

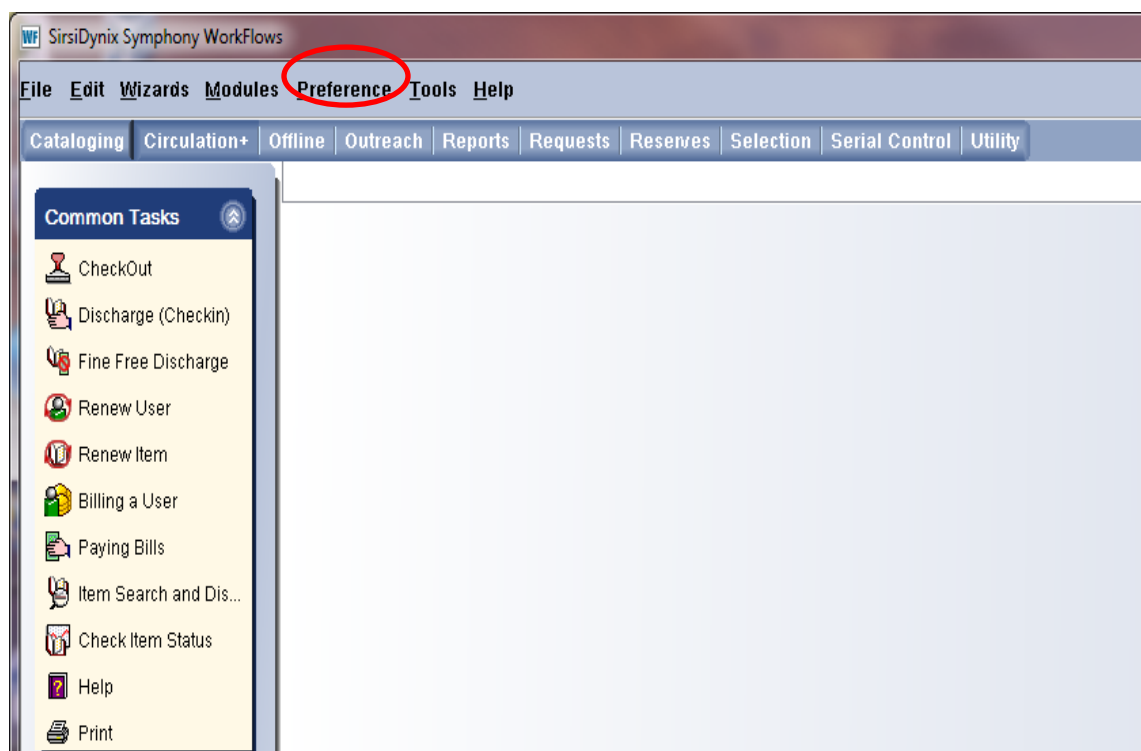


Installing a Thermal Receipt Printer Guide

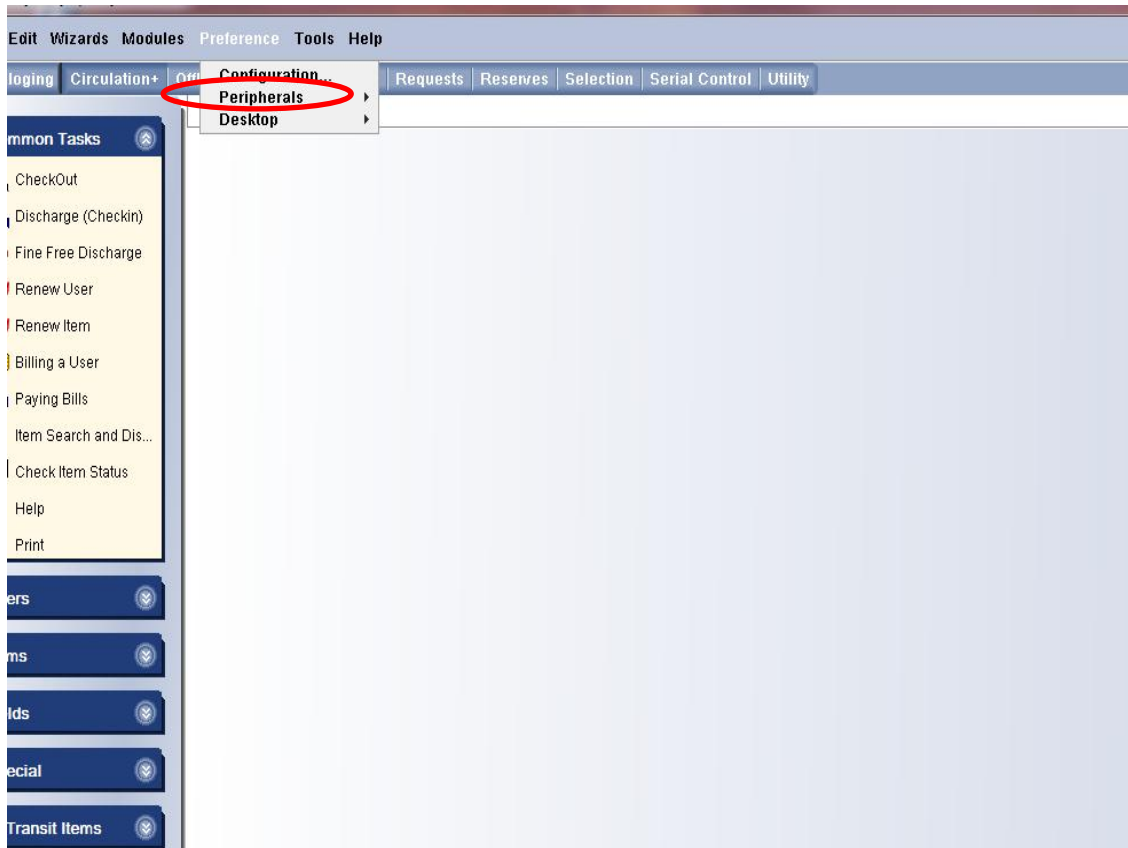
Last updated: November 27, 2024

