

Changing the receipt and/or spine label printer profile(s) to point to the updated Bibliovation URL

This change has to be done manually for each icon on each PC that has one or both of the printer profiles saved as a desktop shortcut. If you need assistance, please [contact the Help Desk](#).

1. On the PC Desktop, find the icon for the printer profile you wish to change.
2. Double-click on the icon to open it.
3. In the url field (address bar) enter <https://scls.kohalibrary.com/>, or enter your library's unique URL. Your library's unique URL is **<agency code>.scls.kohalibrary.com**. (For example, the URL for SCLS is <https://sca.scls.kohalibrary.com/>.)
4. When the screen appears, place your mouse over the name in the tab and drag it to the House icon.
5. You will get a "Set Home Page" pop-up asking "Do you want this document to be your new home page?" Click Yes.
 - a. If you prefer, you can log into Bibliovation first and then follow steps 3 and 4.
6. Log out and log back in using the icon to confirm your changes.
7. Repeat the process for other receipt and/or spine label printer icons on this and other PCs in your library.

Please note: If you have personalized your Firefox profile shortcuts, then you will have to adjust the URL change to incorporate the personalization. For assistance, [contact the Help Desk](#).