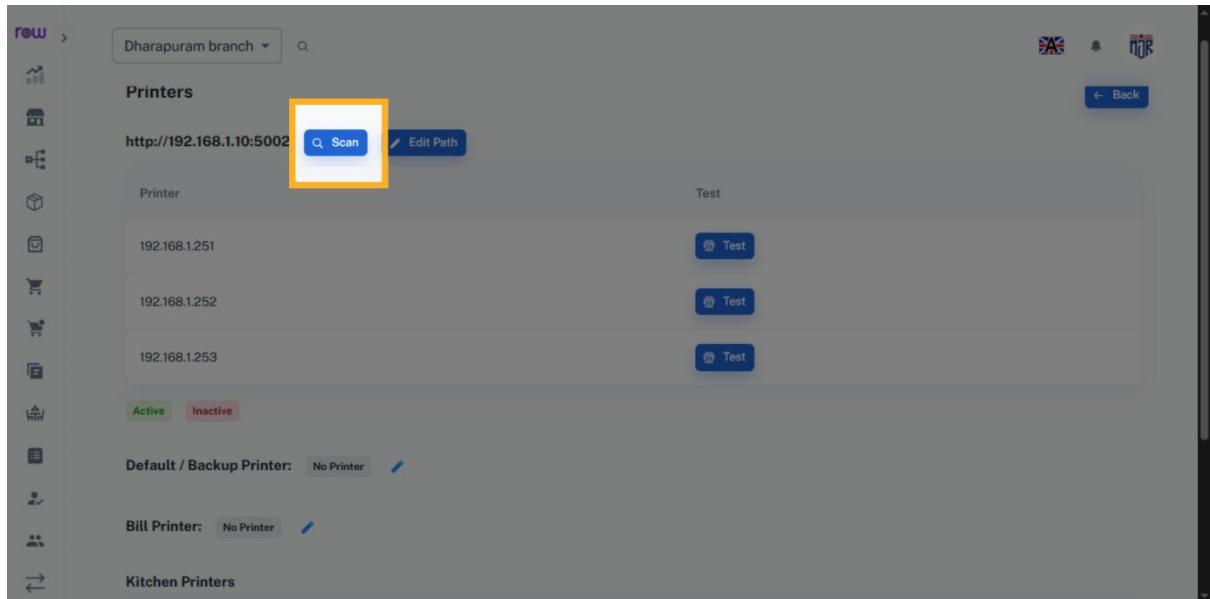
## 7. Click Add

Click Add to add printer.



## 8. Scan the Printers

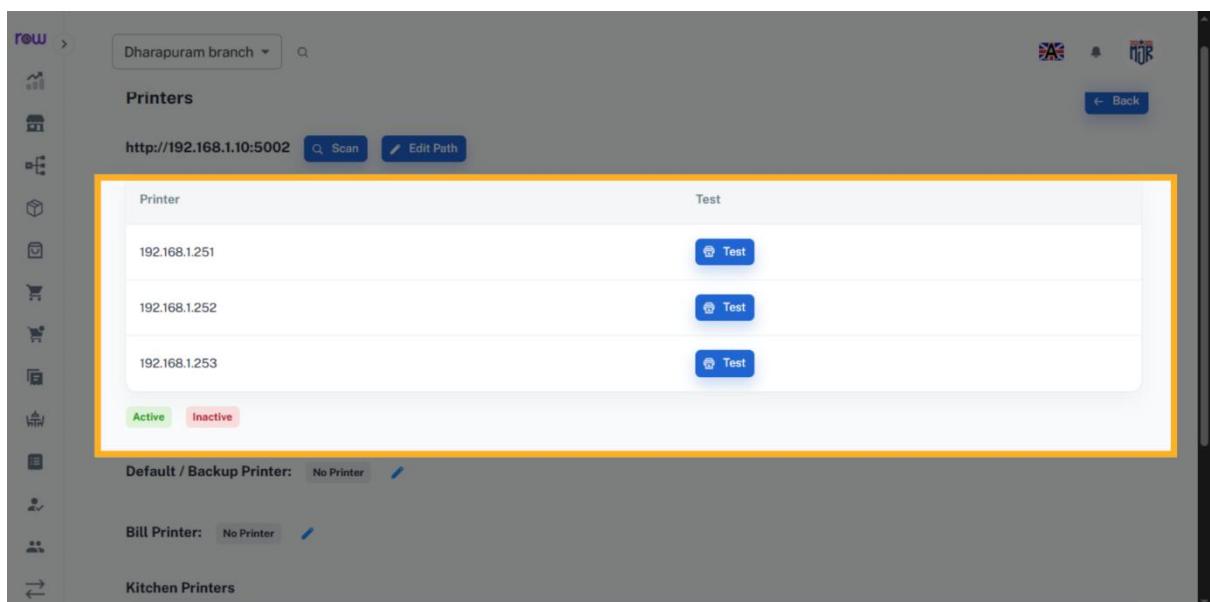
When you enter into the printer screen, it automatically scans and displays the list of printers connected in your network. You can also manually scan by clicking the Scan button.



