

# POLLING SOFTWARE – PRINTING YOUR SHIPPING LABELS WITH A THERMAL PRINTER

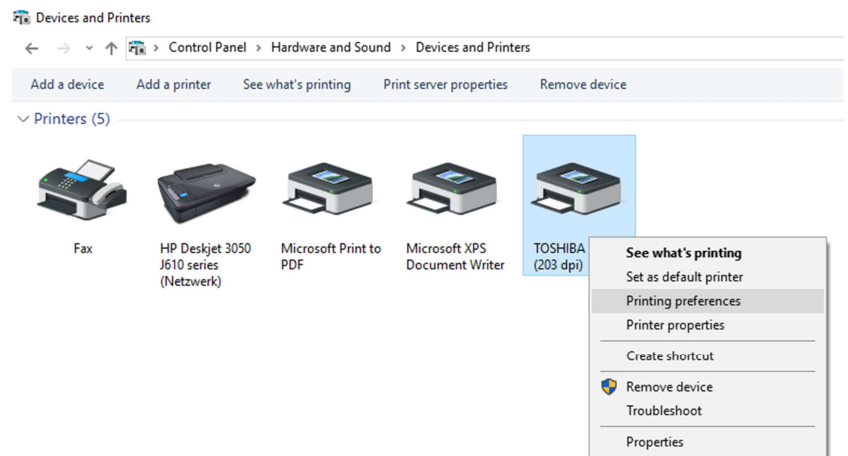
To print your shipping labels with a thermal printer, please configure your printer and Polling Software using the following steps.

## 1. SELECT THERMAL PRINTER

On a Windows computer, call up the "Devices and Printers" window by clicking on the Start menu and selecting "Control Panel".

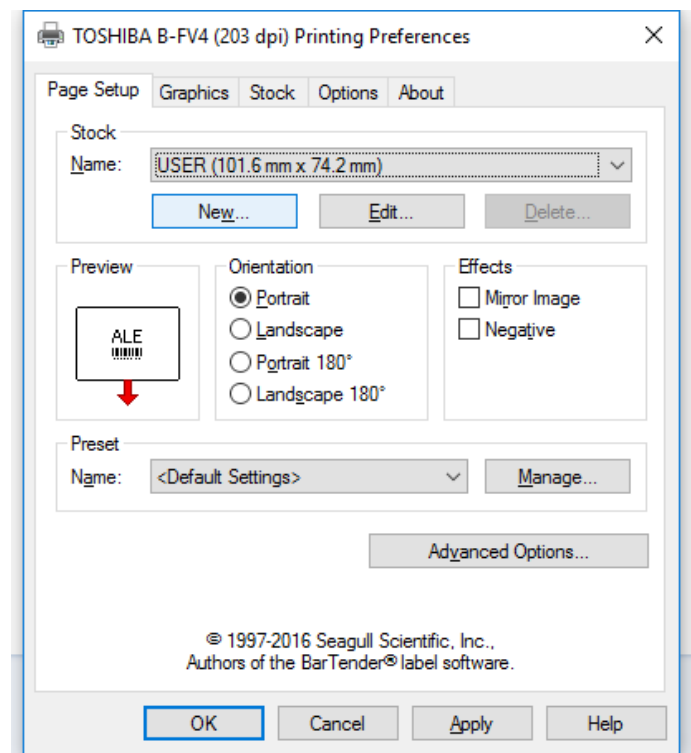
Select the desired thermal printer. If your thermal printer isn't shown, check the printer driver (see Tips & Tricks).

Right-click on the selected printer and choose the "Printing Preferences" option.

