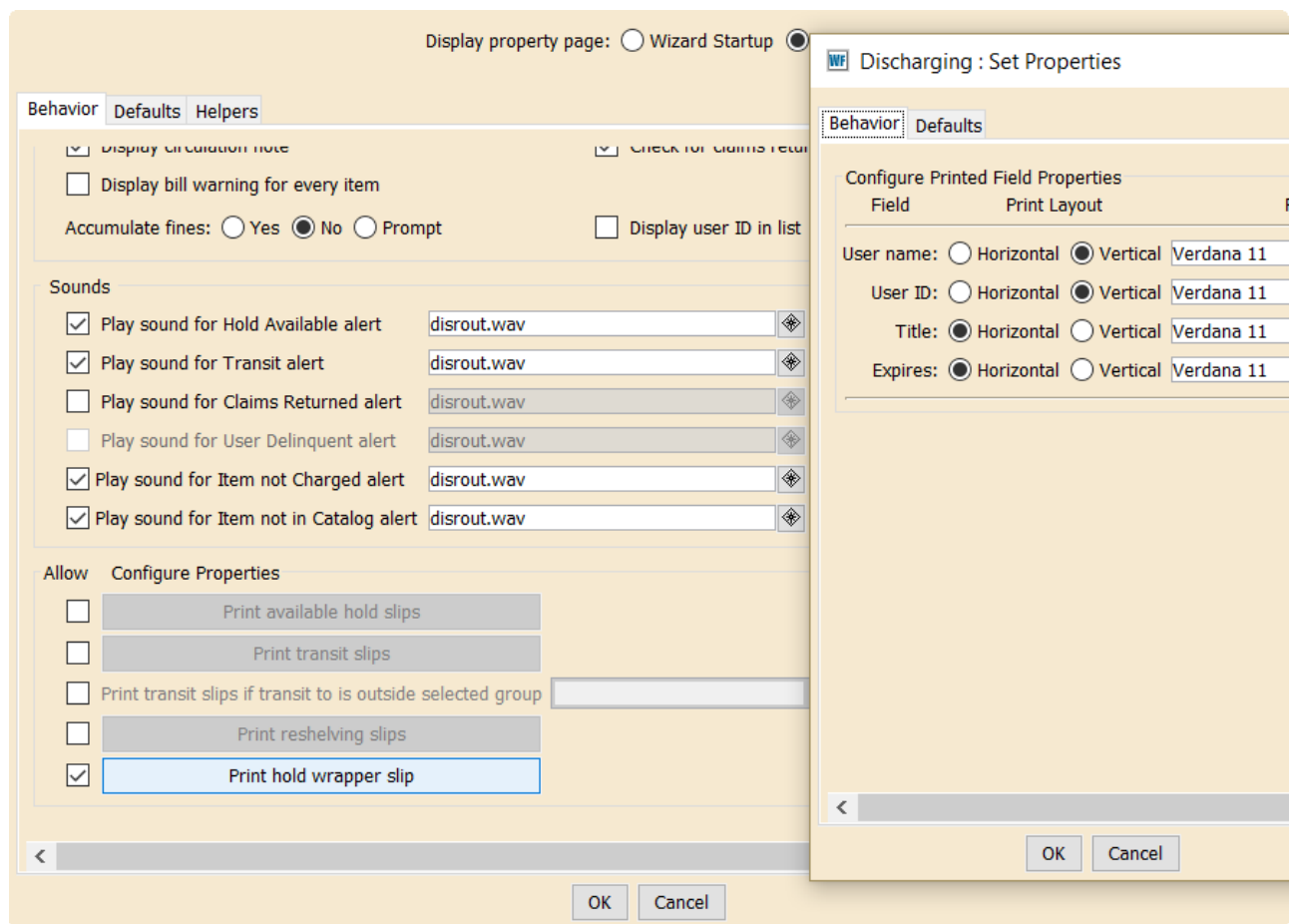# Setting up a hold wrapper
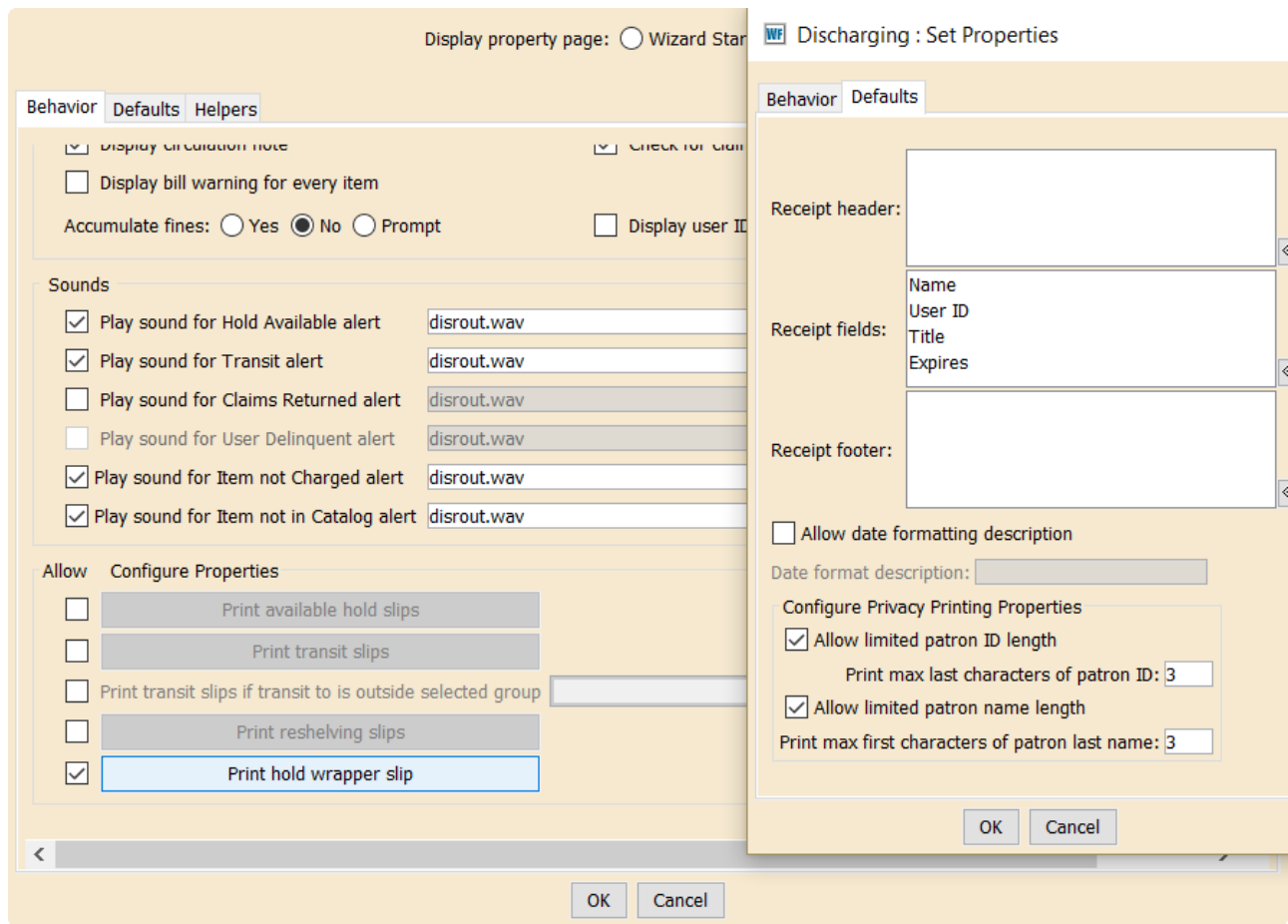
Note: Hold Wrappers are intended to be attached to the outside of items waiting to be picked up by patrons. This can be used in a self-service hold shelf or staff managed hold shelf. Hold Wrappers are set up to print vertically. The font size can be determined by the library. The use of Hold Wrappers is restricted to Thermal Printers. By setting properties in certain wizards, you can print a hold wrapper using your receipt printer. Some of the wizards for which you can print hold wrappers are: Trap Holds / Check Item Status / Discharge Book drop / Remove User Holds / Remove Item Holds.