The screenshot shows a software interface for managing printers. At the top, there is a header with a dropdown menu set to 'Dharapuram branch', a search bar, and some icons. Below the header, the title 'Printers' is displayed, followed by the URL 'http://192.168.1.10:5002'. A blue 'Scan' button is highlighted with a yellow box. To the right of the 'Scan' button are 'Edit Path' and 'Back' buttons. The main area is titled 'Printer' and lists three entries: '192.168.1.251', '192.168.1.252', and '192.168.1.253'. Each entry has a 'Test' button to its right. Below the printer list are buttons for 'Active' and 'Inactive'. Further down, there are fields for 'Default / Backup Printer' (set to 'No Printer') and 'Bill Printer' (also set to 'No Printer'). At the bottom, there is a section for 'Kitchen Printers'.

## 9. Printer List

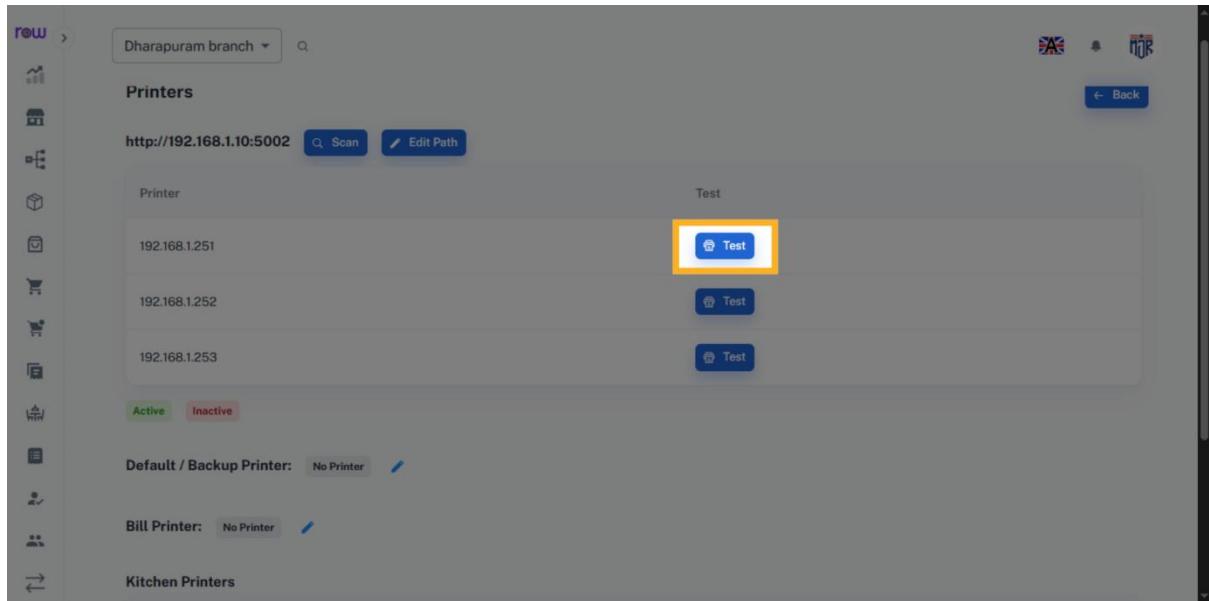
You can see the list of printers connected in your network.



