



HOW TO SET YOUR LABEL PRINTER PREFERENCES

View pages 2-4 for instructions on Zebra ZDesigner LP 2844 or GK420d

View pages 5-7 for instructions on Honeywell PC42d

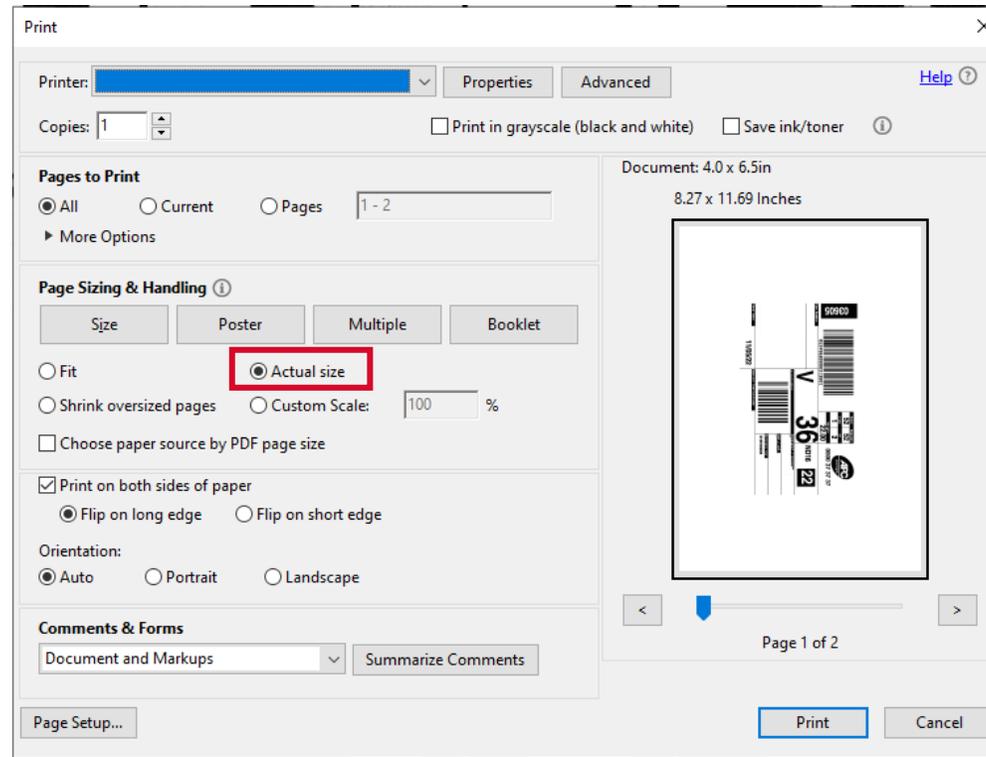
View pages 8-13 for instructions on Apple Mac Computers

View page 14 to check how a label should look

IMPORTANT INFORMATION



- Silent printing allows you to print labels automatically without any popup windows – if you require support with getting this set up, please contact the APC IT Service Desk itservicedesk@apc-overnight.com
- ZPL printing is used to improve label quality. Please ensure your label printer is ZPL compatible before turning this setting on. I.E Honeywell PC42d printer is compatible
- If manually printing a label PDF on plain paper, please do so in the original size (actual size) and do not scale it up to fit the page.

