

## **Installing a Thermal Receipt Printer Guide**

## Last updated: November 27, 2024

- Each library must install the appropriate drivers for the brand of thermal printer owned on each computer using the receipt printer. Consult your printer instructions or your IT support.
- The receipt printer does not need to be the default printer on your computer.
- After the driver has been installed WorkFlows must be configured for the receipt printer.

Log into Workflows then Click Preference on the top toolbar of WorkFlows.



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Select Peripherals from the drop-down menu.

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Select Receipt Printer from the next drop-down menu.

On the Configuration popup box:

Click the box in front of "Receipt printer available."

WF : Configuration
Receipt printer available
Basic Attributes
Display receipt printer dialog
Receipt printer: \\Epdc1\ep-admin1-kmc224e
Cash drawer supported
ASCII sequence for cash drawer: 0 0 0 0 0
No builtin raster driver
Printer code page: CP850 -
Cut paper supported
ASCII sequence for cut paper: 27 100 48
Form feed supported
ASCII sequence for form feed: 12 0 0

On the Basic Tab:

- Click in the box following Receipt Printer
- Select the thermal receipt printer installed on the computer

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	Receipt printer available		
	Basic Attributes		
	Display receipt printer dialog		
	Receipt printer: IVEPDC1VEP-DELIVERY-KMC35		
	Cash draw		
	ASCIL source NEpdc1\ep-aoc-hp3015		
	\Epdc1\ep-delivery-hp3015		
	No builtin r		
	Nepdc1\HP LaserJet 8100 PCL6		
	Finiter code Fax		
	Cut pape Microsoft XPS Document Writer		
	ASCII sed Send To OneNote 2010		
	Form feed supported		
	ASCII sequence for form feed: 12 0 0		
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	OK Cancel		

*(Optional)* For a dialog box to appear when printing receipts in WorkFlows, click the box in front of Display receipt printer dialog.

	🕅 : Configuration	z
	Receipt printer available	
	Basic Attributes	
>	☑ Display receipt printer dialog	
	Receipt printer: \\Epdc1\ep-admin1-kmc224e	
	Cash drawer supported ASCII sequence for cash drawer: 0 0 0 0 0	
	<ul> <li>No builtin raster driver</li> <li>Printer code page: CP850</li> <li>Cut paper supported</li> <li>ASCII sequence for cut paper: 27 100 48</li> <li>Form feed supported</li> <li>ASCII sequence for form feed: 12 0 0</li> </ul>	
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	<u>O</u> K <u>Cancel</u>	

Example of a printer dialog box that will appear each time a configured receipt is to be printed in WorkFlows.

4	Print		C X	
	Printer			
	<u>N</u> ame:	\\Epdc1\ep-admin1-kmc224e	▼ <u>P</u> roperties	
	Status:	Ready		
	Type:	KONICA MINOLTA C364Series	PCL SP	
	Where:	East Peoria - Hallway	_	
	Comment:		Print to file	
	Print range		Copies	
	o <u>A</u> l		Number of <u>c</u> opies: 1	
	Pages	<u>f</u> rom: 1 <u>t</u> o: 1	-9-9-9	
	Selection	n	$1^{1}$ $2^{2}$ $3^{3}$	
			OK Cancel	

If a patron does not want a receipt after the printer dialog box appears, click the Cancel button and the dialog box will close without printing a receipt.

Examples of reasons a patron may not want a receipt:

- Patron's checkout receipt has been sent to their email account.
- Patron does not want a receipt when paying a bill.

If you choose to configure receipts before closing WorkFlows the instructions for configuring WorkFlow's receipts can be found in the <u>WorkFlows Supervisor Setup Guide</u>.

Close WorkFlows after the receipt printer settings have been configured. The message asking if you want to save the changed properties will <u>not</u> appear unless you also configured receipts in the individual wizards.

If receipts have been configured in individual wizards the following popup box will appear when you close this session of WorkFlows:



Click "Yes" to save the settings.

The receipts will be available next time you log into WorkFlows using the CIRC, TECH or individual cataloger's login.