



## Print a Receipt in Single Mode or Batch Mode

To print a receipt in single mode, complete the following steps:

1. Scan the check, input, and save the pertinent details.
2. Under **Scan Controls**, click **Receipt**. A *Printing...Please wait* message appears and the receipt is prints to the default printer.



### Application Tip

You have about eight seconds to click the **Receipt** button. If the **Receipt** button is not clicked within the allotted time, the button grays out. If a receipt is still needed, access the Batch Management function.

3. Click **Receipt**. The receipt appears.
4. Click **Print** to print the receipt.
5. Click **Close** to close the receipt.



### Application Tip

If you are printing a receipt in batch mode repeat steps 1-5 until finished.