

## Receipt Printing

Koha is set up in a Web environment, so slip printing is a function of the Web browser, rather than the program. This means that at this time, printing must be executed manually, not automatically.

Instructions for setting up the margins for the Epson ii and iii printers is at: [www.nexpresslibrary.org](http://www.nexpresslibrary.org) under Go Live!

### Step 1:

Check out the Items to the Patron

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xielibrary.org  
(CHER)  
Tonganoxie

History

Check Out Change Password Print More

**Checking out to Sharon Moreland (1003006002604)**  
Enter item barcode:  
 Check Out  
Specify Due Date:  
 Remember for Session:  Clear

**Attention:**  
Overdues: Patron has **ITEMS OVERDUE**. See highlighted items [below](#)

**Notes:**  
temporary - immediate attention, does not require immediate attention lifetime FOL paid

20 Checkout(s) 10 Holds(s)

Due date	Title	Item Type	Call no	Barcode	Renew?	Check In?
09/19/2008	Photoshop Elements 5 for dummies / by Obermeier, Barbara.	NEWBOOK	006.686 OBE	0003012006459	On Hold	<a href="#">Check In</a>
	One for the money by Evanovich					<a href="#">Check</a>

### Step 2:

Click on **Print** button between the **Change Password** and **More** buttons

From the Drop-down menu, select **Print Slip**

This will generate a new Tab in your Firefox Browser, from which you can print a receipt slip

Check Out Change Password Print More

Print Page  
Print Slip

**Checking out to Sharon Moreland (1003006002604)**  
Enter item barcode:  
 Check Out  
Specify Due Date:  
 Remember for Session:  Clear

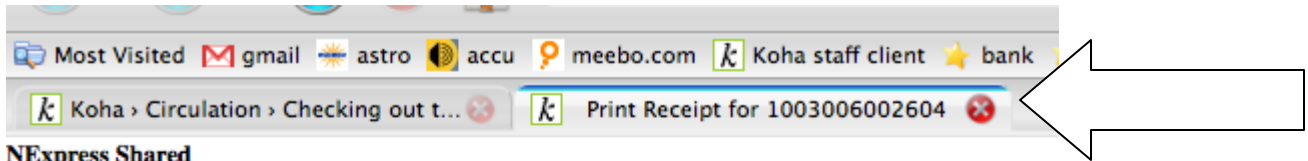
**Attention:**  
Overd items

**Notes:**  
tempora attention

20 Checkout(s) 10 Holds(s)

### Step 3:

Activate the Tab and use the Quick key combination of CTRL + P to send the page to the printer



#### NExpress Shared

Tonganoxie Public Library  
Issued To 1003006002604

#### Issues

Date Due	Title	Barcode
09/01/2008	Everything is miscellaneous :	0003008001273
09/01/2008	A history of histories :	Test00300600
08/29/2008	Incubus dreams /	0003006010327
08/29/2008	On the shoulders of giants :	0003006010328
08/29/2008	When darkness falls /	0003006010329
09/12/2008	One for the money	00101000205795
09/22/2008	I never believed in ghosts until-- :	00102000216998
09/09/2008	Introduction to reference work /	1003008101890
09/09/2008	The Newbery & Caldecott medal books, 1986-2000 :	1003008100012
09/19/2008	Amazon hacks /	0003008001138
09/19/2008	Photoshop Elements 5 for dummies /	0003012006459

#### Overdues

Date Due	Title	Barcode
08/04/2008	Micah /	0003006010326
08/04/2008	The accidental virgin /	0003006004181
08/04/2008	Dark of the moon /	00102000139919
08/04/2008	Moon-flash /	00102000169502
08/04/2008	Shadowland	0003006004066
08/04/2008	D N angel.	0003006012600
08/04/2008	Kids cook 1-2-3 /	0003006008430
08/04/2008	A summer to remember /	00102000100226
08/04/2008	The absolutely true diary of a part-time Indian	0003006014846