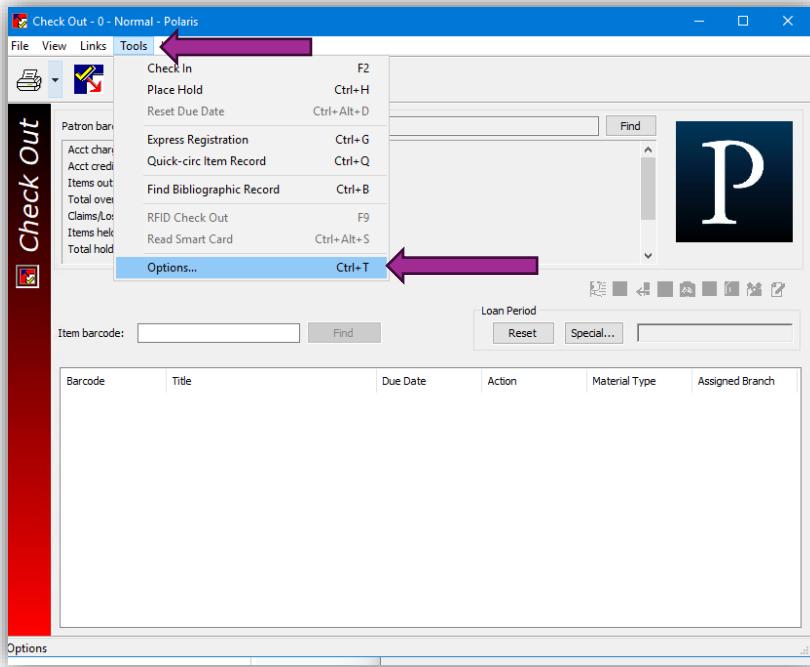


## How to turn off Transit Slip printing

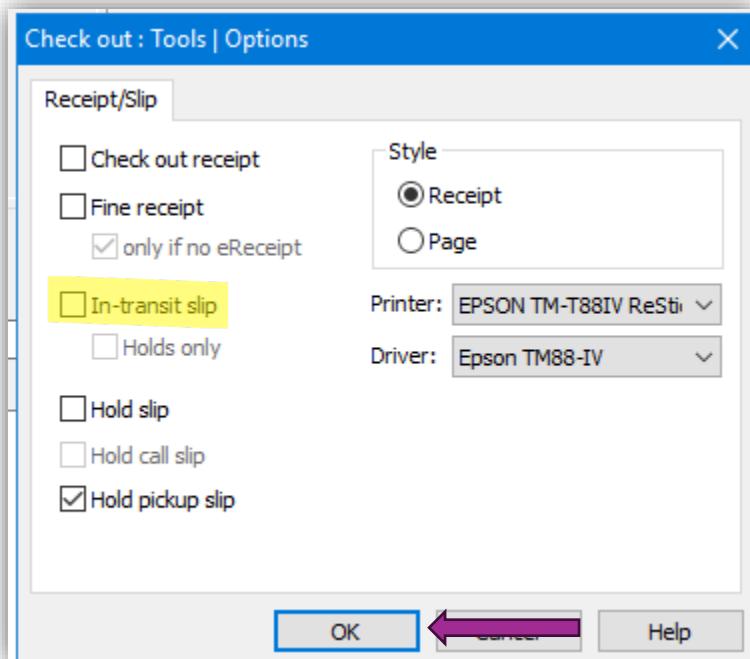
Please note this will need to be done at every workstation that prints transit slips.

### In Polaris

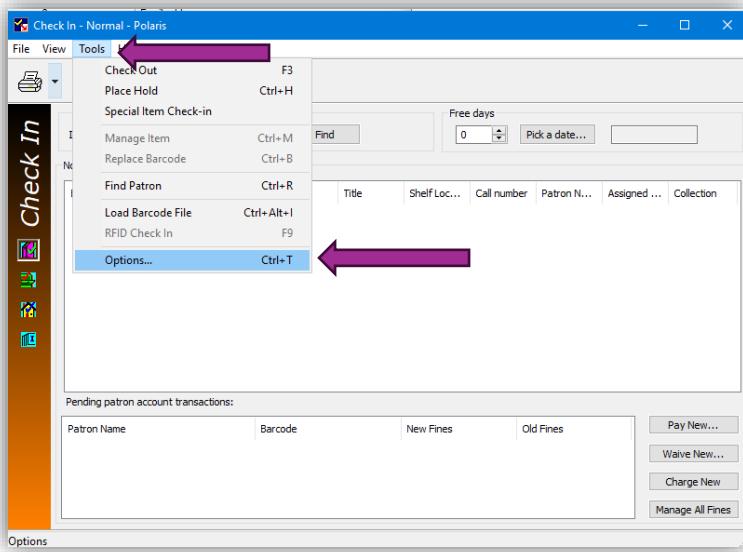
At the Check-Out window, click on Tools→Options.



