



iLabPOS – Configure iLabPOS to Send Emails

Version 1.0

May, 2016

1. Introduction

In iLabPOS you can send PDF invoices and statements directly via email. This manual will assist you with setting up email in iLabPOS. Unfortunately the process is slightly complex and might require assistance from a PC Technician.

2. Email Server Configuration

Your first task is to configure your email server connection details in iLabPOS. You can use your G-Mail account to send emails, however the easiest option would be to use your Internet Service Provider's Outgoing SMTP Server.

Go to File >> Email Settings

The screenshot shows the 'EMAIL SERVER SETTINGS' window in iLabPOS. The window title is 'EMAIL SERVER SETTINGS'. The user is 'ADM' and the terminal is 'Shop'. The settings are as follows:

- SMTP Server: (Example smtp.gmail.com or smtp.go.net.mt)
- Port: (Default 25, Gmail 465)
- Use SSL: (Must be ticked for Gmail)
- Authenticate: (Must be ticked for Gmail)
- Username:
- Password:
- From: (Your email address, ex joseph.borg@gmail.com)
- Notify on: (Input the email address where notifications are sent to)

Below the settings, there is a note: "If you are using Gmail as an SMTP Server, you need to Turn On Access for less secure email in your gmail settings. To send emails from iLabPOS, Install GhostScript and Acrobat Distiller. The GS path should be configured in iLabPOS." At the bottom of the window is a "Send Test" button.

In Malta, for Go and Melita connections, you can use the below settings (Valid as at May 2016, these settings may change so please check with your Internet Service Provider) :

GO

- SMTP Server: smtp.go.net.mt
- Port: 25
- From: Any of your email addresses
- Notify On: Any of your email addresses
- Leave all other fields empty and unchecked

Melita

- SMTP Server: smtp.melita.com
- Port: 25
- From: Any of your email addresses
- Notify On: Any of your email addresses

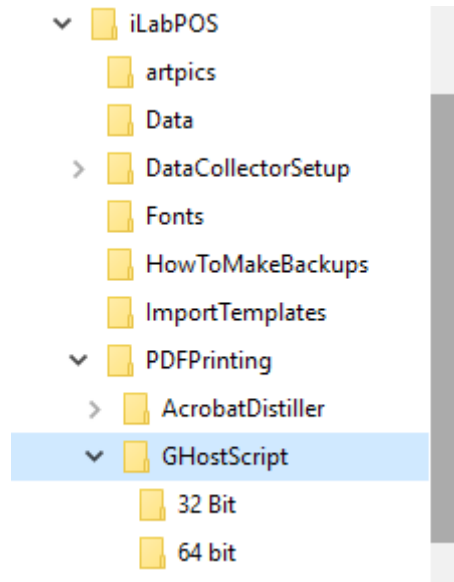
Leave all other fields empty and unchecked

If you are not in Malta and you do not have a GO or Melita Internet Connection, you can use any other SMTP Outgoing email server. If you are not sure what SMTP server you can use, we suggest to see with your IT Technician or with your Internet Service Provider.

Once you specify your SMTP settings, click on the blue diskette to save.

3. Install GhostScript

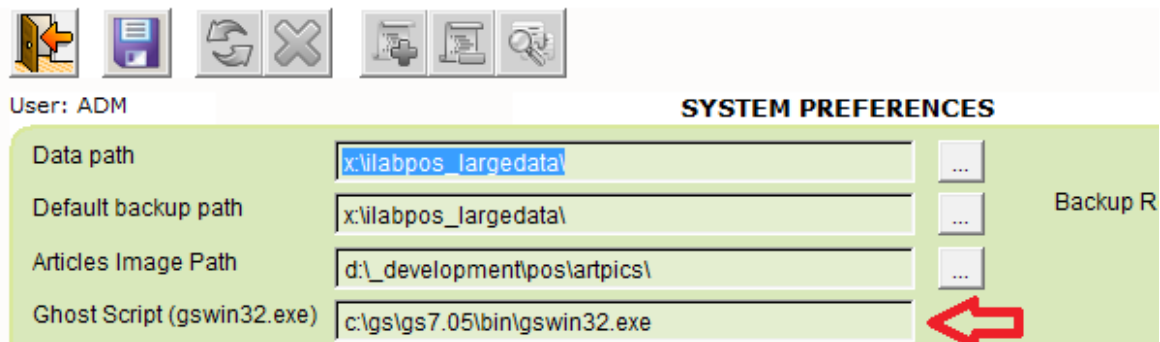
iLabPOS can send your Invoices and statements via email in PDF Format. To create the PDF File, iLabPOS requires a third party software to be installed called GhostScript. Check in your iLabPOS installation folder, you should find a folder called PDFPrinting. Then open the folder called GhostScript.



Now depending on your PC you need to choose whether to run the 32 bit installation or the 64 bit installation. (Click on "This PC" or "My Computer" to find out whether you have a 32bit or 64bit installation of Windows)

Install GhostScript and take note of the Installation folder where you have installed it. Ideally install it in c:\gs.

Now we need to specify the name of the GhostScript program in iLabPOS. Depending on where you installed GhostScript, in iLabPOS go to FILE >> Preferences.



For the 32 bit installation, we need to give the full path and filename for the file called gswin32.exe. For a 64bit installation the file is called gswin64.exe. This file would normally be located in your GhostScript installation bin folder.

64bit example : c:\gs\gs9.1.6\bin\gswin64.exe

32bit example: c:\gs\gs7.0.5\bin\gswin64.exe

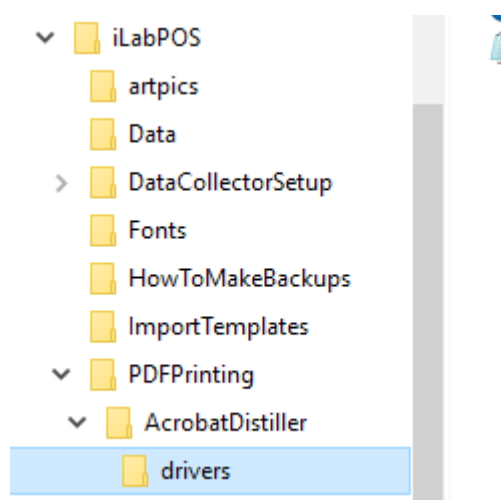
If you do not have GhostScript, you can download it. For 32bit machines we suggest version 7.0.5. For 64bit machines we suggest version 9.1.6.

4. Install PostScript Printer

The last step is to setup the PostScript Printer. This is also required to convert an iLabPOS invoice or statement to PDF.

32bit Machines

From Devices & Printers, add a new Printer. Locate the Acrobat Distiller Printer Driver from your iLabPOS Installation folder.



This is usually found under iLabPOS\PDFPrinting\AcrobatDistiller\drivers

As a port you need to choose "File:"

64bit Machines

If you have a 64bit machine, install the PostScript printer driver from your GhostScript\lib folder. The driver is not digitally signed and you might need to restart with device driver signing switched off. Configure the driver to print to "File:".

Finally, in iLabPOS go to File >> Hardware Setup and make sure the PostScript printer is correctly selected.

5. Test

To test whether your email setup works well, once again go to File >> Email Settings and click on the "Send Test" button. iLabPOS will send a test email from the "FROM" to the "NOTIFY ON".