Receipts

Circulation workstations with receipt printers attached to them should have a *Koha Receipts* Firefox shortcut on the Desktop.
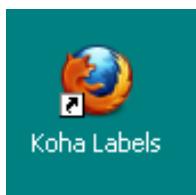

Launching Firefox with the Koha Receipts icon will bring you to the Koha login page. This instance of Firefox is configured specifically for receipt printing. **Do not use it for full sheet printing.**

If you open Firefox with the standard Firefox shortcut, you will need to make these browser changes to have properly formatted receipts.

1. Launch Firefox
2. Click *File*
3. Click *Page Setup*
4. On the *Format & Options* tab, make sure *Shrink to fit Page Width* is selected
5. On the *Margins & Header/Footer* tab, set all four margins *(Top, Bottom, Left, Right)* to 0
6. *Make sure all fields beneath Headers & Footers are set to blank*
7. Click OK

Spine Label Printing

Workstations with DYMO Label Writers attached to them should have a *Koha Labels* Firefox shortcut on the Desktop.

Launching Firefox with the Koha Labels icon will bring you to the Koha login page. This instance of Firefox is configured specifically for label printing. **Do not use it for full sheet printing.**

If you open Firefox with the standard Firefox shortcut, you will need to make these browser changes to have properly formatted labels.

1. Launch Firefox
2. Click *File*

3. Click *Page Setup*
4. On the *Margins & Header/Footer* tab, set all four margins *(Top, Bottom, Left, Right)* to 0.1
5. Make sure all fields beneath Headers & Footers are set to blank
6. Click OK

You should also make sure the DYMO Label Writer driver is configured for the correct label size

1. Click *Start*
2. Click *Settings*
3. Click *Printers and Faxes*
4. Right-click the *DYMO* driver
5. Select *Properties*
6. On the *General* tab, select *Printing Preferences*
7. Click *Advanced*
8. Verify that the correct *Paper Size* is selected (SCLS recommends the 30332 1 in x 1 in labels)
9. Click *OK*
10. Click *OK*
11. Select the *Advanced tab*
12. Click *Printing Defaults*
13. Click *Advanced*
14. Verify that the correct *Paper Size* is selected (SCLS recommends the 30332 1 in x 1 in labels)
15. Click *OK*
16. Click *OK*
17. Click *OK*

Reports and Notices

Reports, such as the Holds Queue Report, should be printed with a laser or inkjet printer. If you are printing a report from a Circulation workstation or a workstation with a DYMO label writer, be sure to access Koha by launching the standard Firefox icon.

Do not attempt to print a report through the Koha Receipts or Koha Labels Firefox shortcuts. The report will be sent to the receipt printer or to the spine label printer. This will waste a considerable amount of receipt paper or labels.