Printing a Receipt and Schedule

Due to a known defect where internet Explorer is truncating the printout causing room numbers not to display, it is highly recommended to use Chrome or Firefox when printing a receipt and schedule.

There is however, a workaround if you do not have Chrome or FireFox installed.

**In IE:**

1. Click the Settings icon (gear/cog) as shown.

2. Go to Print Preview.
3. Change dropdown box, “As laid out on screen” to “Only the selected frame”.

4. Verify schedule is displaying as shown below.

5. Click Print icon.