PRINTER SETTINGS

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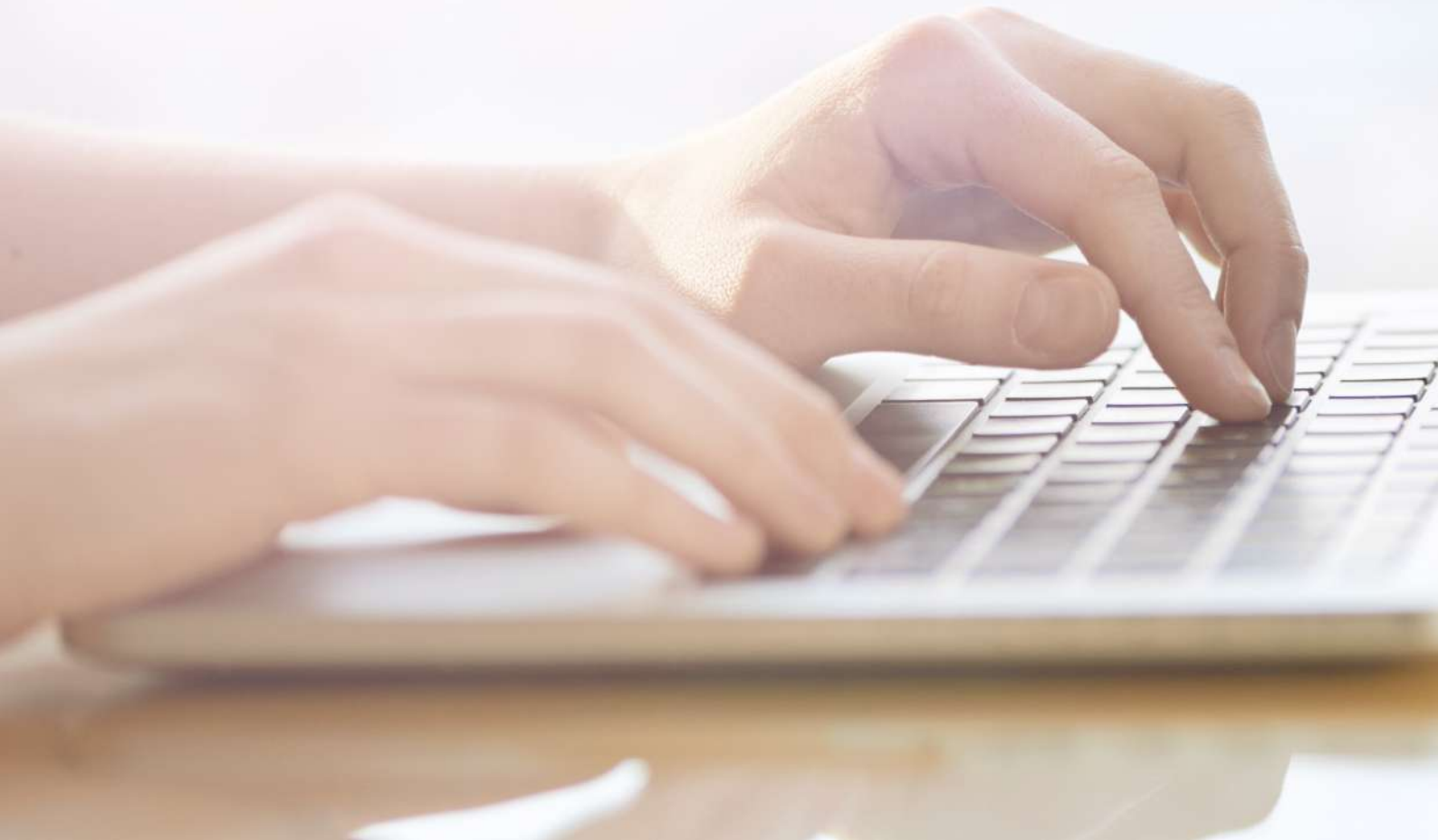
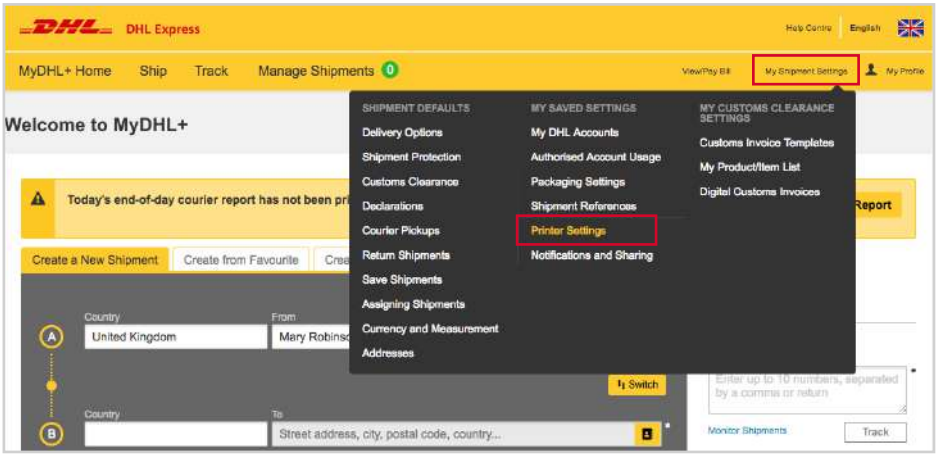
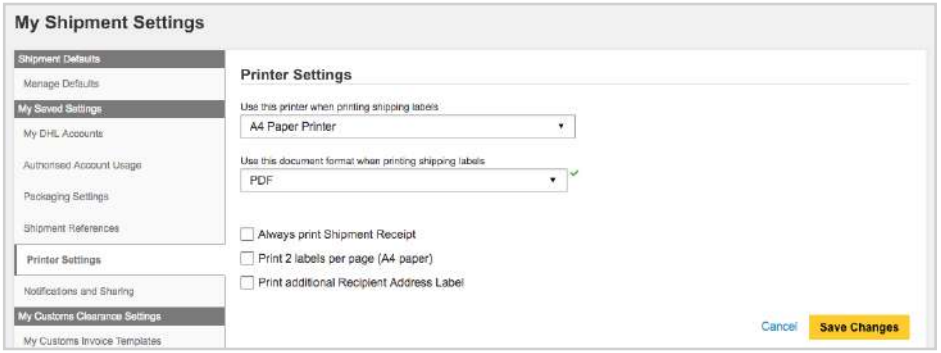


