Printing Preferences
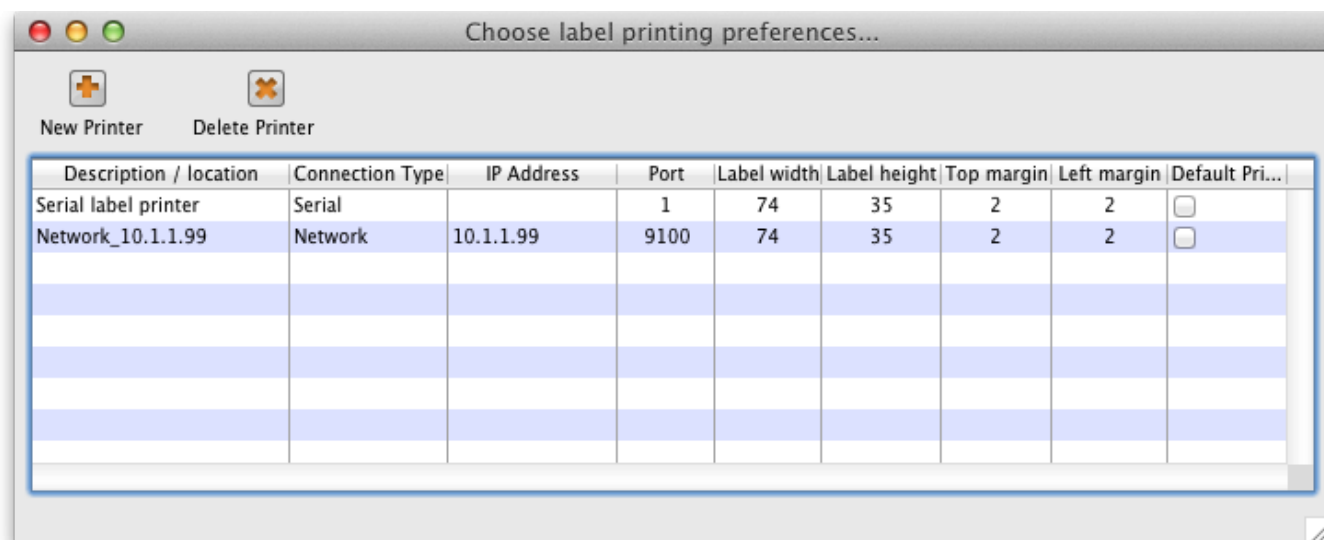
*

For setting up a printer for the first time, see Printer Installation

Choosing this item from the *Special* menu shows the printing Preferences window.

Changing your default printer

> ⚠️ The default printer is stored for each **client computer** - so each computer can be set to print to a different default printer. When you alter this setting, you are only altering it for the computer you are working at

To change the default printer, simply click the checkbox in the right-hand **Default Printer** column on the row of the printer you wish to use.
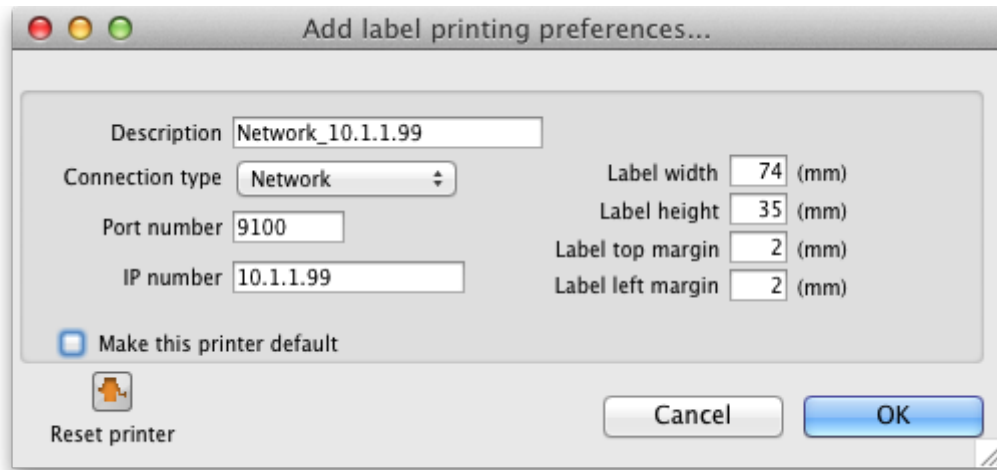
Adding a Printer

- click the **New Printer** button

Editing a Printer

- Double-click the printer in the list.

Settings for a particular printer

- **Description** Here you give the printer a name
- **Connection type**
    - If you are connection with a network cable (recommended) choose **network**
    - If you are connecting with a serial cable choose **serial**
    - Note we do not support direct USB connections as we are not using the computer's printer driver- we are sending instructions direct from mSupply to the printer.
- **Port number** For network connections this will usually be 9100
- **IP Address**- the address of the printer e.g. 10.1.1.253
- **Label dimensions** Enter width, height and margins in m.m.
- **Make this printer default** - Checking this box means that the computer you are using will always print to this printer.
    - Important: this setting is "per computer" - you need to set each computer to have a default printer.
- **Reset printer** You can use this button to send a command to the printer to reset it. Occasionally a printer may misbehave if it's memory is corrupted by an electricity spike or the like, and this button may help. If your printer is not behaving we recommend you contact Sustainable Solutions rather than charging ahead on your own.

Previous: [Abbreviations](#) Next: [Warnings](#)

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Last update: **2014/10/23 22:46**