Set up printing in Kitomba

This guide explains how to set your preferences in Kitomba for printing invoices (receipts) and customer histories.
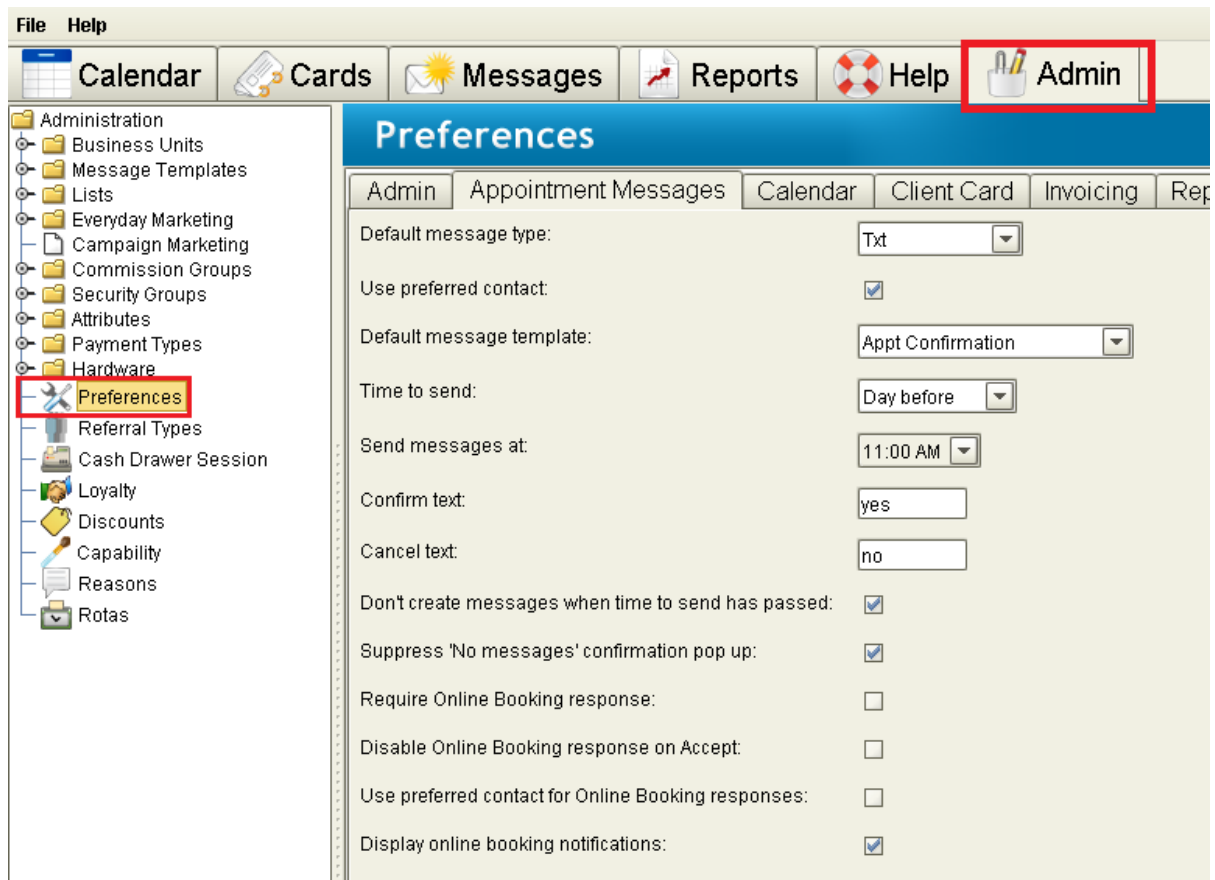
In this guide we'll cover:

1. Printing invoices (receipts)
2. Printing customer histories

Important: Kitomba only supports USB printers. Printers with a serial port are not compatible with Kitomba. For a list of printers we know will work with Kitomba, check see our website or give us a call.
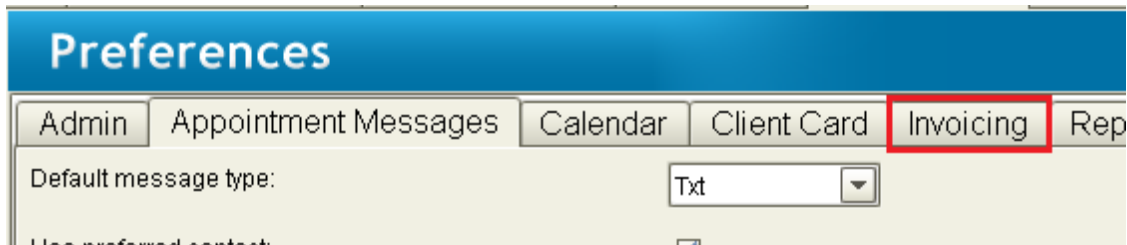
1. Printing invoices (receipts)