The screenshot shows the same software interface as the previous one, but the entire table of printer connections is highlighted with a thick yellow border. The table structure is identical to the one in the previous screenshot, listing the three printers (192.168.1.251, 192.168.1.252, 192.168.1.253) with their respective 'Test' buttons.

## 10. Test Print

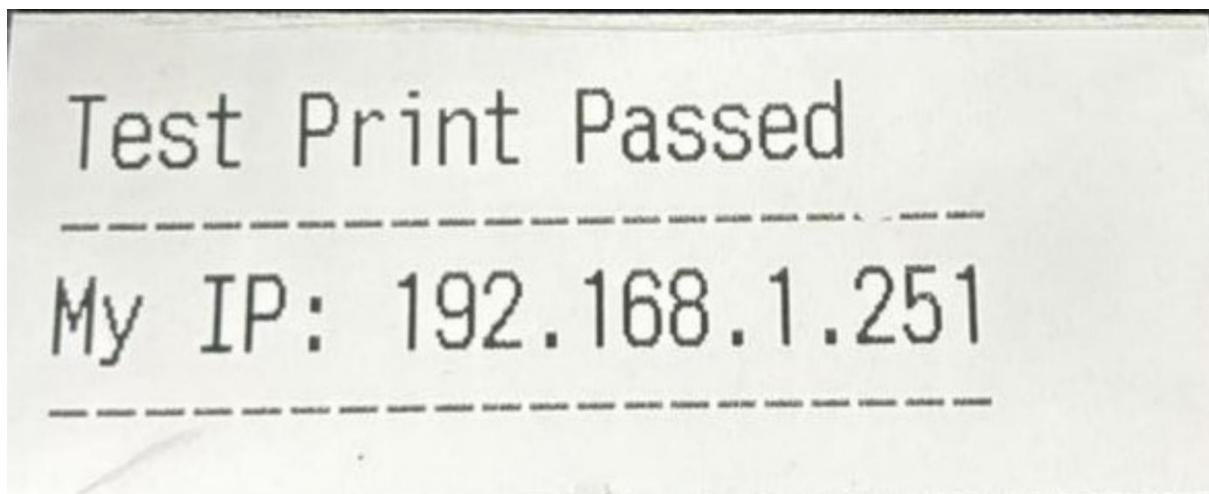
Click Test to check the printer.



The screenshot shows the 'Printers' section of a POS software. The URL is <http://192.168.1.10:5002>. The left sidebar has icons for Home, POS, Reports, and Settings. The main area shows a table of printers with IP addresses: 192.168.1.251, 192.168.1.252, and 192.168.1.253. Each row has a 'Test' button. The row for 192.168.1.251 has its 'Test' button highlighted with a yellow box. Below the table are buttons for 'Default / Backup Printer' (No Printer) and 'Bill Printer' (No Printer). At the bottom is a 'Kitchen Printers' section with a left and right arrow button.

