Correcting the Default Printer Selection in SWAN Millennium R2011 Jan-29 2014

1. Open the SWAN Production Millennium Client from your desktop



- 2. Login to your usual SWAN Millennium user account
- 3. From the client window, open "File" > "Select Printer" > "Print Templates"

Millennium Circulation · SWAN · Dave Pacin	same same table . 7 "	
<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>T</u> ools <u>A</u> dmin <u>H</u> elp		
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<u>N</u> ew Patron	New View Edit Messages	Browse Print Close
Next Record Ctrl-Close Bracket	PATRN NAME	
Previous Record Ctrl-Open Bracket	P BARCODE	
Print Table (Receipt Printer) Ctrl-P	ADDRESS	1 cm
Select Printer	Standard Printer DNE	
Close Alt-Q	Receipt Printer	1 X X X
Exit	Form Printer	
	Print Templates E	2141
Check-In		
	X	
Search / Holds		
Check Out (0) Checked O	t tems(0) Holds(0) Fines(\$0.00) Check In (0)	
Clear Holdshelf		Change <u>D</u> ue Date
Barcode	Title	Due Date
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Rapid Update		

4. Each individual Print Template "**Output Type**" that you normally use will need to be modified. Start by selecting the appropriate output type from the "**Select output type**" drop-down and click "**OK**".

Select Print Templates	Select Print Templates
Select output type Holdshelf Slip ▼ Select print method Holdshelf Slip Spine Label	Select output type Holdshelf Slip ▼ Select print method PRINTER ▼
Transit Slip	<u>O</u> K <u>C</u> ancel

5. Select the printer that you normally use for this task from the "Name:" drop-down.

	X	
Print Service		
Name: \\BRPRINT1\BR-COMPU	Name: WBRPRINT1/BR-COMPUTERROOM-KMC35	
Status: Accepting jobs		
Job Attribuces		
Name holdshelf_slip		
User name: pacind		
Color Appearance	Sides	
O Monochrome	○ One-sided	
Color	○ Tumble	
	Duplex	
	O Two-sided long edge	
	O Two-sided short edge	
Print Range	Copies	
IIA 🖲	Number of copies: 1	

Click the "**Save this printer selection**" checkbox, and then click "**Print**". This won't actually print a page; it actually saves your new selection.

- 6. Repeat this process for each **Output Type** you typically use (from Step 4).
- 7. Following completion of these steps, your default printer should now be corrected for each **Output Type**.

If you continue to experience issues, please contact the SWAN Help Desk at 630.734.5153