



PRINTER SETTINGS

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.



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.

MyDHL+ Home Ship Track Manage Shipme	ents 🕕		ViewPay B#	My Snipment Bettings	A MyP
elcome to MyDHL+ Today's end-of-day courier report has not been pri Create a New Shipment Create from Favourile Creat Country From United Kingdom Mary Robinse	SHIPMENT DEFAULTS Delivery Options Shipment Protection Customs Clearance Declarations Courter Pickups Return Shipments Save Shipments Assigning Shipments Currency and Measurement Addresses	INY SAVED SETTINGS My DHL Accounts Authorised Account Usage Packaging Satings Shipment Reforences Printer Settings Notifications and Sharing	MY CUSTO SETTINGS Customs I My Produc Digital Cus	MIS CLEARANCE nvoico Tompletes Athen List atoms Invoicos	Report
			E1109/1	io to 10 numbers, a	between

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

My Shipment Settings	1	
Shipment Defaults Manage Defaults	Printer Settings	
My Seved Sattings	Use this printer when printing shipping labels	
My DHL Accounts	A4 Paper Printer *	
Authorised Account Usage	Use this document format when printing shipping labels	
Packaging Settings	PDF	
Shipment References	Aways print Shipment Receipt	
Printer Sattings	Print 2 labels per page (A4 paper)	
Notifications and Sharing	Print additional Recipient Address Label	
My Customs Clearance Settings		Cancel Sava Changes
My Customs Invoice Templates		Save Chaliges

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

A4 Paper Printer	
Jse this document format when printing shipping la	bels
PDF	•

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

se this printer when printing shipping labels	
Label Printer	
Select One	-
Standard Label Printing	
Direct Printing (Zebra Printer)	-
Direct Printing (Citizen Printer)	J.
Always print Shipment Receipt	

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.

se this printer when printing shipping labels		
Label Printer	•	
Jse this document format when printing shipping labels		
Select One	•	

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		

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

DHL International (UK) Limited Southern Hub Unit 1, Horton Road Colnbrook, Berkshire SL3 OBB United Kingdom **dhl.co.uk/express**

valid: 08/2018