



POLARIS SYSTEM ADMIN

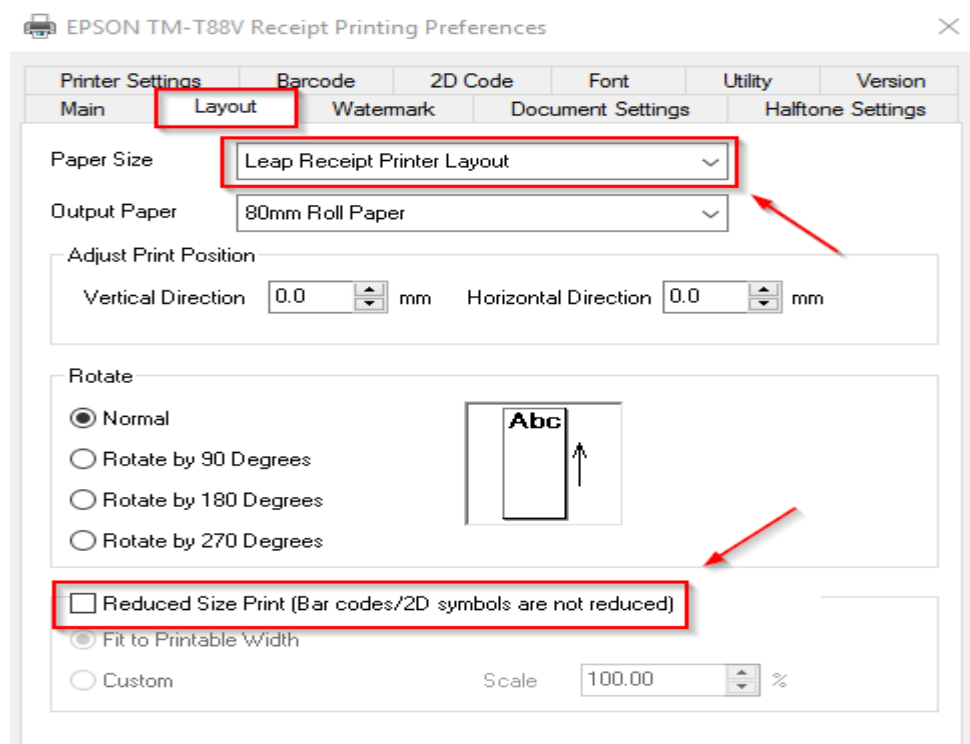
How to Set Up Printing in LEAP

Introduction:

This article describes the configuration steps to set up a receipt printer in LEAP.

Receipt Printer Settings (Browser)

On the workstation, go to Printer -> Printer Properties -> Preferences -> Layout:



Under Paper Size – there will not be a “Leap Receipt Printer Layout” listed (note that this image displays the LEAP Receipt Printer Layout, because the printer is already setup). The next step will be to click the drop down and change it to “user defined paper size.” It will bring up the settings box.

Training

Change the paper width to 72.2MM and 200.mm. These dimensions come directly from the Leap Help files on receipt printing. Give it a common name, for example “Leap Receipt Printer Layout” (as shown on the image above) and save the paper size.

The screenshot shows the 'Paper Size' dialog box. At the top, there is a list box titled 'User Defined Paper Size' with 'Leap Receipt Printer Layout' selected. To the right of this list is a 'Delete Paper Size' button. Below the list box, there are three input fields: 'Paper Size Name' (containing 'Leap Receipt Printer Layout'), 'Paper Width' (set to 72.2 mm), and 'Paper Length' (set to 200.0 mm). Each of these three fields is enclosed in a red rectangular box. To the right of the 'Paper Size Name' field is a 'Save Paper Size' button, also enclosed in a red rectangular box. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Check that the Reduce Size print box is unchecked.

Click Apply and OK.

Exit printer properties.

Browser Setup

Chrome

- Open up Chrome, and go to Printer Properties. Printer Properties can be found on the top right of Chrome, under the icon with 3 dots.
- Under Destination, make sure the printer is set to the receipt printer.
- Under Paper Size, select the user defined paper type that was created in the Printer Properties. The printer preview will change from Page to a Receipt type of layout.
- Click OK then test print.

