# 10.08. 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

000			Choose label printing preferences						
New Printer Delate Printer									
	Description / location	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	

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 expend the "Add label printing"

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 😑 💿 Add label printing preferences... preferences window lists **ALL** the mSupply printers Description Label Type One-Part for your organisation it is Connection type Network 0 Label settings vital that the Description see below for the includes the site name to Connection settings see the below for the settings settings under each avoid confusion. e.g. Busby Pharmacy under each connection type label type GK420t Make this printer default Cancel Reset printer

#### **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** See below for the printer connection settings for each type of connection

#### Label Type

One-Part Three-Part See below for the printer connection settings for each type of connection

#### 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 what setting a default mSupply printer does.

#### **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 <a href="support@msupply.org.nz">support@msupply.org.nz</a> rather than charging ahead on your own.

### **Printer connection settings**

Network	
Connection type Network	
Port number 9100	
Address	
	Port number
For network connections this will usually be 9100	
Address	
The IP address of the printer	
For into on creating a static IP address for the pri	oter refer to label printer hardware setup

<u>USB</u>		
Connection type	USB	٥
Address		

#### Address

Enter the Windows name of the printer. It must be entered **exactly**. There is no need for the Windows printer name to match the mSupply printer description. To confirm the Windows printer name go to the Windows Control Panel > Printers and Scanners.

Right click on the printer and select properties. The Windows printer name is recorded on the General tab

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The windows printer name is recorded on the General tab.	
👹 Zebra TLP2844 Properties	
General Sharing Ports Advanced Security Printer About	
Zebra TLP2844	
<u>Serial</u>	
Connection type Serial	
Port number 1	
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.	
The Windows port number is recorded on the Ports tab.	

# **Printer label settings**

<u>One-Part label</u>			
Label Type One-Part	:	0	
Label width	74	(mm)	
Label height	35	(mm)	
Label top	2	(mm)	
Label left margin	2	(mm)	
			Label width: the physical width of the full labe
Label height: the	phys	sical he	eight of the full label
<b>I shal tan</b> i tha hai	a h t	fnaar	in wanted from the ten of the lobal
Label left margin	ithe	e width	of margin wanted from the left of the label

<u>Three-Part label</u>						
Label Type Three-Part ~						
Label width 75 (mm)						
Label height 35 (mm)						
Label top 1 (mm)						
Label left margin 1 (mm)						
Label bottom margin 10 (mm)						
Bottom left label width 15 (mm)						
label height: the physical he	<b>Label width:</b> the physical width of the full label					
Label top: the height of marg	in wanted from the top of the label					
Label left margin: the width	Label left margin: the width of margin wanted from the left of the label					
Label better margin, the p	pargin between the ten label and lower labels					
<b>Bottom left label width:</b> the	Label bottom margin: the margin between the top label and lower labels.					
Pharmacyon Cameron Ph: 07 578 5707						
850 Cameron Rd, Tauranga						

# **Other settings**

There are other general preferences that can affect the way your labels are printed. See the 15.01. General preferences page (label printing section) for details.

Previous: 10.07. Diagnoses || Next: 10.09. Warnings

From: https://docs.msupply.org.nz/ - mSupply documentation wiki

Permanent link: https://docs.msupply.org.nz/dispensing:printer\_setup?rev=1725468776