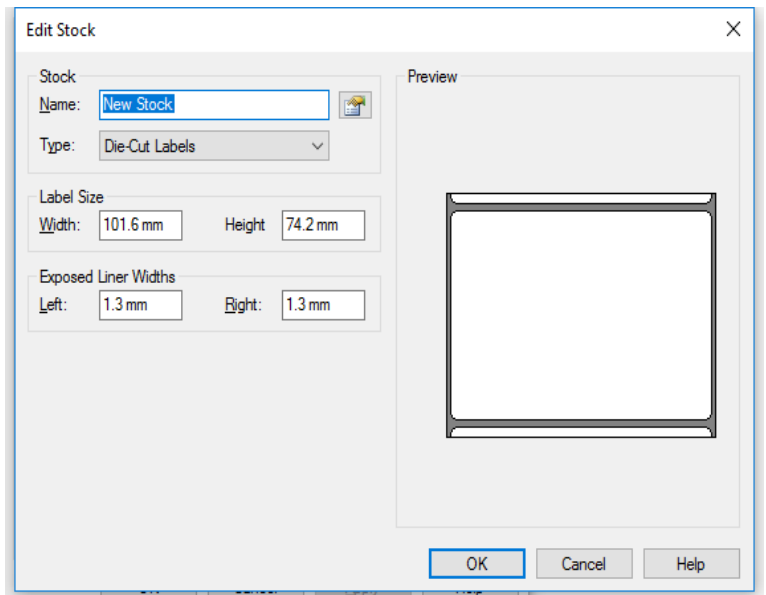


## 2. DEFINE LABEL FORMAT

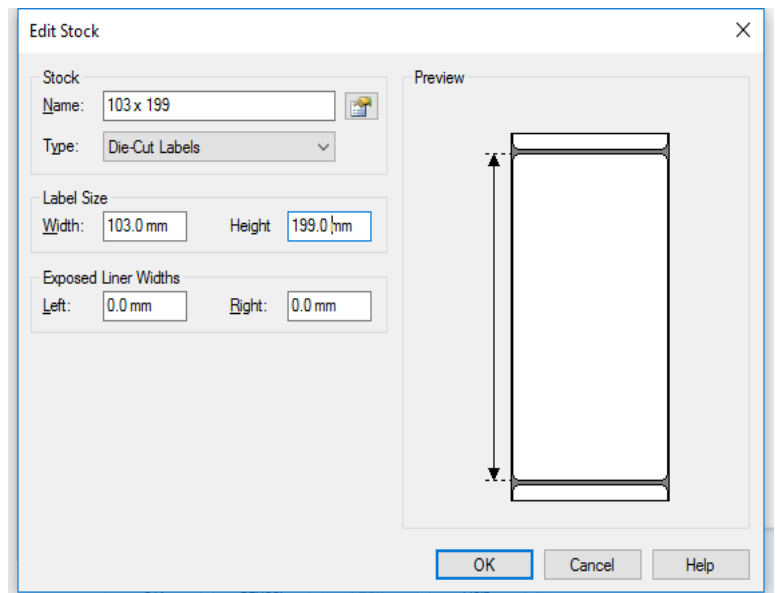
A new window will open. Select the "New..." item to define a new label format.



