

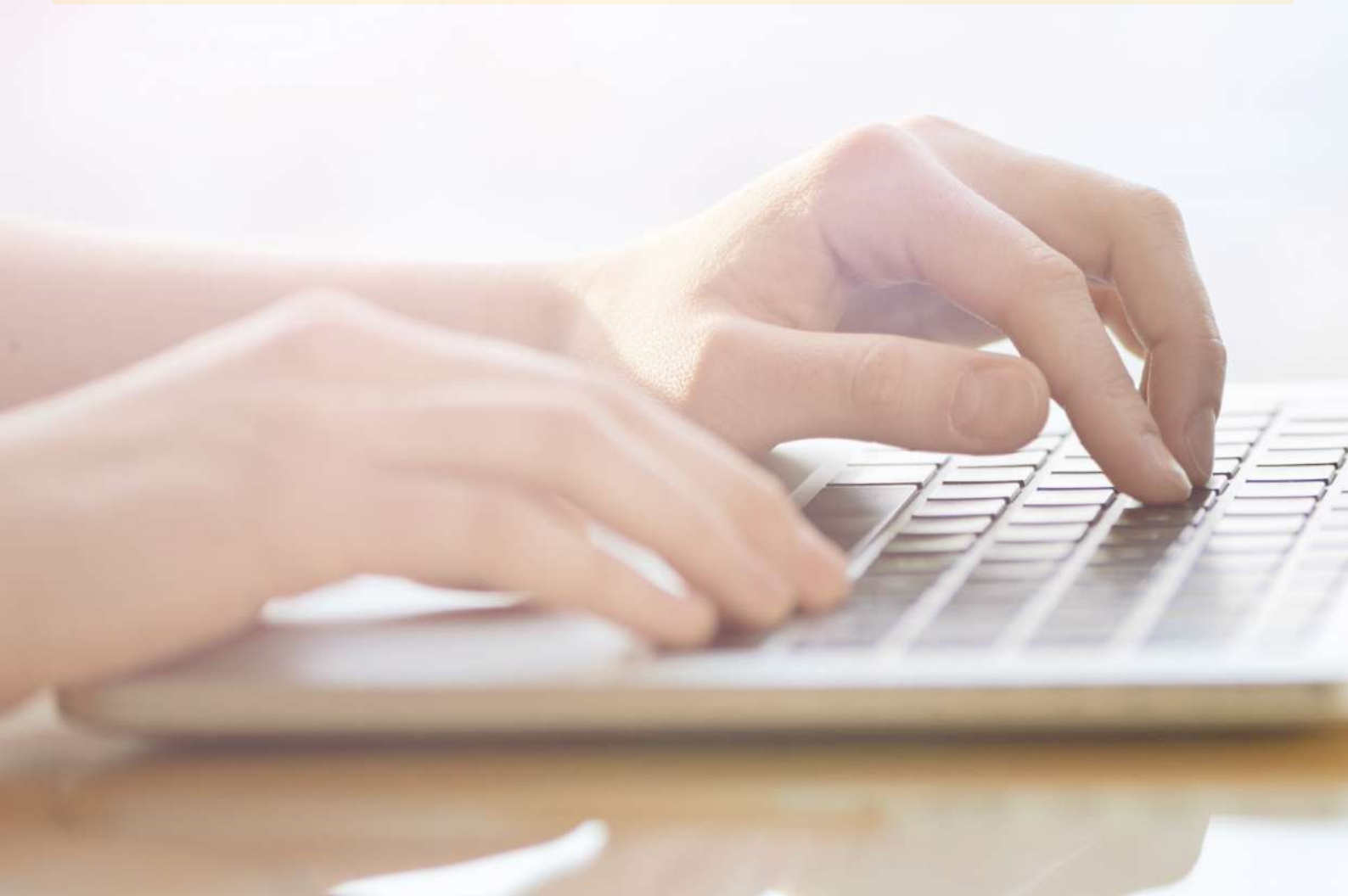
MyDHL⁺



PRINTER SETTINGS

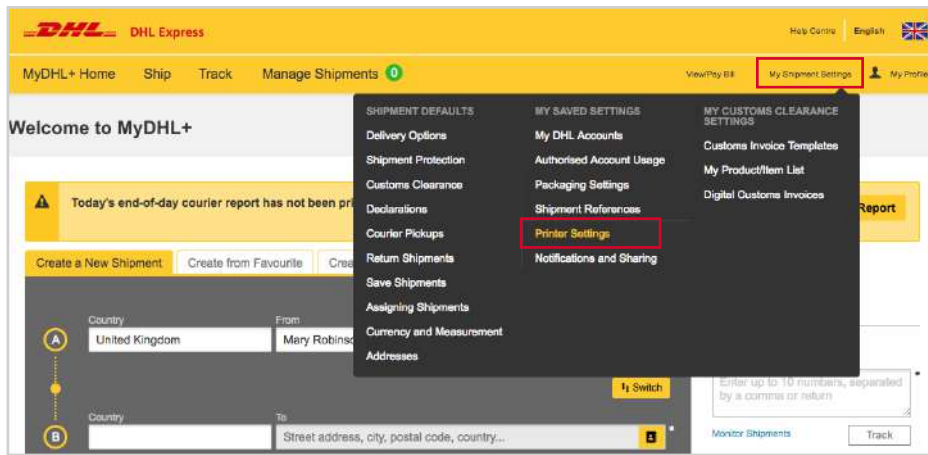
Simply fast. Simply efficient. Simply amazing.

