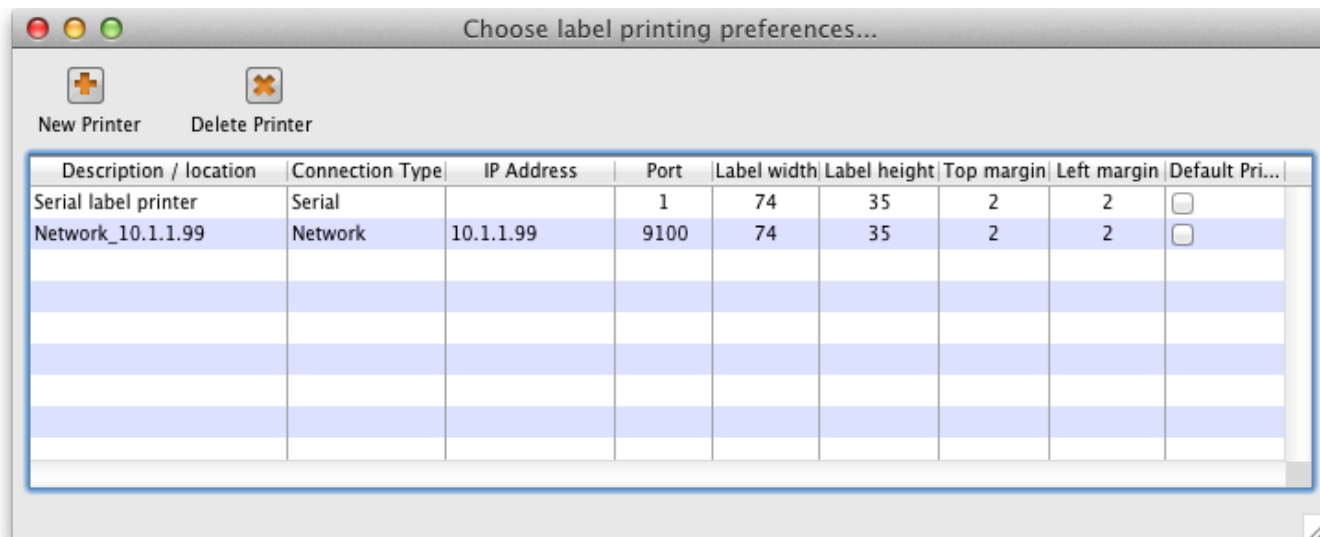# Printing preferences (setup)

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.
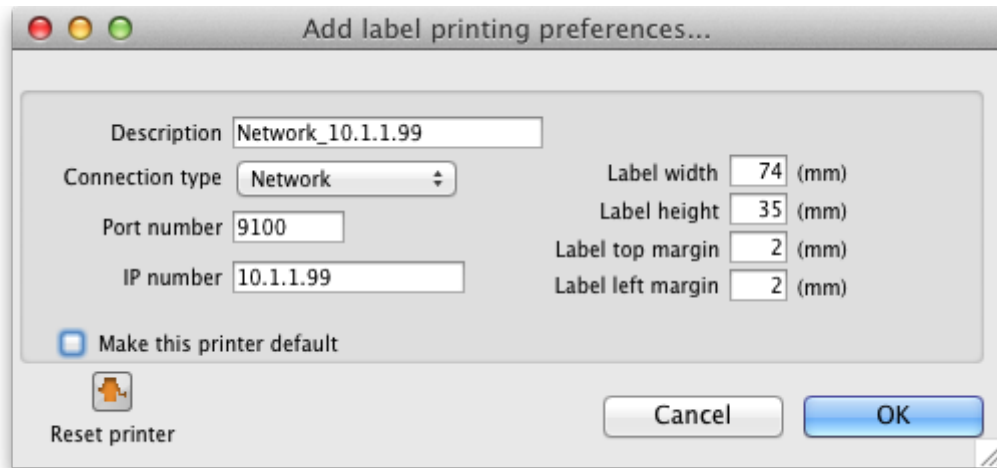
Adding a Printer

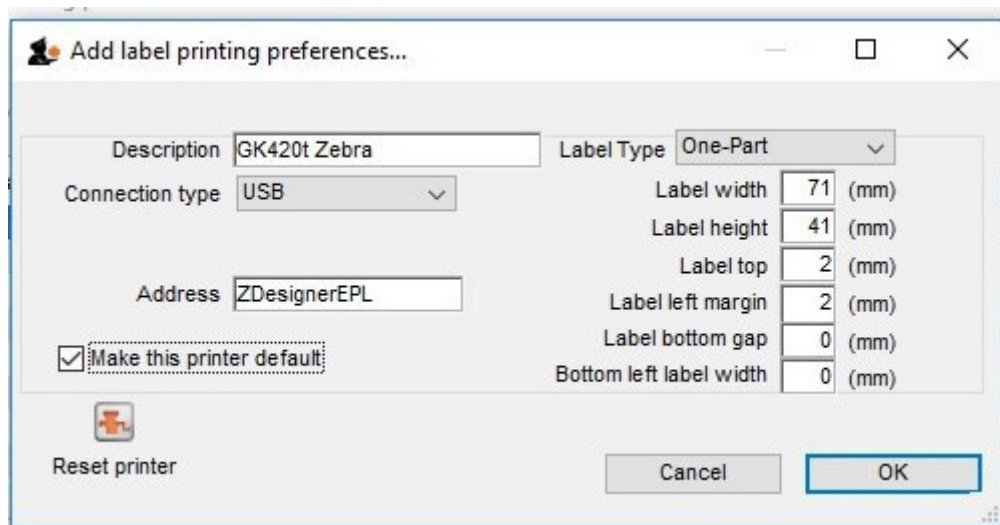- click the **New Printer** button

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**
    - 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

Once your chosen computer is set up and installed, go to Special > Printing Preferences > Add new to add a new printer.
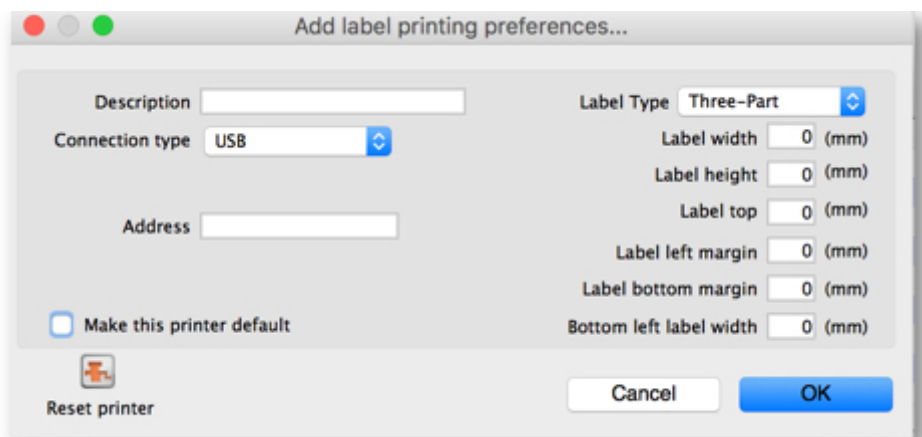Set up the window as follows:

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

Label Bottom Margin: margin between top label and lower labels

Bottom Left Label Width: width of bottom left label

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