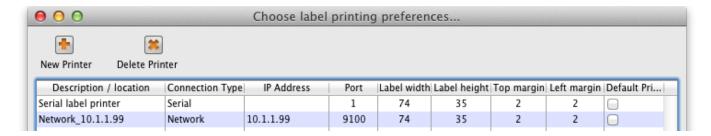
9.06. Label printing preferences

In mSupply the settings for label printer are set in the "Choose label printing preferences window", which you open via the mSupply menu bar: Special > Printing preferences



This window will show you **ALL** mSupply printers that have been set up for your whole organisation. Your mSupply printer descriptions must include your site name and make sure that you **do not delete printers for other sites!!!**

Changing your mSupply default printer

To change the mSupply default printer in the "Choose label printing preferences window" simply click the checkbox in the right-hand **Default Printer** column for the printer you wish to use.

Note this is different from your Windows default printer. You are setting the default printer for mSupply to use (the default printer you have set for Windows can be another printer altogether).

The mSupply printing preferences are stored for the **computer** you're setting it from (not the mSupply user or the mSupply site you're logged in to). When you change the mSupply default printer you are changing it for everyone who uses the computer.

Editing a printer

In the "Choose label printing preferences" window double-click the printer entry in the list. This will open the "Add label printing preferences" window - see below for info on each setting.

Adding a printer

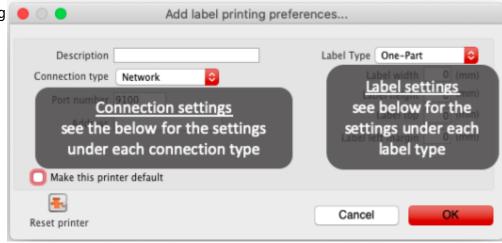
If you are setting up up your label printer hardware for the first time, you will first need to follow the instructions here: **25.18. Label printer hardware setup**.

When your printer hardware is connected and ready to be set up in mSupply open the "Choose label printing preferences" window and click the **New Printer** button. This will open the "Add label printing preferences" window - see below for info on each setting.

The printer preference settings

Description

Since the mSupply printing preferences window lists **ALL** the mSupply printers for your organisation it is vital that the Description includes the site name to avoid confusion.
e.g. <u>Busby Pharmacy</u>
GK420t



Connection Type

If printer connected with a network cable (recommended) choose **network**If printer connected with USB choose **USB**If printer connected with a serial cable choose **serial**

Label Type

One-Part Three-Part

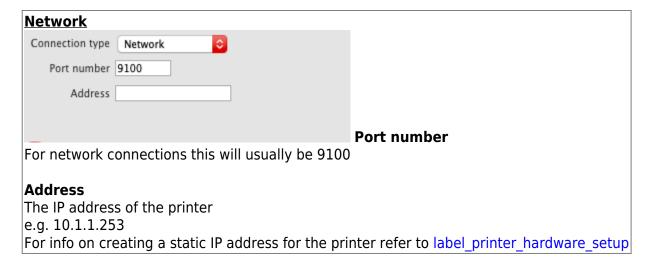
Make this printer default

Checking this box means that mSupply on this computer will always print to this printer.\\Refer to the Changing your mSupply default printer section above to find out how this works.

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 support@msupply.org.nz rather than charging ahead on your own.

Printer connection settings



| <u>USB</u> | | |
|--|--|----------|
| Connection type USB | | |
| Address | | |
| | Address | |
| Enter the Windows name of the printer. It must be To confirm the Windows printer name go to the VRight click on the printer and select properties. The Windows printer name is recorded on the General Sharing Ports Advanced Security Printer About 1985 Advanced Security Printer Advanced Security Printer Advanced Security Printer Advanced Security Advanced Advanced Advanced Advanced Advanced Advanced Advanced Advanced Advanced A | Windows Control Panel > Printers and Sceneral tab. | canners. |
| Zebra TLP2844 | | |
| <u>Serial</u> | | |
| Connection type Serial | | |

Port number

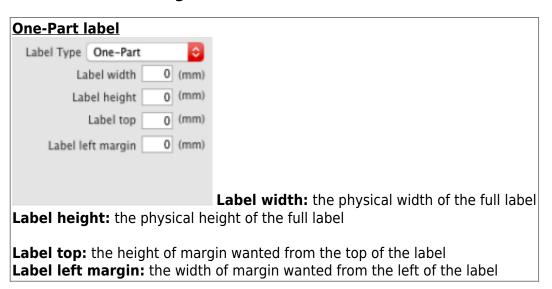
Enter the Windows serial port number for the printer.

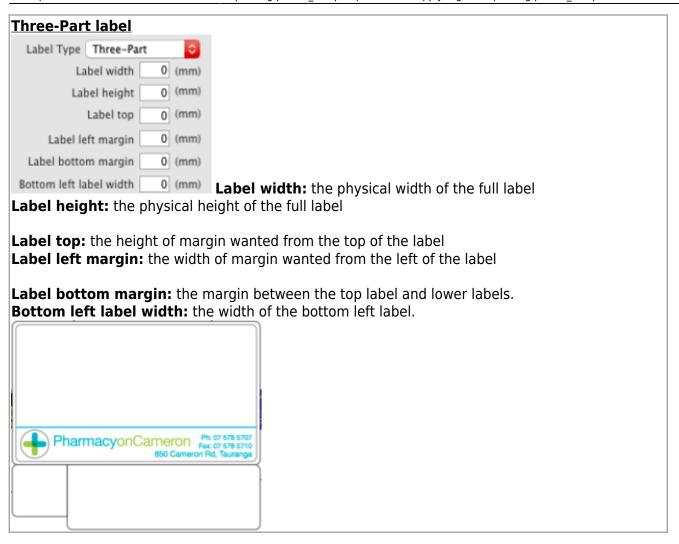
To confirm the port number go to the Windows Control Panel > Printers and Scanners. Right click on the printer and select properties.

The Windows port number is recorded on the Ports tab.

Printer label settings

Port number 1





Previous: 9.05. Abbreviations for dispensing | | Next: 9.07. Warnings

From:

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Permanent link:

https://docs.msupply.org.nz/dispensing:printer_setup?rev=1583972117

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