

How to configure printers

If you have more than one printer at your disposal, you can define which printer will be used to print Full Checklists, Brief Checklists, and labels by performing the following steps:

1. Choose **Options, Configure Printers** from the menu bar to display the **Configure Printers** window (Figure 1).

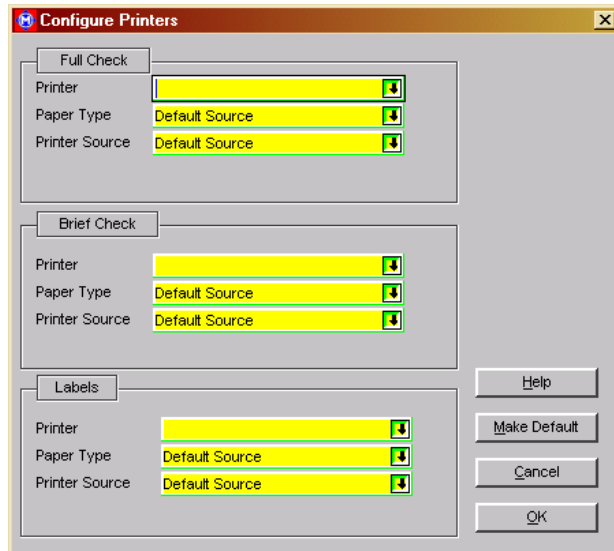


Figure 1

2. For each output type, complete the following using the accompanying drop-down lists :

Printer on which you wish to print your list or labels.

Paper Type - the definition for the paper on which you wish to print your list or labels (e.g. A4)

Printer Source - the location of the paper to be used for printing your checklists or labels (e.g. Upper Bin, Lower Bin, Manual Feed).

3. Click the **Make Default** button to save any changes that you have made permanently, or click the **OK** button to apply any changes temporarily (until you next log out of Mediadisk). Each time you print a check list or labels, the printers that you have selected here will be chosen by default.