

## Receipt Printer setup

Go to the **File** in the menu bar and choose **Select Printer**.

1. Select your printer (Receipt printer for the front desk).
2. In the **Select Receipt Printer** box, select **Local Printer**.
3. In the **Local Printer Settings** popup, under the **General Settings** tab, select the Generic/Text driver or Receipt printer driver.
4. Choose to **Format Settings** in the same popup and select **Text (narrow)** and **Send auto-cut** in the Text Printing section.
5. Click **OK** and you are done!

## Using Print Templates

### Update transit slip printer (print templates printer)

1. Choose FILE, SELECT PRINTER, PRINT TEMPLATES
2. Change SELECT OUTPUT TYPE to TRANSIT SLIP, click OK
3. Click the drop-down next to NAME: and choose EPSON TM-T88IV RECEIPT or Visitor Pass Printer.
4. Make sure the COLOR APPEARANCE is set to MONOCHROME.
5. Click the box next to SAVE THIS PRINTER SELECTION
6. Click PRINT

### Update holdshelf slip printer (print templates printer)

1. In Millennium Circulation, choose FILE, SELECT PRINTER, then PRINT TEMPLATES
2. The *Select Print* Templates box will pop up. Click OK
3. Click on the down arrow next to the printer name, and choose EPSON GRAPHICAL PRINTER. If this is not available, look for an EPSON TM-T88IV or Visitor Pass Printer. If none of these options are available, call Gerri at the OWLS office for assistance.
4. Make sure the *Color Appearance* is set to MONOCHROME.
5. Click the box next to SAVE THIS PRINTER SELECTION
6. Click PRINT. (Nothing will print at this time)
7. Check in an item that should be on the holdshelf – it's OK if it's already been checked in. The print should be very large – if the receipt printer sends out a very long receipt with tiny print, then it has not been configured correctly.

### Troubleshooting

If the print templates slips (hold pickup and transit) are not printing, but the checkout slips are, it may be that another printer is interfering. Delete all of the printers for printers that do not exist any longer. Also delete fax printers (libraries generally do not use them.)