Internet Explorer

- Go to File, select Page Setup in Internet Explorer.
- The default printer properties, for Internet Explorer, appear like this:

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The screenshot shows the 'Page Setup' dialog box with the following settings:

- Paper Options:**
 - Page Size: Letter
 - Portrait (selected), Landscape
 - Print Background Colors and Images: ☐
 - Enable Shrink-to-Fit: ☒
- Margins (inches):**
 - Left: 0.75
 - Right: 0.75
 - Top: 0.75
 - Bottom: 0.75
- Headers and Footers:**
 - Header: Title
 - Footer: URL
 - Second header: -Empty-
 - Second footer: -Empty-
 - Page #: Page # of total pages
 - Date: Date in short format

Buttons: OK, Cancel

- Change the Page Size drop down to the user defined page type, and then change the following highlighted areas as shown below:

The screenshot shows the 'Page Setup' dialog box with the following settings highlighted by red boxes:

- Paper Options:**
 - Page Size: Leap Receipt Printer Layout
 - Portrait (selected), Landscape
 - Print Background Colors and Images: ☐
 - Enable Shrink-to-Fit: ☒
- Margins (inches):**
 - Left: 0.5
 - Right: 0.5
 - Top: 0.5
 - Bottom: 0.5
- Headers and Footers:**
 - Header: -Empty-
 - Footer: -Empty-
 - Second header: -Empty-
 - Second footer: -Empty-
 - Page #: -Empty-
 - Date: -Empty-

Buttons: OK, Cancel

- Click OK and then test printing in Leap.

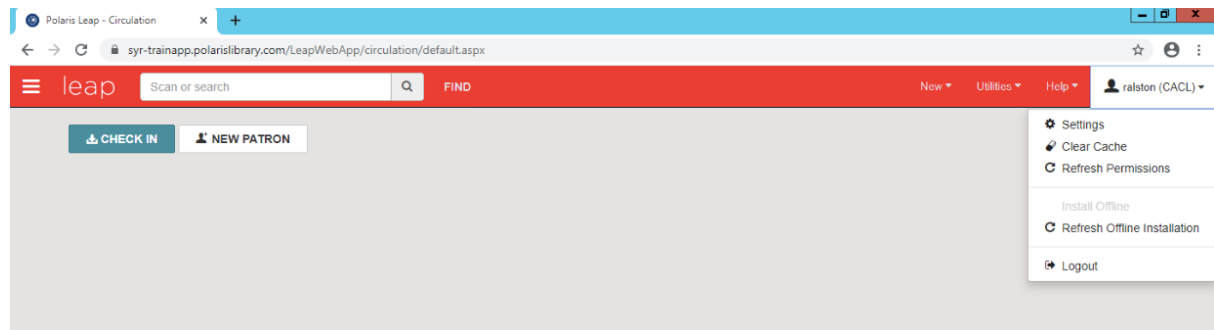
Training

Receipt Printer Settings in LEAP (Users)

Each user on each workstation will have to set up their print settings.

Note: This will have to be done on each workstation that they use.

Settings are under the username (location) drop down.



Most library IT or Management will supply users with the setting(s) all library staff will use. The image below displays the choices for printing.

Settings		
Print Options Special Loan Workform User Defaults		
Check in ☐ Fine receipt ☐ In-transit slip ☐ Hold slip ☐ Hold call slip ☐ Hold pickup slip ☐ INN-Reach Pickup Slip	Check out ☐ Check out receipt ☐ only if no eReceipt ☐ Fine receipt ☐ In-transit slip ☐ Hold slip ☐ Hold call slip ☐ Hold pickup slip ☐ INN-Reach 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 ☐ INN-Reach 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 ☐ INN-Reach Pickup Slip	Item record ☐ Fine receipt ☐ In-transit slip ☐ Hold slip ☐ Hold call slip ☐ Hold pickup slip ☐ INN-Reach Pickup Slip

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