PRINTER SETTINGS

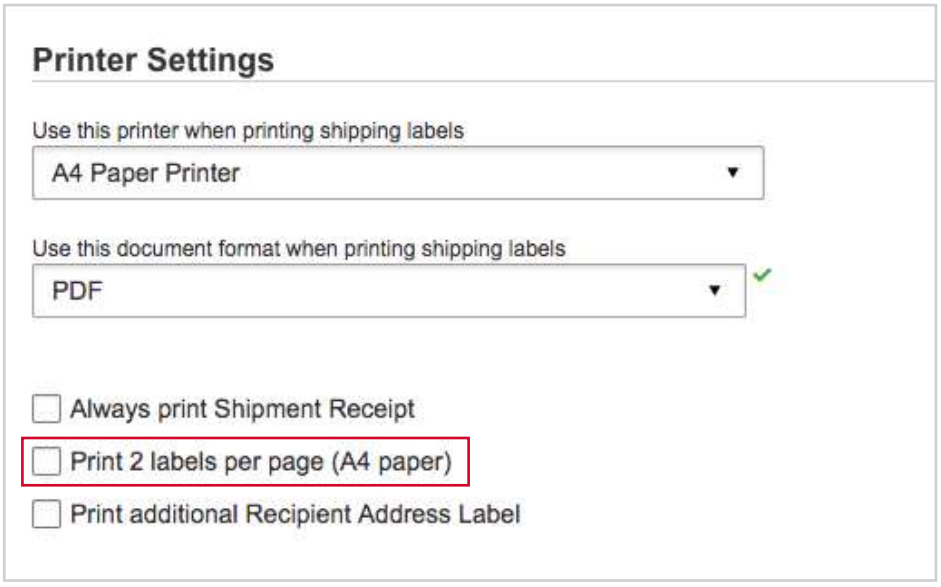
In Printer Settings, you can define the type of printer that will be used for printing shipping labels and set up other default printing options.