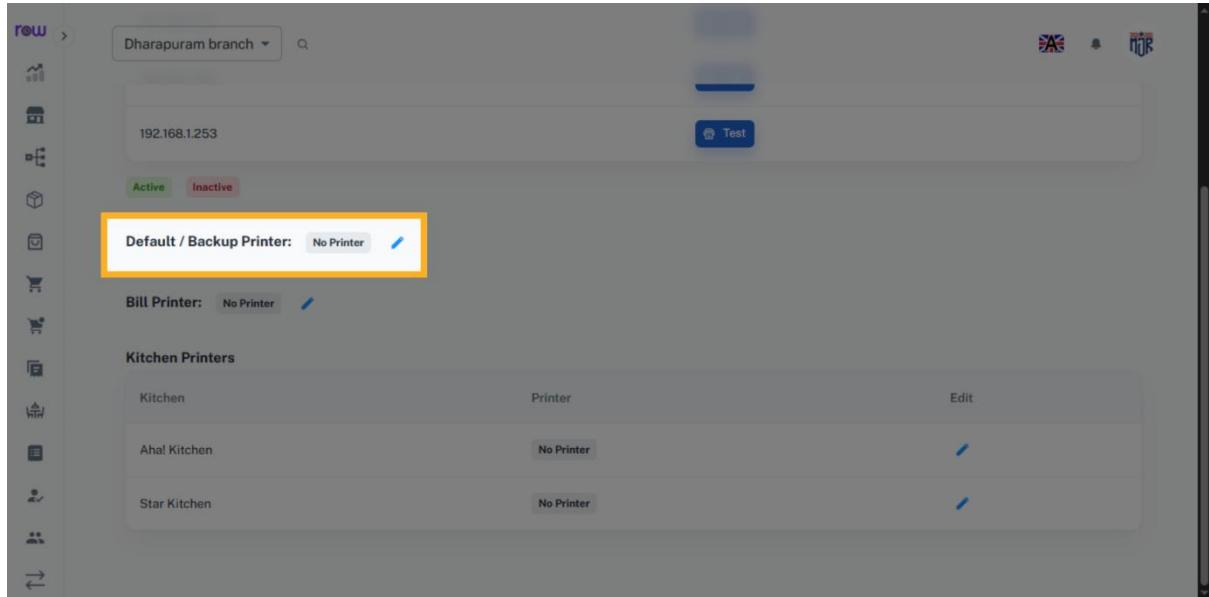
## 11. Test Print Output

After clicking Test, the printer will print a success message along with its IP address.



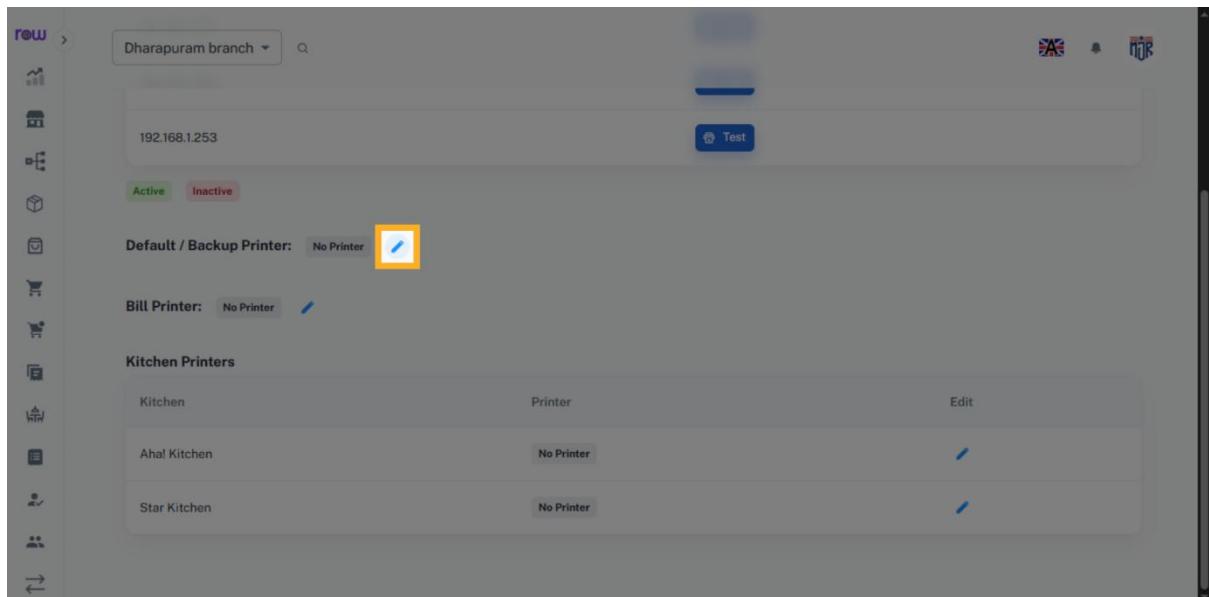
## 12. Default/Backup Printer

This is the default/backup printer. If any of the KOT printer or bill printer is not working, the print will be sent to this backup printer.