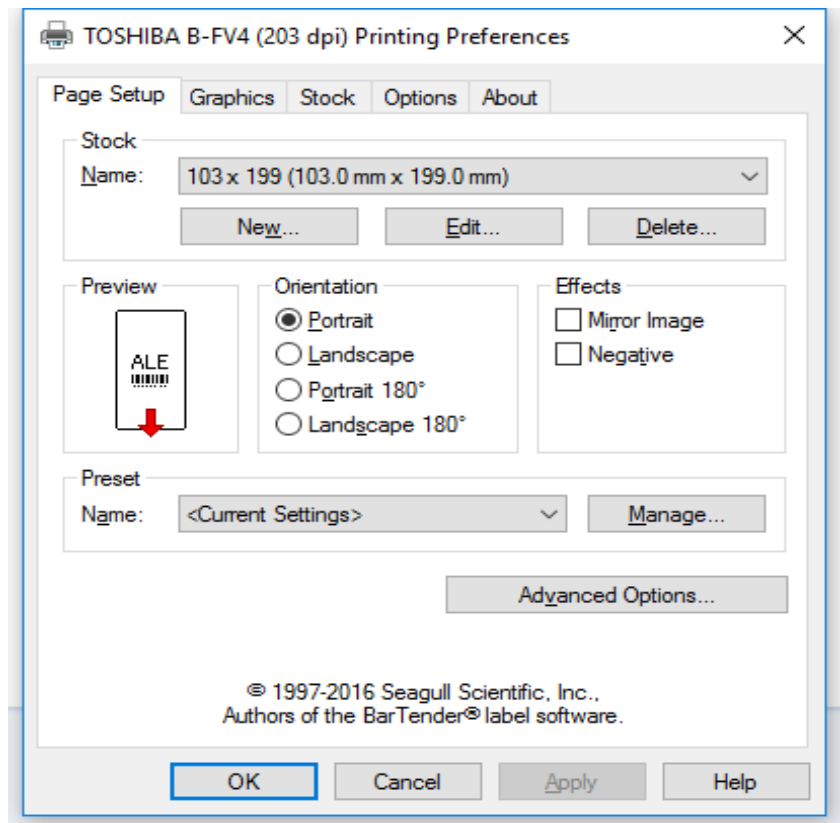
Provide a name for the new label (such as "103 x 199").



Change the width to **103.0 mm** and the length to **199.0 mm**. Adjust the margins on the label sheet as desired. Confirm the settings with "OK."



Now select the new label from the list and confirm with "OK." If additional adjustments to the orientation of the printed labels are needed, these can be undertaken here as well.

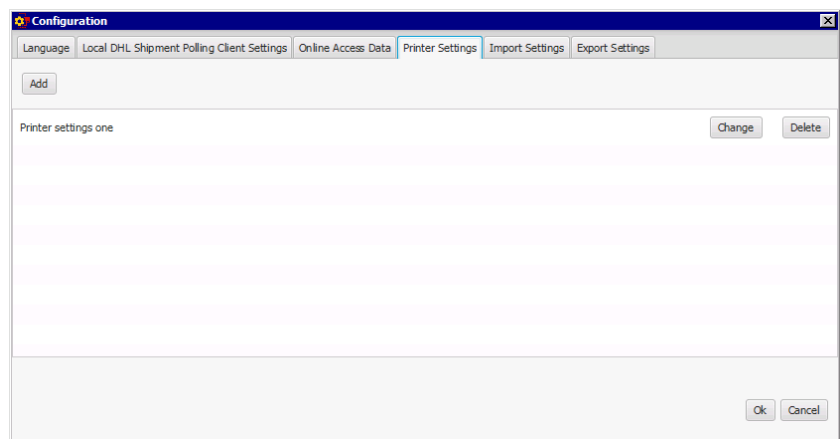


### 3. SETTING UP THE POLLING SOFTWARE

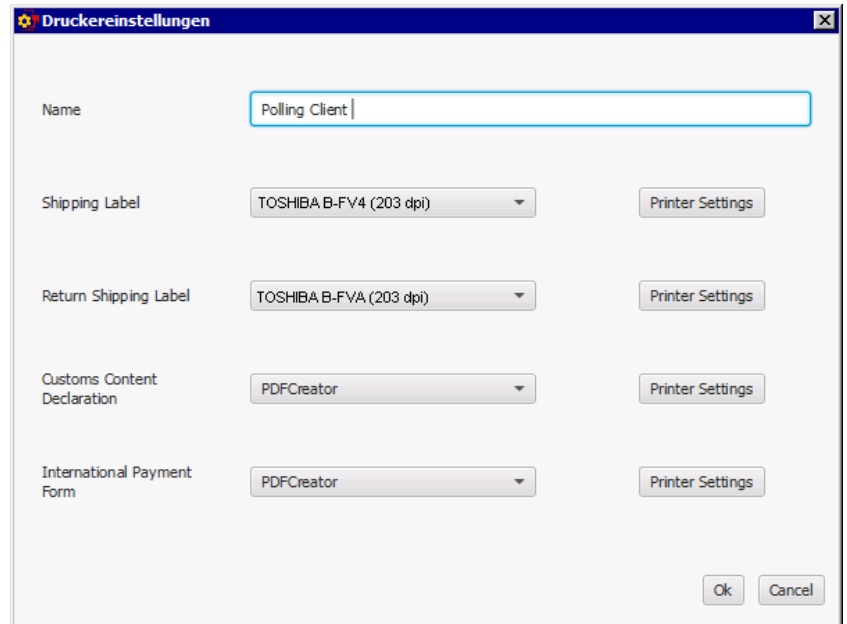
Launch a fresh instance of the Polling Software. (If the Polling Software is already running in the background, first end it via "File > Exit" and then re-launch.) The new label is then immediately available within the software.