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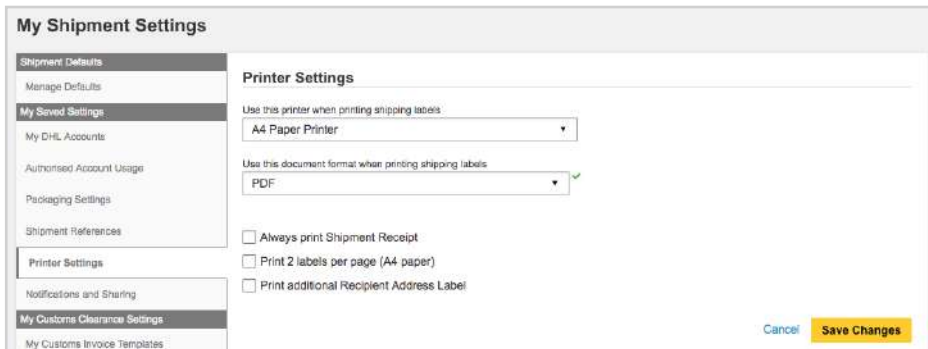


PRINTER SETTINGS

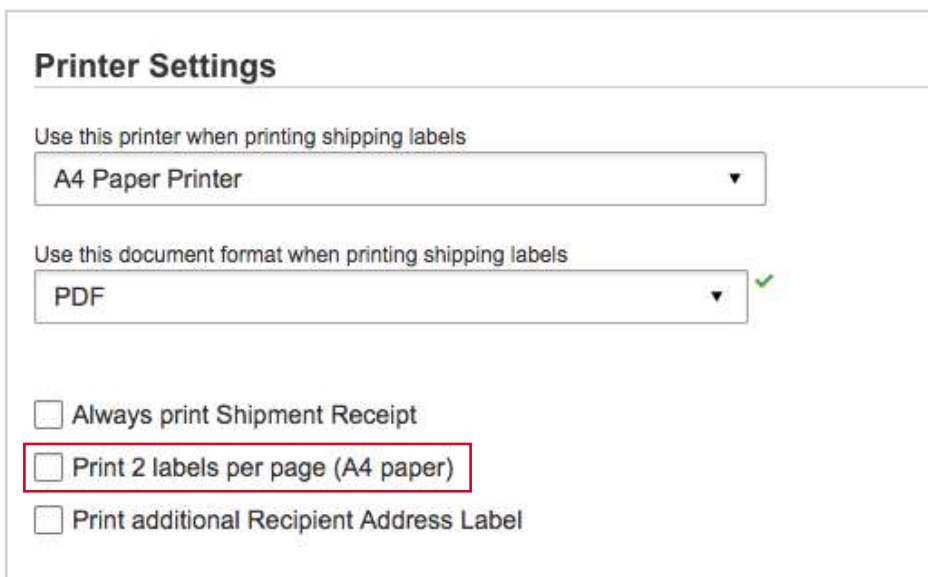
In Printer Settings, you can define the type of printer that will be used for printing shipping labels and set up other default printing options.



Log into MyDHL+, go to **My Shipment Settings** and select **Printer Settings**.



By default, the printer type is set to print labels on A4 paper and this will generate a label in PDF format.



With A4 paper printing, you have the option to print 2 labels per page.

Printer Settings

Use this printer when printing shipping labels

Label Printer

Select One

- Standard Label Printing
- Direct Printing (Zebra Printer)
- Direct Printing (Citizen Printer)

Always print Shipment Receipt

Print additional Recipient Address Label

If you have a label printer, you must specify the type of printer to ensure your labels print correctly.

You should select **Standard Label Printing** unless your printer supports direct printing.

Whether you print labels on A4 paper or have a dedicated label printer, you can set up:

- the Shipment Receipt to be printed by default (you can untick it during the shipment creation process as required).
- an additional receiver label to be available for printing by default (you just need to tick it when required).

If you have a label printer, these additional documents will need to be printed separately on A4 paper.

Printer Settings

Use this printer when printing shipping labels

Label Printer

Use this document format when printing shipping labels

Select One *

Always print Shipment Receipt

Print additional Recipient Address Label

Printer Settings

Use this printer when printing shipping labels

A4 Paper Printer

Use this document format when printing shipping labels

PDF

Always print Shipment Receipt

Print 2 labels per page (A4 paper)

Print additional Recipient Address Label

Cancel **Save Changes**

Once you have selected the settings you require, click **Save Changes**.

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valid: 08/2018