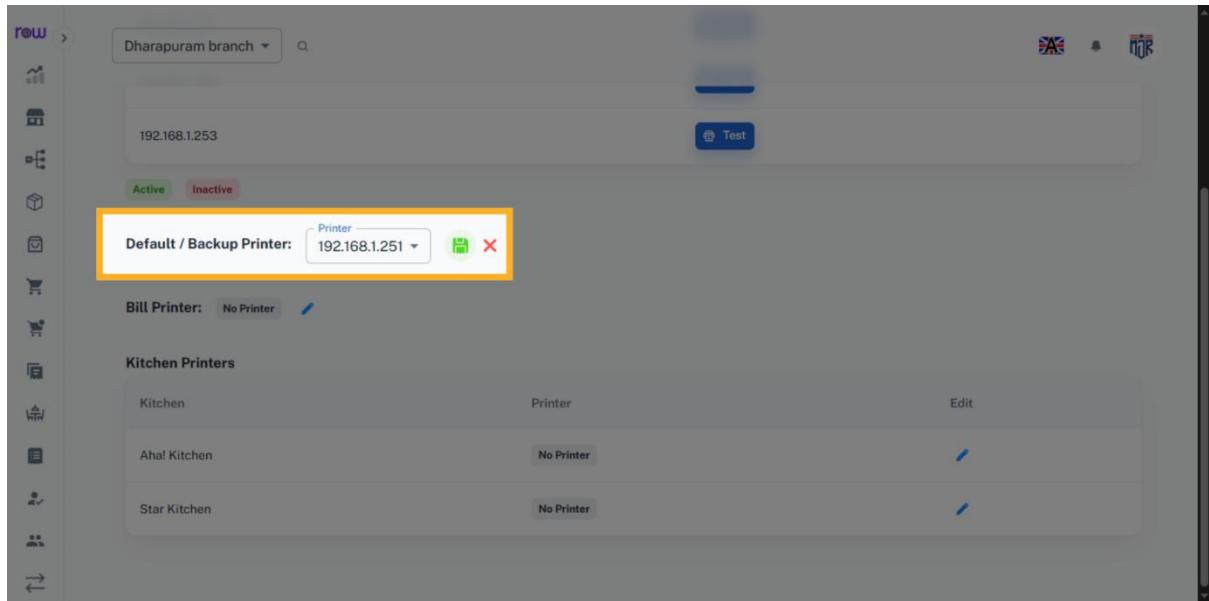
## 13. Edit Printer

Click edit icon to change the printer.



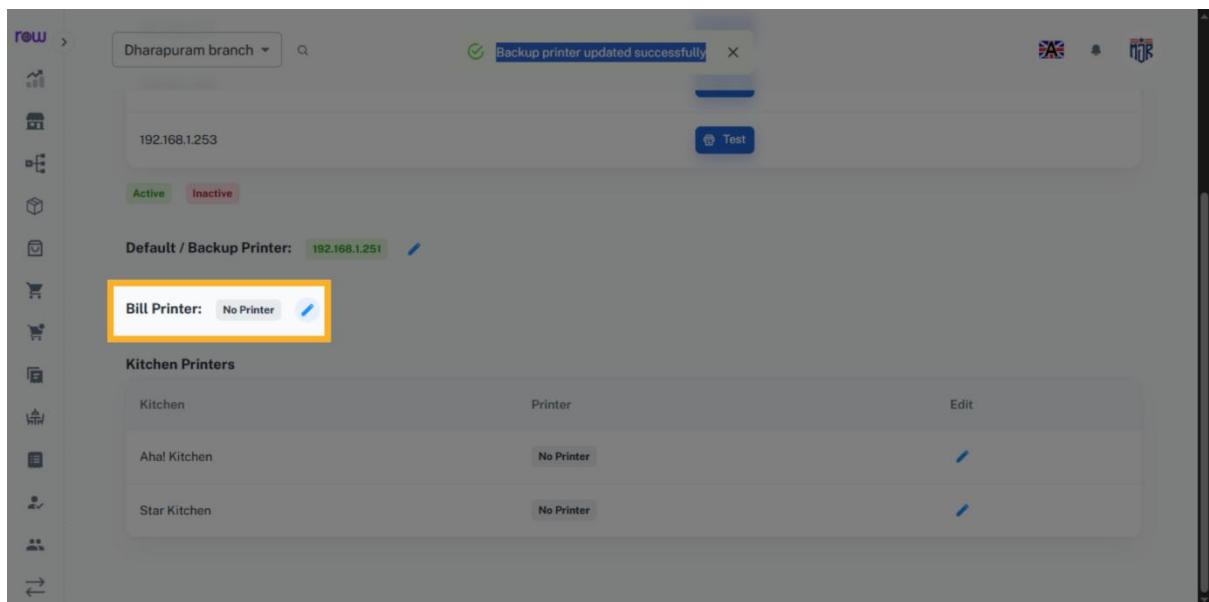
## 14. Printer Selection

Select the default printer from the list of printers, and click Save to apply the change.