In Kitomba, when you print a receipt for a customer you are actually printing a copy of an invoice for the customer. Although your customer will think of it as a **receipt**, Kitomba refers to it as an **invoice**.
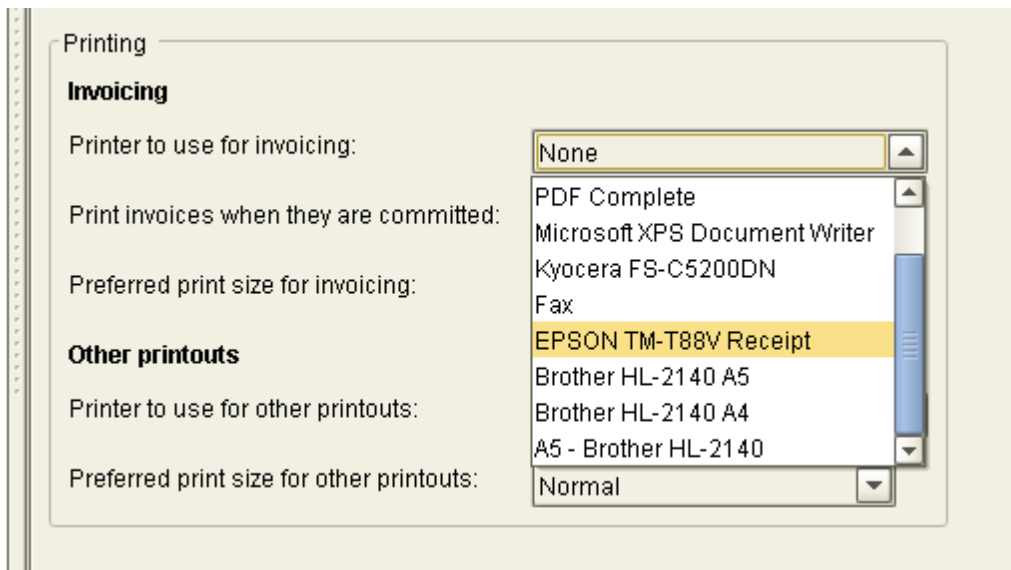
1) In Kitomba, go to the **Admin** tab and then click on **Preferences** on the left hand side

2) Select **Invoicing** from the Preferences section.

3) in the **Printing** section, open the drop down menu next to **printer to use for invoicing.** You will see a list of the printers installed on your computer. Select the printer you want to use for printing your invoices (receipts). In the example below, we've chosen the Epson printer.
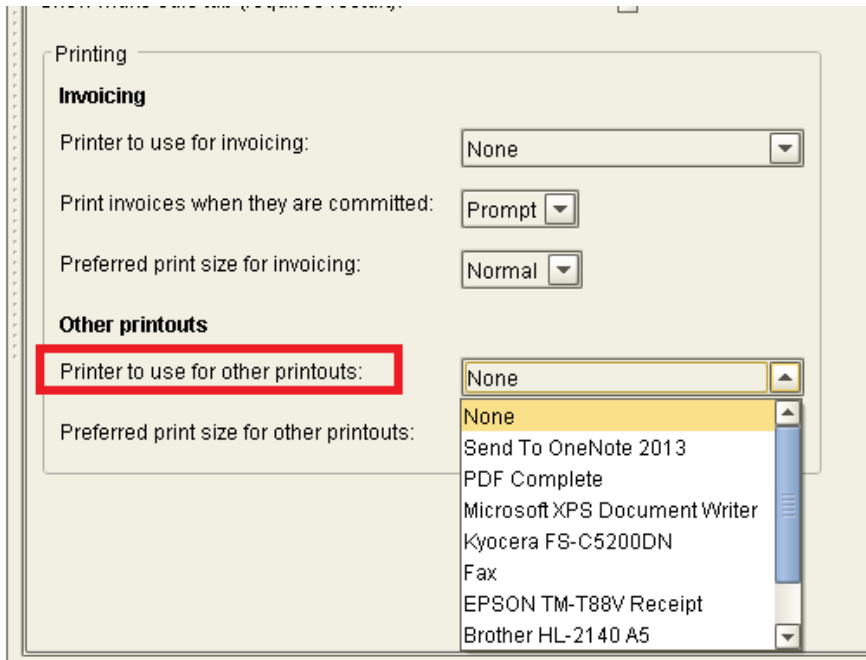

4) You can choose whether Kitomba automatically prints invoices (receipts) when you commit them.

5) You can also select a printing size for invoices (receipts). If you are printing to a thermal receipt printer, select 'Receipt'. If you want to print to a plain paper printer, even at A5 size, select 'Normal'.
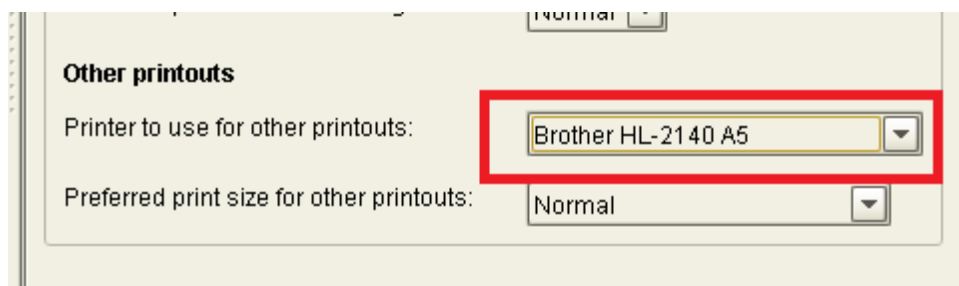
6) Click **Save** at the bottom of the screen to save your changes.

2. Printing customer histories

1) In the same **Printing** section (above), open the drop down menu next to **Printer to use for other printouts**.

2) Select the printer that you want your customer histories to print on. In this example, we've chosen our Brother A5 printer.

3) In the drop down menu next to **Preferred print size for other printouts**, select **Normal**.

4) Click **Save** at the bottom of the screen to save your changes.

You can now print a customer history from the appointment - Kitomba will know which printer to use.