- 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.

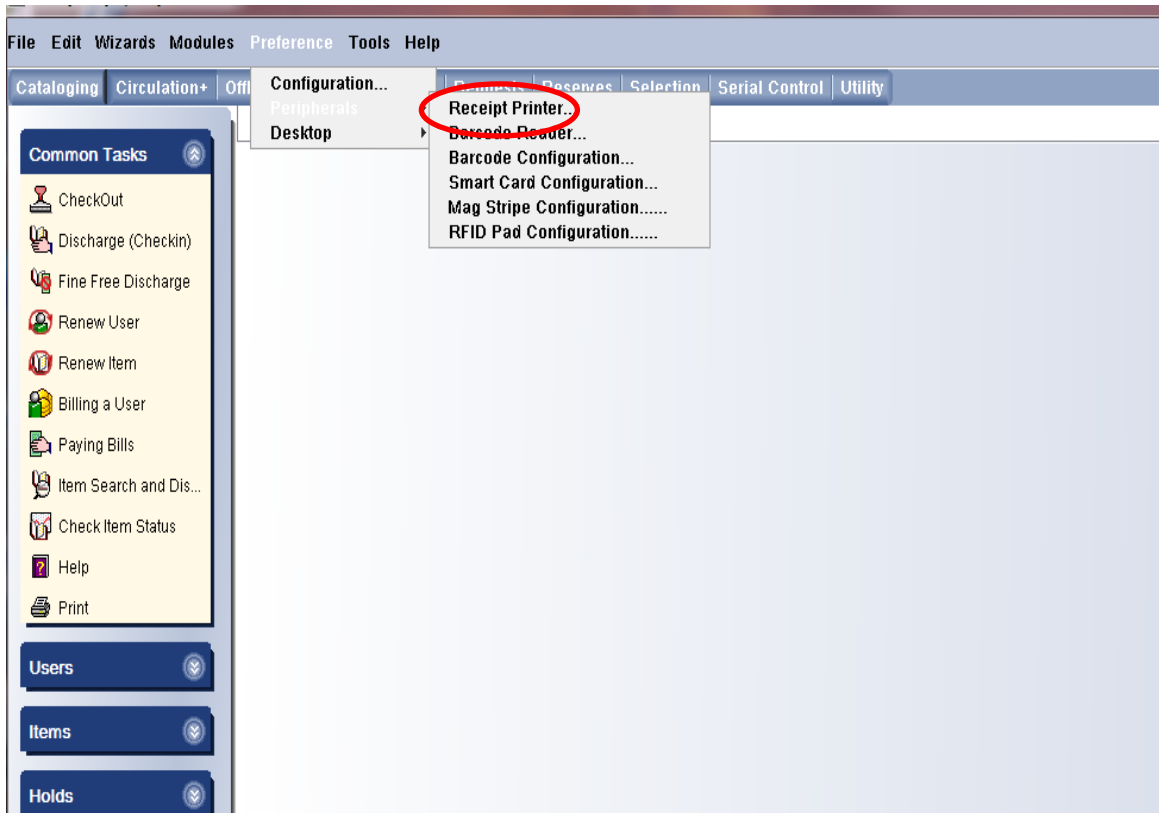
Log into Workflows then Click Preference on the top toolbar of WorkFlows.