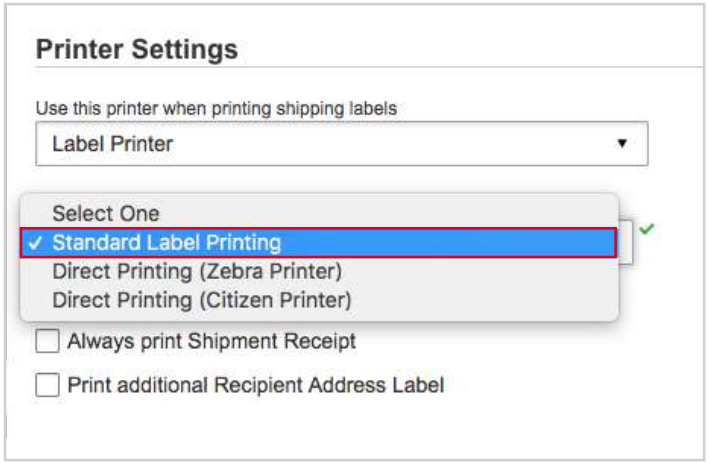
Log into MyDHL+, go to **My Shipment Settings** and select **Printer Settings**.



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.



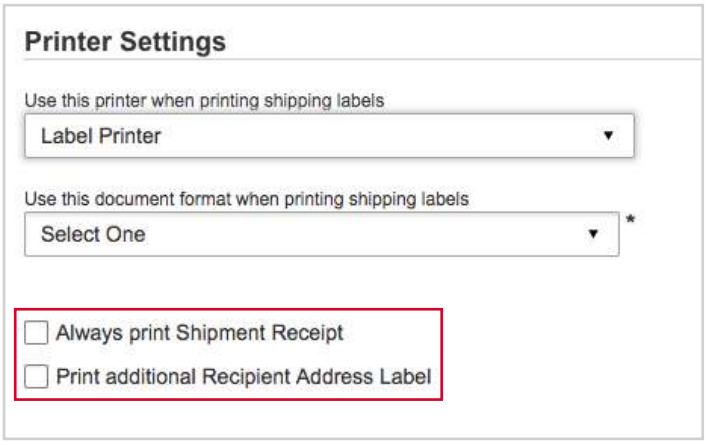
If you have a label printer, you must specify the type pf printer to ensure your labels print correctly.

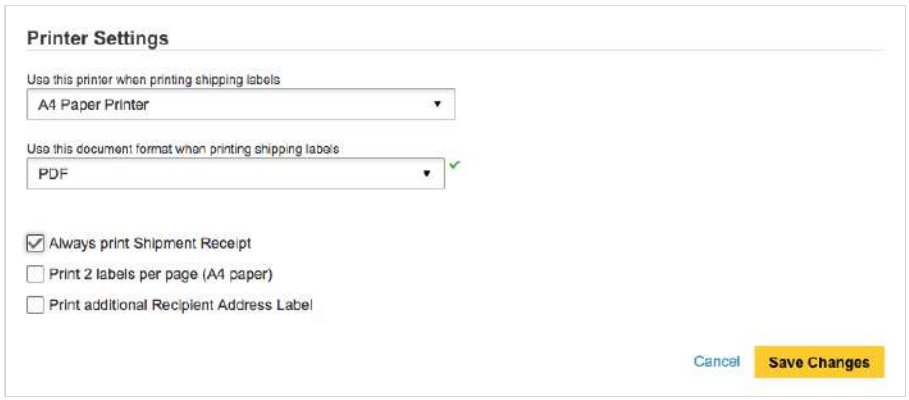
You should select **Standard Label Printing** unless your printer supports direct printing.

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.





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

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