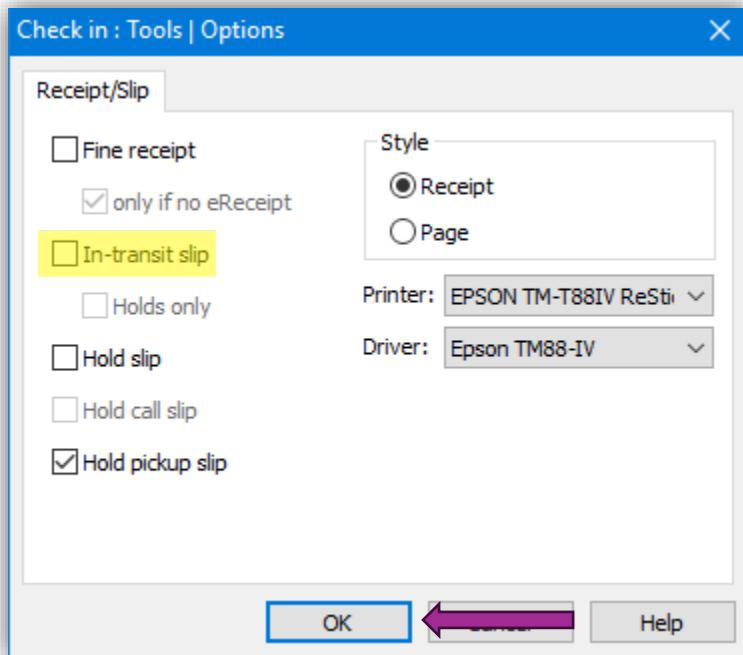
Uncheck the box labeled In-transit slip and then click on OK.



Next, go to the Check-In window, click on Tools→Options.

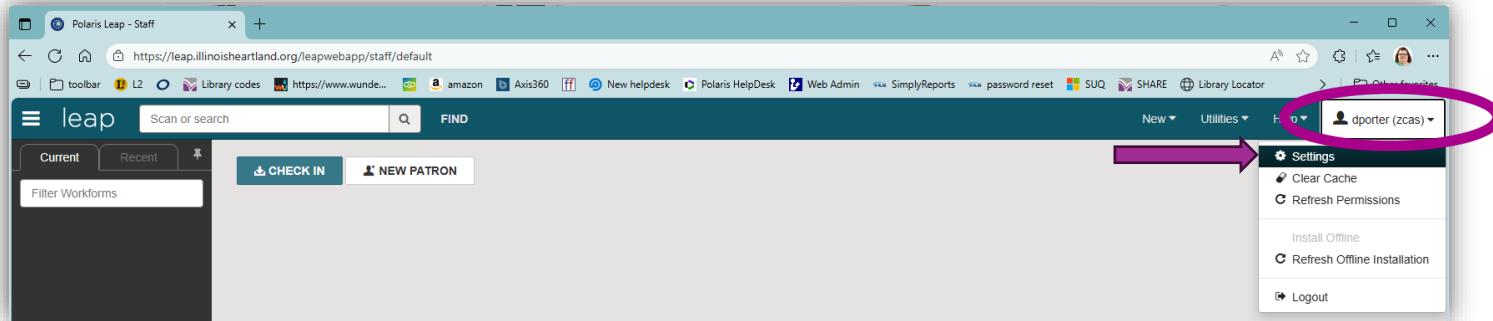


Uncheck the box labeled In-Transit slip and then click on OK.



## In Leap

Click on your username in the upper-right corner to select Settings.



Uncheck the boxes for In-Transit slips and then click SAVE. Please note that not all may be marked for your location.