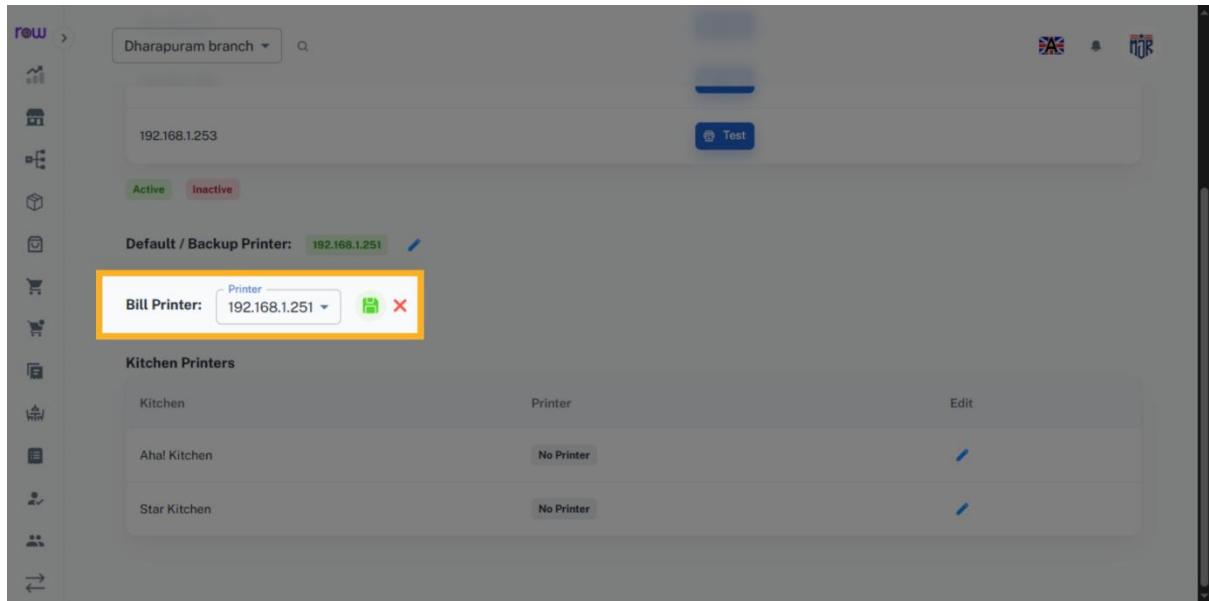
## 15. Bill Printer

This is the bill printer. Bills will be printed in the printer assigned here.



