



Slide 1

Slide notes: This tutorial demonstrates how to set up and configure your receipt printer to use with the Symphony Work-flows Circulation Module.

Text Captions: Welcome to the Montana Shared Catalog

Receipt Printer Tutorial

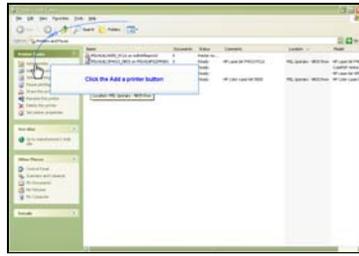
This tutorial demonstrates how to set up your Receipt Printer to use with the Symphony Workflows Circulation Module.



Slide 2

Slide notes: The printer must be added to your workstation the same way as any printer, using the control panel, then the printers and faxes gadget.

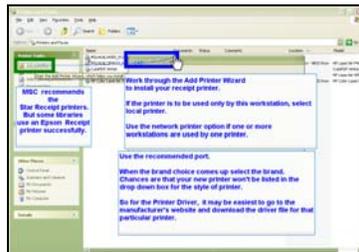
Text Captions: First add your printer to your work station. Go to your control panel and click on printers and faxes.



Slide 3

Slide notes: Click the add a printer button.

Text Captions: Click the Add a printer button



Slide 4

Slide notes: Work through the Add Printer Wizard to install your receipt printer.

If the printer is to be used only by this workstation, select local printer.

Use the network printer option, if one or more workstations are used by one printer.

Use the recommended port.

In the drop down box for the brand of your printer, go ahead and select Star, chances are that your newer model won't be listed. For the Driver, it may be easiest to go to the manufacturers website and download the driver file for that particular printer.

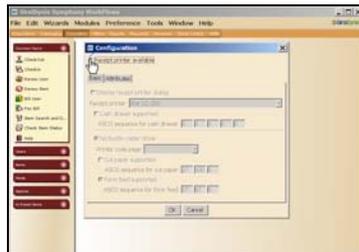
Text Captions: Use the recommended port.

When the brand choice comes up select the brand. Chances are that your new printer won't be listed in the drop down box for the style of printer



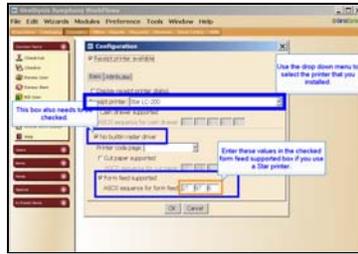
Slide 5

Slide notes: Once your receipt printer is added, the driver is downloaded and you are ready to go, go to Preference on the top tool bar. Go down to peripherals, and across to receipt printer and click



Slide 6

Slide notes: A configuration box appears. Click on receipt printer available.



Slide 7

Slide notes: In this configuration gadget, in the basic tab, go to the receipt printer box, type in the printer brand and model.

Then click on no built in raster driver.

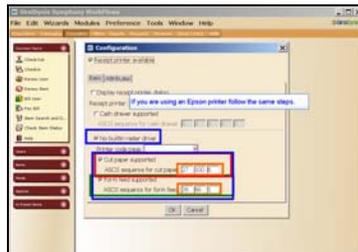
Then go down and click on form feed supported. In the A-S-C-20 sequence boxes, type in 27, 97 and 6.

These numbers are important to get the receipt information in the right place. Click OK

Text Captions: Enter these values in the checked form feed supported box if you use a Star printer.

Use the drop down menu to select the printer that you installed.

This box also needs to be checked.



Slide 8

Slide notes: if you are using an Epson printer, the steps are the same, the only difference is you might need both the cut paper supported as well as the form feed supported.

The sequence for the cut paper is 27, 100, and a 6.

The sequence for the form feed paper is 29, 86, and a 1.

Click OK

if you are using an Epson printer, the steps are the same. the only difference is

you might need both the cut paper supported as well as the form feed supported.

The sequence for the cut paper is 27, 100, and a 6.

The sequence for the form feed paper is 29, 86, and a 1.

Text Captions: If you are using an Epson printer follow the same steps.



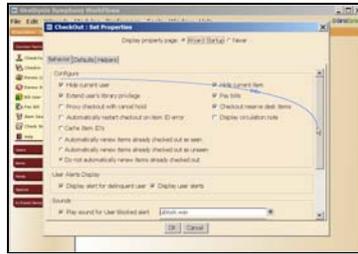
Slide 9

Slide notes: The next step is to set up your check out properties for the receipt printer.



Slide 10

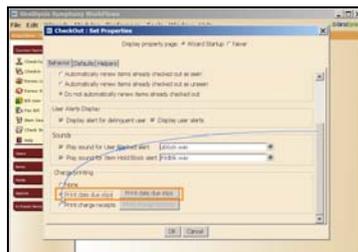
Slide notes: right click on check out, and then click on properties.