Select Peripherals from the drop-down menu.

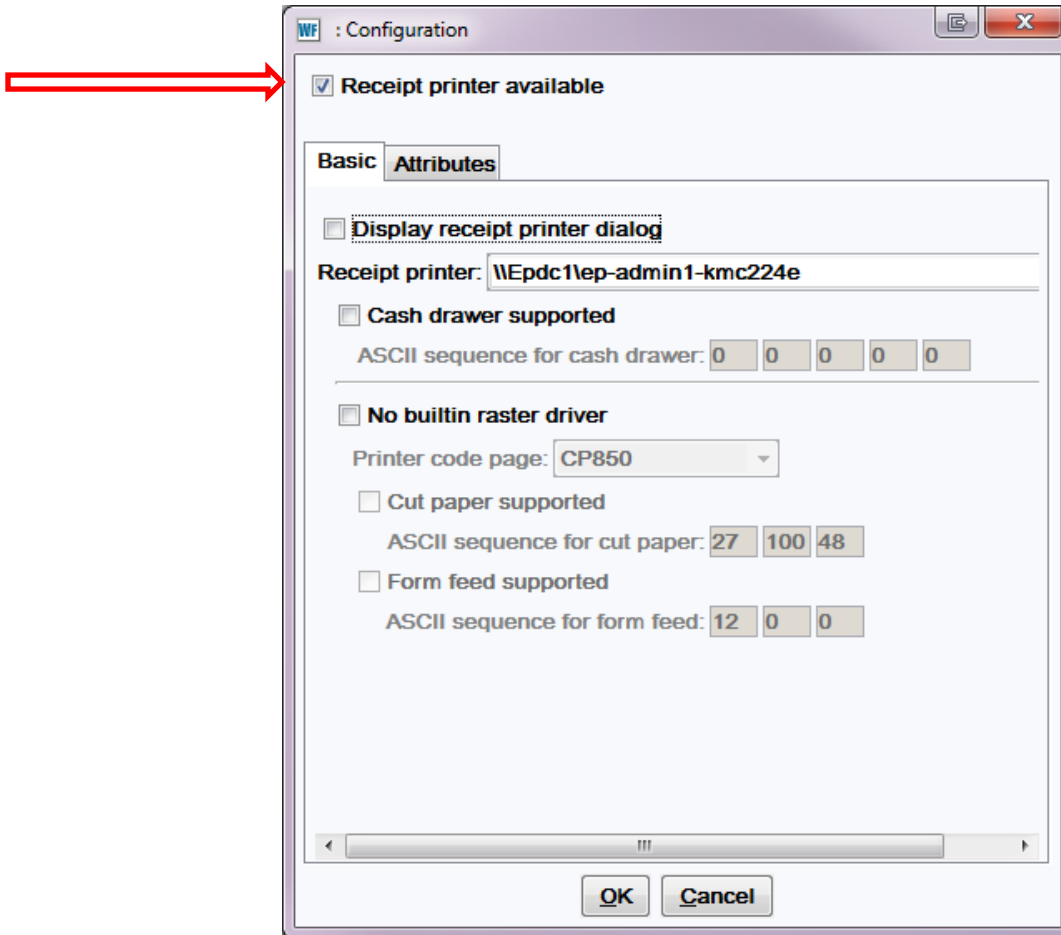


Select Receipt Printer from the next drop-down menu.