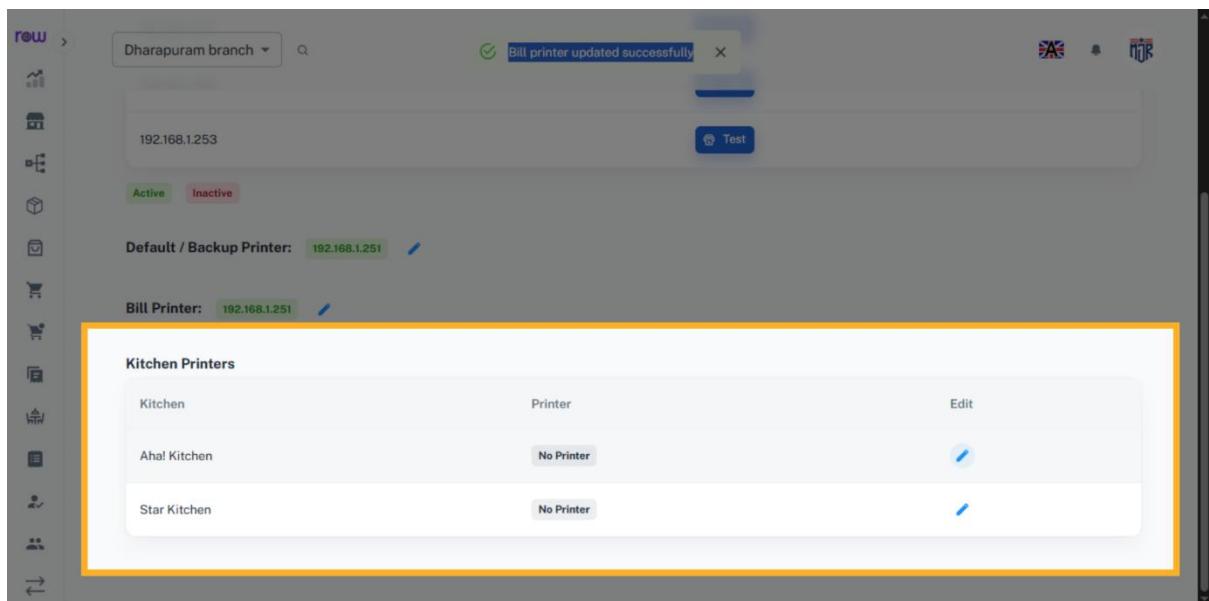
## 16. Open Printer Configuration

Select the bill printer from the list of printers, and click Save to apply the changes.



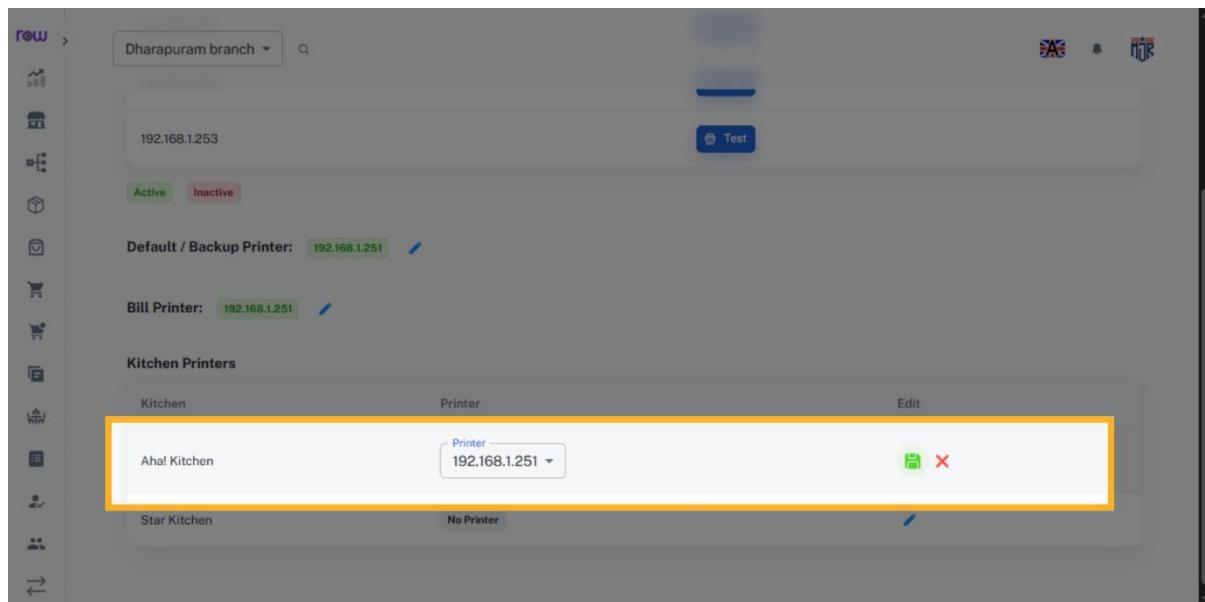
## 17. Kitchen Printer

You can see the list of all kitchens here. Click the Edit icon to add a printer for a kitchen.



## 18. Kitchen Printer Selection

Select the printer from the list of printers, and click Save to apply the change.



## 19. KOT Output

This is how the KOT will be printed.