Slide 11

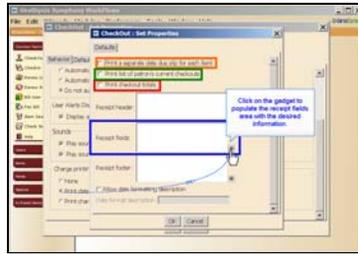
Slide notes: The set properties gadget has many settings that help you in circulation, these can be changed at any time for any session. Although, unless you save them when logging out of the session, they revert back to the original saved selections.

for the selections regarding the printer, we need to scroll down to the very bottom of the screen.



Slide 12

Slide notes: at the bottom of the gadget, in the charge printing box, the options are none meaning you don't want anything printed. print date due slips means that you want a slip for the check outs of every patron. when you click on print date due slips, the box next to it highlights. if you click on it, you can set some defaults for your library.



Slide 13

Slide notes: Unless you have a special circumstance do not click the print a separate date due slip for each item.

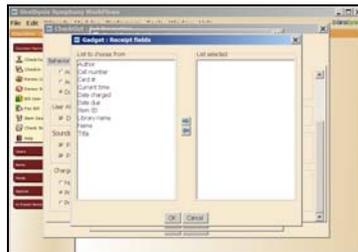
You might want to give a patron a list of their current checked out items. This includes all the data from the receipt fields. many times patrons ask for this one.

Print check out totals, just gives the patron a count of their items, with no bibliographic information.

The header and footer are built with specialized information and are totally optional.

The most important of the defaults are the receipt fields .

Text Captions: Click on the gadget to populate the receipt fields area with the desired information.



Slide 14

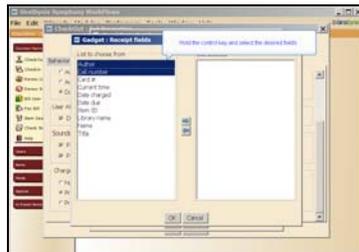
Slide notes: These fields will help you to decide on, what information you would like on your patron's receipt.



Slide 15

Slide notes: hold the control key down and then click the desired fields. Most libraries have them all selected, but you may feel that your patrons don't need all this information.

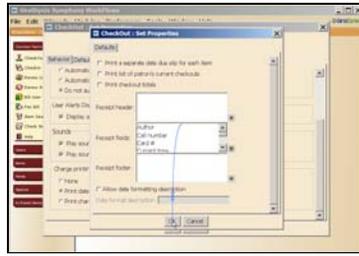
Text Captions: Hold the control key (Ctrl) down and then click the desired fields. Most libraries have them all selected, but you may feel that your patrons don't need all this information.



Slide 16

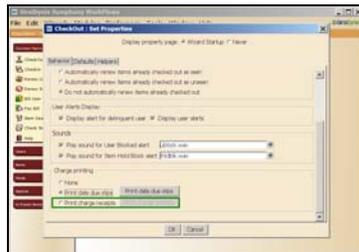
Slide notes: Click to add notes for the selected slide

Text Captions: Hold the control key and select the desired fields.



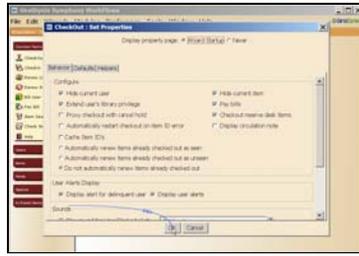
Slide 19

Slide notes: Now you can see which fields that will show on your receipt. You can modify this at any time. Click OK.



Slide 20

Slide notes: the last default is only checked if you are printing charge slips (bills and fines) on your receipt printer. Click OK.



Slide 21

Slide notes: that brings you back to the set properties screen, click OK



Slide 22

Slide notes: Now you are ready to check out for your patrons and getting them a helpful receipt telling them all the information selected by you in your chosen fields.



Slide 23

Slide notes: If you halt the workstation there is one more thing to do.

Text Captions: Click yes to halt the workstation.

Click on X to close this session.



Slide 24

Slide notes: this message comes up. If you are setting up your printer normally you would click yes. This will save all your settings for the printer. If you have only set the printer for a special session, then click no and the properties will not be saved.



end

Slide notes: This tutorial demonstrated how to set up and configure your receipt printer when using it with the Symphony Workflows Circulation Module.

Please help us make this a good training tool by letting MSC Admin, know if there is anything we can do to make it better.

Text Captions:

This ends the
Montana Shared Catalog
Receipt Printer Tutorial

This tutorial demonstrated how to set up your Receipt Printer to use with the Symphony Workflows Circulation Module.