

Setting printer for Voyager Circulation slips

- **Product:** Voyager
- **Relevant for Installation Type:** Multi-Tenant Direct, Dedicated-Direct, Local, TotalCare

Question

How to control which printer Circulation slips are printed on?

Answer

There are a handful of slips that can be printed from Circulation when an action in the client triggers them. Voyager Circulation prints these slips on the *Windows' default printer* as set in Windows' O.S. settings:

1. Discharge Receipt (discharge item)
2. Hold Slip (discharge item with hold request)
3. Payment Receipt (fine/fee payment)
4. Routing Slip (discharge item that needs to be routed to different location)
5. Due Date Slip (charge items; can be configured to print per-item or for all charges in session)

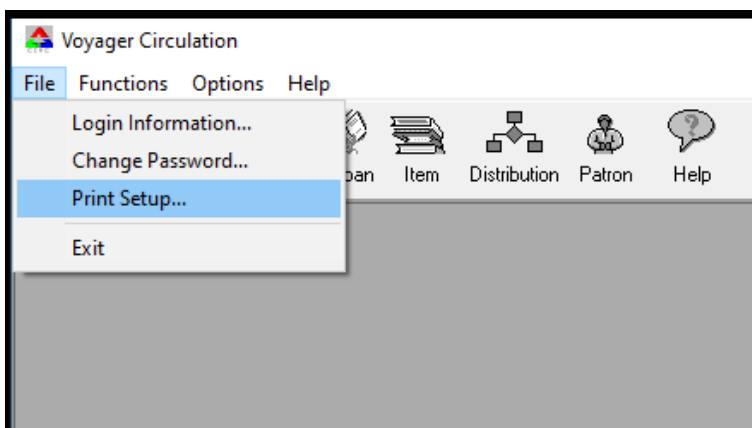
Printing of these can be configured in SysAdmin > Circulation > Policy Definitions > {policy} > Locations > {circulation location settings}

Setting the print settings in SysAdmin will apply to all operators who log into that circ location.

Alternately, operators can select these options every time they begin a session in Options > Preferences in the Circulation client.

Additional Information

Your Windows' printer settings can be managed in the Circulation client by selecting File > Print Setup.



For more information on printer settings, please consult your Windows documentation.



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