**ABC PRIVATE LIMITED**  
Kitchen Order Ticket

---

Bill #: 5 05 Dec 2025  
Table: Neptune (Dine-in)  
Kitchen: Star Kitchen

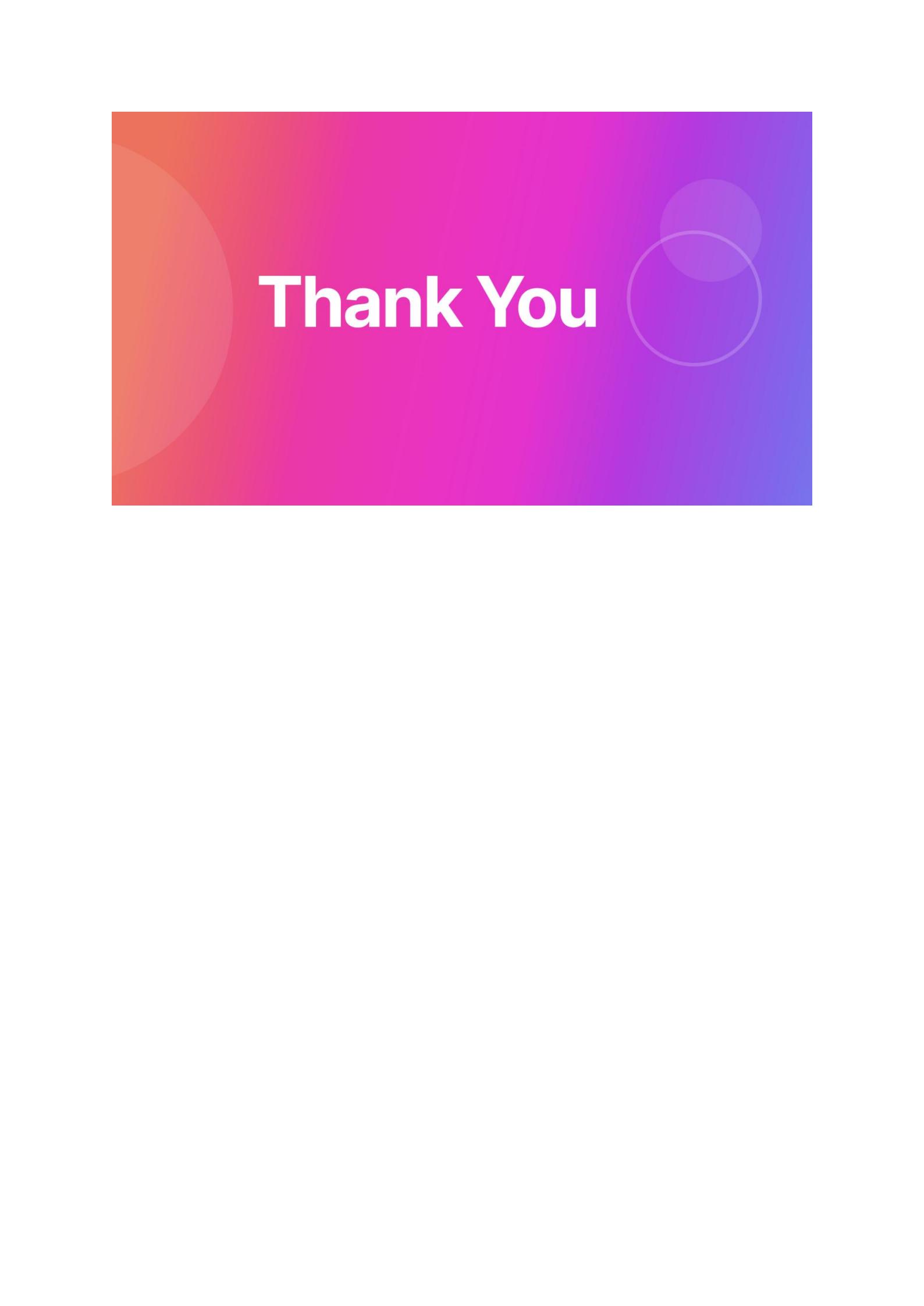
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**Order Items**

---

#	Item	Qty
1.	Chicken Chettinad (Plate)	1
2.	Chicken Biryani (Count)	1

Thank you! Please serve hot



# Thank You