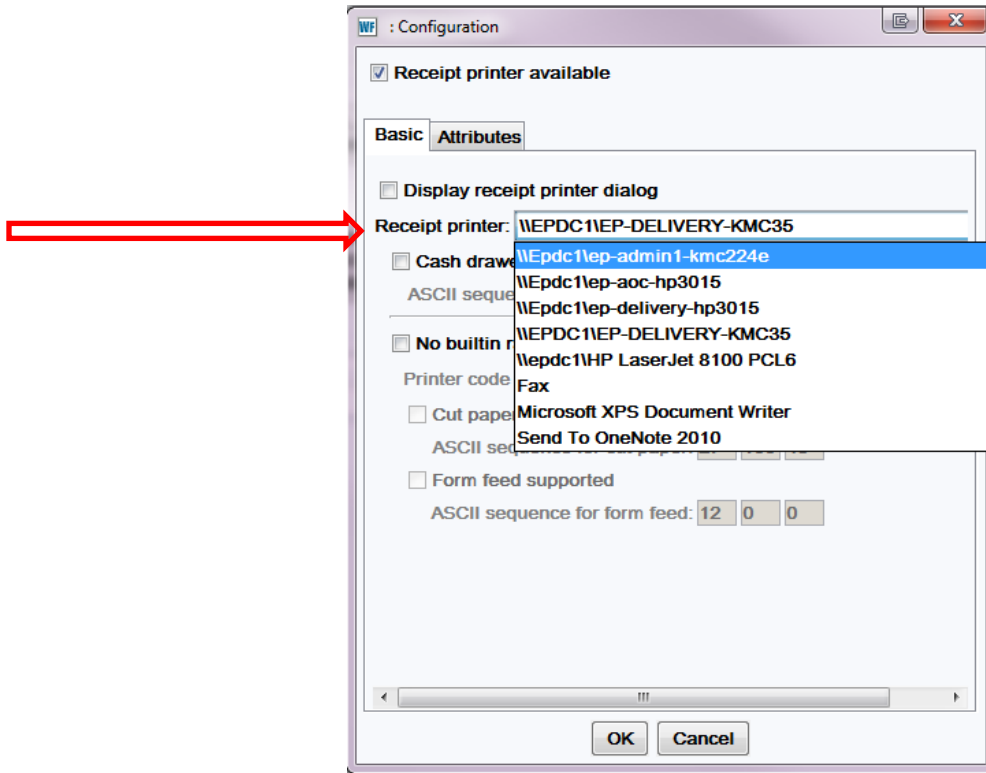
On the Configuration popup box:

Click the box in front of “Receipt printer available.”