In the "Configuration" section of the Polling Software, switch to "Printer Settings." This contains the printers and printer settings for use with the respective documents (such as shipping labels). The settings then apply for manual printing via the polling software (initiated within "Ship") and automated printing when importing shipment data.

You can create as many printer configurations as desired. Once saved, they are then available in the "Ship" section. Add a new printer configuration by clicking on the "Add" button – or, if a printer configuration already exists – by clicking on the "Change" button. A new window opens.



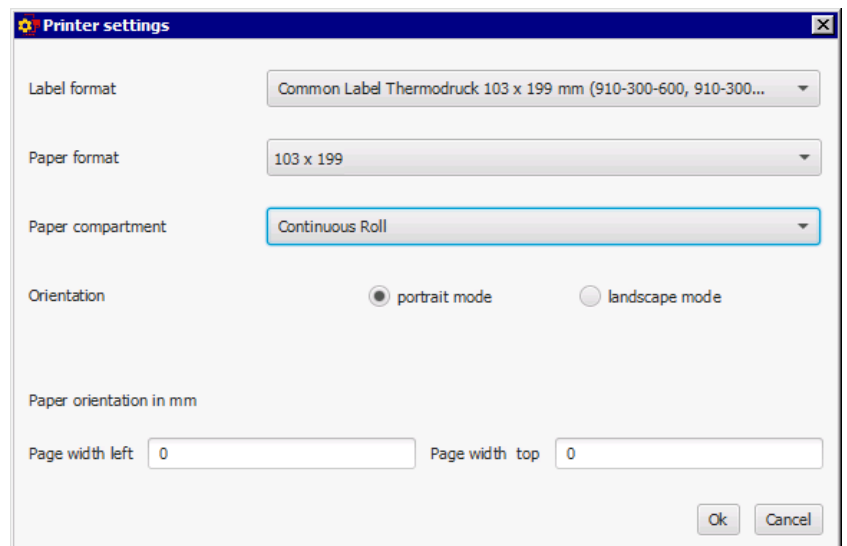
Under "Printer settings," select the document you'd like to print using the thermal printer. You can then press the "Printer Settings" next to the printer selection to display the print setup. A new window opens.



In the next window, select "Common Label Thermodruck 103 \* 109mm" as a label format and "103 \* 199" as a paper format. This presumes you have already inserted the thermal printer.

Now select the paper tray and format to fit your requirements.

**Tip:** You may want to make a test print-out to check and/or modify the configuration as needed. If you didn't modify the settings on your thermal printer or the label sheet margins, then you can make slight horizontal or vertical shifts to the thermal printing label via the "Paper orientation" item. Do not change the paper orientation if you have modified either of the other two elements.



Confirm the settings with "Ok." Whenever a new printer configuration is used, the selected document is printed via the thermal printer.

## TIPS & TRIPS FOR PRINTER DRIVERS

- When installing printer drivers, always check that you are using the latest version from the manufacturer.
- Alternatively, you can use the drivers provided by Seagull for the respective device. An overview of current drivers from Seagull can be found here: <http://de.seagullscientific.com/drivers/windows-printer-drivers/>
- Download the driver that matches your product name and install the driver with the required permissions.