# **Printing preferences (setup)**

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

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

New Printer Delete Prin	nter							
Description / location	Connection Type	IP Address	Port	Label width	Label height	Top margin	Left margin	Default Pri
Serial label printer	Serial		1	74	35	2	2	
Network_10.1.1.99	Network	10.1.1.99	9100	74	35	2	2	

## 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

	ng preferences
Description Network_10.1.1.99 Connection type Network ‡ Port number 9100 IP number 10.1.1.99 Make this printer default	Label width 74 (mm) Label height 35 (mm) Label top margin 2 (mm) Label left margin 2 (mm)
Reset printer	Cancel OK

- 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**
  - If you are connecting with USB choose **USB**
- 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.

#### Setting up a USB printer

Description		Label Type	One-Part	٥
Connection type USB	USB 😒	Lab	el width	0 (mm)
		Labe	el height	0 (mm)
Address		L	abel top	0 (mm)
		Label left	t margin	0 (mm)
Make this print	ter default			
Make this print	er default			

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Description	GK420t Zebra	Label Type	One-Part		~	
Connection type	USB 🗸	La	abel width	71	(mm)	
		La	bel height	41	(mm)	
			Label top	2	(mm)	
Address	ZDesignerEPL	Label	eft margin	2	(mm)	
Make this print		Label b	ottom gap	0	(mm)	
Make this printer default		Bottom left label width			(mm)	

Once your chosen computer is set up and installed, go to Special > Printing Preferences > Add new to add a new printer.

Set up the window as follows:

Description: name of the printer, used by users to identify it

Connection Type: USB

Address: the Windows name of the printer. This can be found through Control Panel > Printers and Scanners. This must be accurate as it is used to identify your printer.

#### Three part label printing

Description	Label Type Three-Part ᅌ
Connection type USB	Label width 0 (mm
	Label height 0 (mm
Address	Label top 0 (mm
Address	Label left margin 0 (mm
	Label bottom margin 0 (mm
Make this printer default	Bottom left label width 0 (mm

Label Bottom Margin: margin between top label and lower labels Bottom Left Label Width: width of bottom left label

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