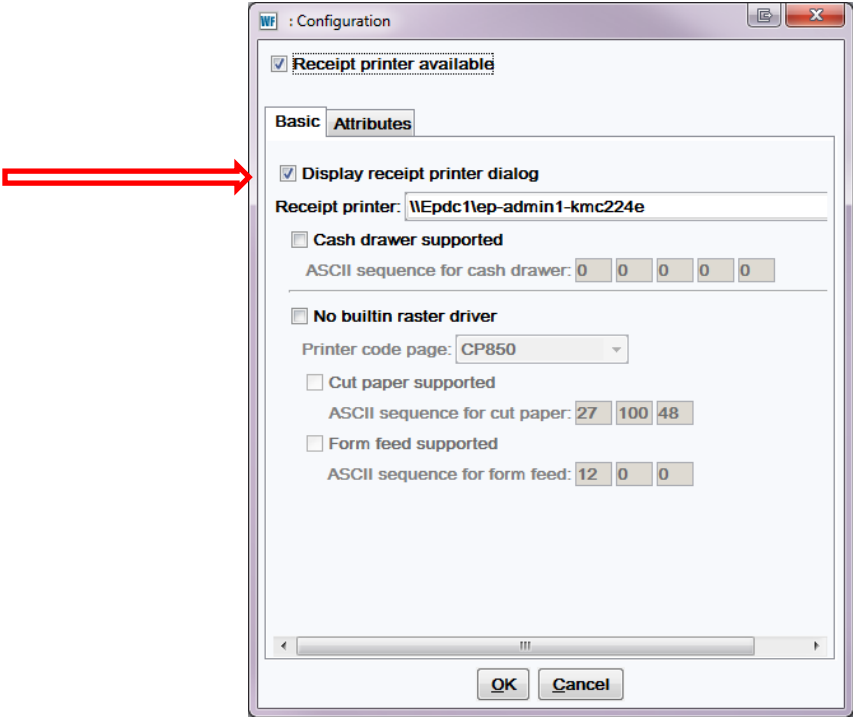


On the Basic Tab:

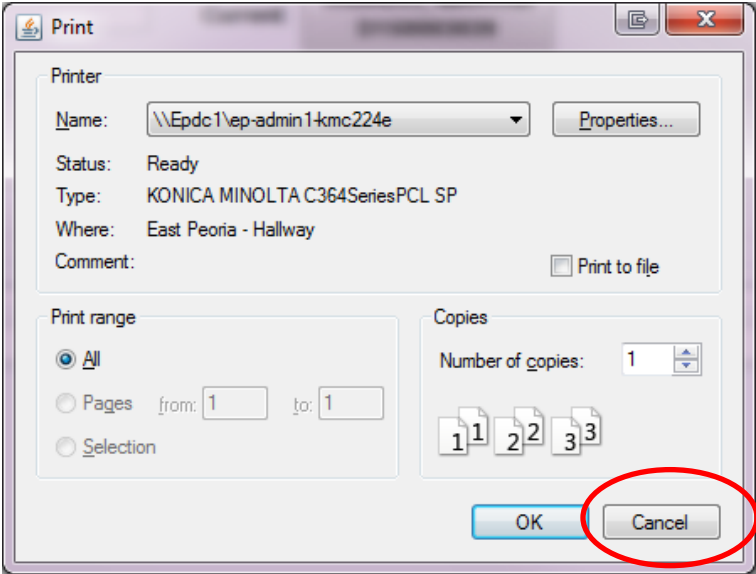
- Click in the box following Receipt Printer
- Select the thermal receipt printer installed on the computer



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



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



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.

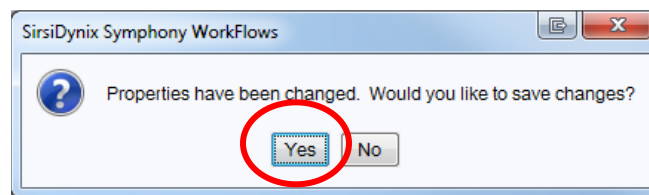
Examples of reasons a patron may not want a receipt:

- 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 [WorkFlows Supervisor Setup Guide](#).

Close WorkFlows after the receipt printer settings have been configured. The message asking if you want to save the changed properties will not 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.