Instructions:

1. Right-click the wizard for which you want to print the hold wrapper, and click **Properties**.

2. Click **Allow** and check the **Print Hold Wrapper Slip** button.

3. In the Behavior Tab select the font size and whether you want the information to print vertically on the Slip.

Display property page: ○ Wizard Startup ◉

Behavior | Defaults | Helpers

☑ Display circulation note   ☑ Check for claims retu...
☐ Display bill warning for every item
Accumulate fines: ○ Yes ◉ No ○ Prompt   ☐ Display user ID in list

Sounds
☑ Play sound for Hold Available alert | disrout.wav | ◈
☑ Play sound for Transit alert | disrout.wav | ◈
☐ Play sound for Claims Returned alert | disrout.wav | ◈
☐ Play sound for User Delinquent alert | disrout.wav | ◈
☑ Play sound for Item not Charged alert | disrout.wav | ◈
☑ Play sound for Item not in Catalog alert | disrout.wav | ◈

Allow   Configure Properties
☐ Print available hold slips
☐ Print transit slips
☐ Print transit slips if transit to is outside selected group
☐ Print reshelving slips
☑ Print hold wrapper slip

‹

OK   Cancel

WF Discharging : Set Properties

Behavior | Defaults

Configure Printed Field Properties
   Field   Print Layout

User name: ○ Horizontal ◉ Vertical | Verdana 11
  User ID: ○ Horizontal ◉ Vertical | Verdana 11
    Title: ◉ Horizontal ○ Vertical | Verdana 11
  Expires: ◉ Horizontal ○ Vertical | Verdana 11

‹

OK   Cancel

---

4. Under the Default Tab Use the Gadget to select the fields that should display. If the items are to be put in a public area, you must limit the number of characters in the patron's ID and name that print.

Display property page: ○ Wizard Star

Behavior Defaults Helpers

☑ Display circulation note   ☑ Check for clai
☐ Display bill warning for every item
Accumulate fines: ○ Yes ● No ○ Prompt   ☐ Display user ID

Sounds
☑ Play sound for Hold Available alert   disrout.wav
☑ Play sound for Transit alert   disrout.wav
☐ Play sound for Claims Returned alert   disrout.wav
☐ Play sound for User Delinquent alert   disrout.wav
☑ Play sound for Item not Charged alert   disrout.wav
☑ Play sound for Item not in Catalog alert disrout.wav

Allow   Configure Properties
☐   Print available hold slips
☐   Print transit slips
☐   Print transit slips if transit to is outside selected group
☐   Print reshelving slips
☑   Print hold wrapper slip

[OK] [Cancel]

WF Discharging : Set Properties

Behavior **Defaults**

Receipt header: [   ]

Receipt fields: Name
                 User ID
                 Title
                 Expires

Receipt footer: [   ]

☐ Allow date formatting description
Date format description: [   ]

Configure Privacy Printing Properties
☑ Allow limited patron ID length
    Print max last characters of patron ID: 3
☑ Allow limited patron name length
Print max first characters of patron last name: 3

[OK] [Cancel]

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5. Click on OK

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