

Evergreen Printer Settings

Below are instructions for configuring Evergreen to print to your Default, Receipt, and even Label printers.

This is a living document, meaning that as we learn more we will be updating it regularly, so check back for updates.

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Install and Configure Hatch

In order for Evergreen to be able to print receipts directly from the ILS, instead of going through the browser, you need to install Hatch.

- [Equinox - Setting up Hatch for Printing Receipts](#)

Once Hatch is installed:

- In Evergreen go to Administration / Workstation / Hatch (Print Service) Printer Setting
- Check the box that says Use Hatch for Printing?
- You should now be able to see a list of your local computer printers in the Select Printer pulldown.
- Choose the appropriate printer for Default, Receipt, etc.

Printer Settings

Hatch Status: ✓ Connected Use Hatch for Printing? ☒

Default Receipt Label Mail Offline

Receipt Printers

Configure Receipt Printer

For printing receipts I found the base settings seemed to work for printing receipts. You can adjust the margins, etc as you may need.

- Paper: 72mm x Receipt
- Check Manual Margins
 - Left: 0.1
 - Right: 0.1
 - Top: 0.1
 - Bottom: 0.3

Set Print Templates to Receipt Printer

After you have Hatch installed and set your Default and Receipt printers, you can then configure which templates to go to which printers. Note, if you don't set a print template to a printer it will just print to your Default printer.

To set your Print Templates go to Administration / Workstation / Print Templates

Once you have the printer selected for the template make sure to Save Locally. Keep in mind this saves it with the Evergreen Workstation ID. Once you have it setup, you may want to export your settings to save them as backup.

Some templates that might be good for Receipt printers are below, but you may choose others depending on your workflow.

- Checkin
- Checkout
- Hold Transit Slip
- Hold Shelf Slip
- Holds for Bib Record
- Holds for Patron
- Item Status
- Items Out
- Renew
- Transit Slip

There will be a basic default receipt slip on May 1. If you want to change the layout etc of your print templates / receipts beyond the default you can. The [Evergreen Documentation](#) site has a lot of options if your library wants to do this on their own.

Make sure to Export your print templates when you get them the way you want, and import them on other workstations.

Spine Label Printers

From the [Evergreen Documentation - Printing Spine Labels](#)

These instructions are for printing spine labels directly from Evergreen to your spine label printer.

If you are printing your spine labels via Word or some other template, then there should be no change for your workflows.

Printing spine labels directly to printers uses different directions. We are waiting from information back from Equinox.

Printing the Holds Pull List

From the [Evergreen Documentation - Pulling & Capturing Holds](#)

The following options are available for printing the pull list:

Print Full Pull List prints Title, Author, Shelving Location, Call Number and Item Barcode. This method uses less paper than the alternate strategy.

Download CSV – This option is available from the List Actions button (adjacent to the Page "#" button) and saves all fields in the screen display to a CSV file. This file can then be opened in Excel or another spreadsheet program. This option provides more flexibility in identifying fields that should be printed.

With the CSV option, if you are including barcodes in the holds pull list, you will need to take the following steps to make the barcode display properly: in Excel, select the entire barcode column, right-click and select Format Cells, click Number as the category and then reduce the number of decimal places to 0.