Print a Receipt in Single Mode or Batch Mode

To print a receipt from Check Scan functionality: 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 prints to the default printer.



Application Tip

You have 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 as shown in Figure 1.

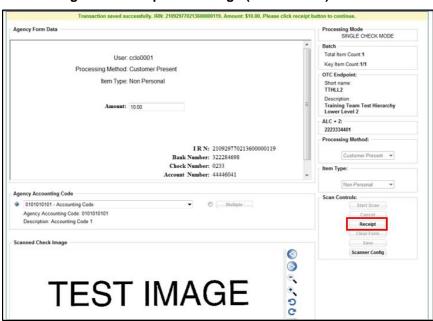


Figure 1. Receipt Print Image (Scan Check)

- 4. Click **Print** to print the receipt.
- 5. Click **Close** to close the receipt.



Application Tip

When printing a receipt in batch mode repeat steps 1-5 until finished.