

Receipt Printer Settings

To access “settings” click on the username in the top right corner of your Polaris Leap screen. Click SETTINGS from the dropdown menu.

- a. The first tab is PRINT OPTIONS. This is where you select the settings for your receipt printer.
- b. The suggested settings are:

i. Check in – Hold Slip

This prints a receipt when items are checked in and fill a patron’s hold. It displays Patron name, unclaimed date, held date, pickup location, title, call number, item barcode, assigned branch, and the patron’s phone number.

OR

Check in – Hold Pickup Slip

This prints a receipt when books are checked in and fill a patron’s hold at a library that has self-serve hold pickup. It displays partial patron names, the last 7 ~~digits of a patron’s barcode, the hold-expiry date, and the item title and barcode.~~

ii. Check out - Check out receipts

This prints a receipt when items are checked out to a patron and includes the item information and due date.

iii. Patron Status – Checkout receipt and Fine Receipt

This prints a receipt when fees have been paid or waived. It provides information about the charge including the amount that was paid or waived.

- c. Once you’ve made your selections, click SAVE.

Settings

SAVE
REFRESH
CLOSE

[Print Options](#)
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Check in

Fine receipt

only if no eReceipt

In-transit slip

Holds only

Hold slip

Hold call slip

Hold pickup slip

Check out

Check out receipt

only if no eReceipt

Fine receipt

only if no eReceipt

In-transit slip

Holds only

Hold slip

Hold call slip

Hold pickup slip

Patron status

Check out receipt

only if no eReceipt

Fine receipt

only if no eReceipt

In-transit slip

Holds only

Hold slip

Hold call slip

Hold pickup slip

ILL requests

In-transit slip

Print ILL Slip

Print ILL Pickup Slip

Hold requests

In-transit slip

Hold slip

Hold call slip

Hold pickup slip

Item record

Fine receipt

only if no eReceipt

In-transit slip

Holds only

Hold slip

Hold call slip

Hold pickup slip