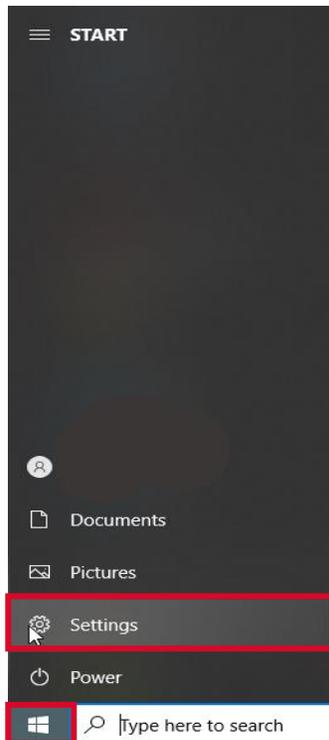


HOW TO SET YOUR LABEL PRINTER PREFERENCES



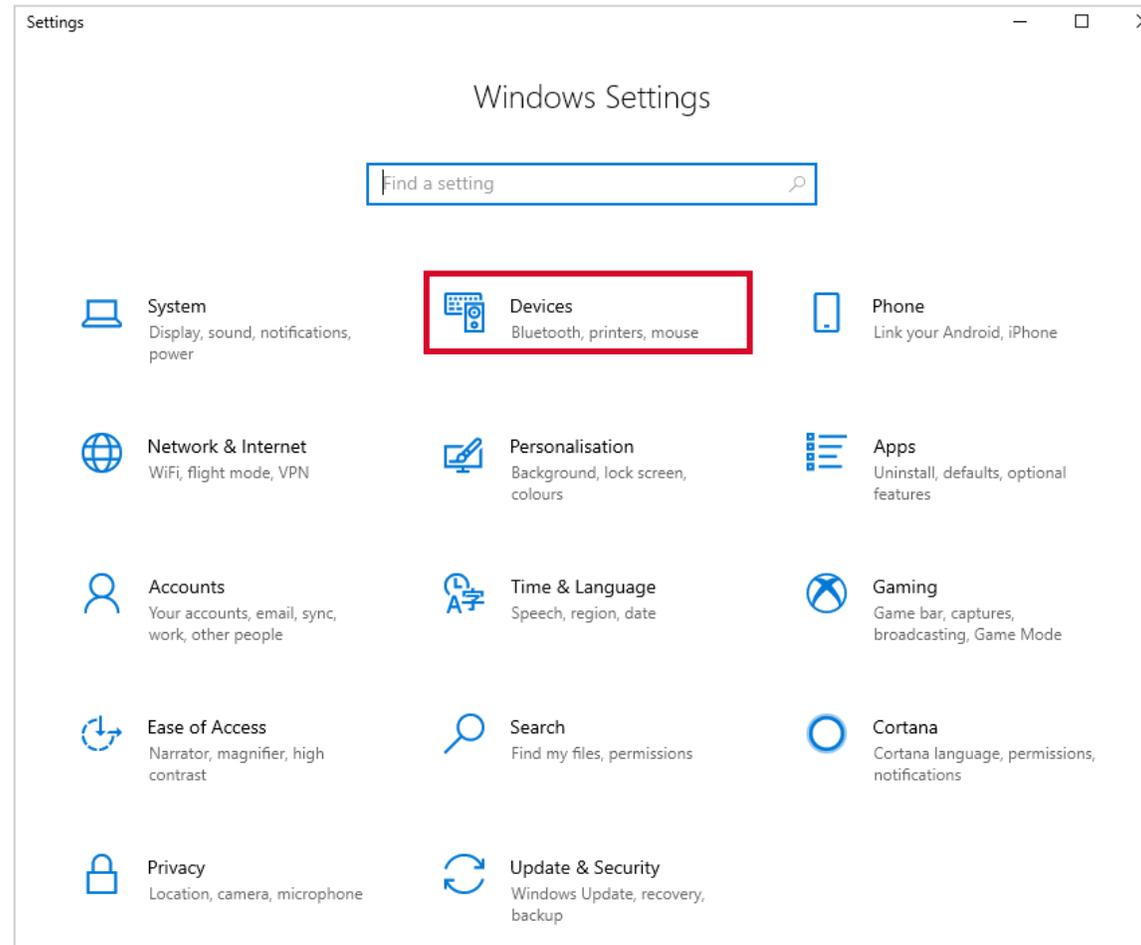
1 On your windows desktop, click on the **START BUTTON**  (bottom left of your screen)

2 Hover your cursor over the **SETTINGS** icon , now click the button



The 'Windows Settings (Windows 10)' pop up will appear

3 Click on **DEVICES**

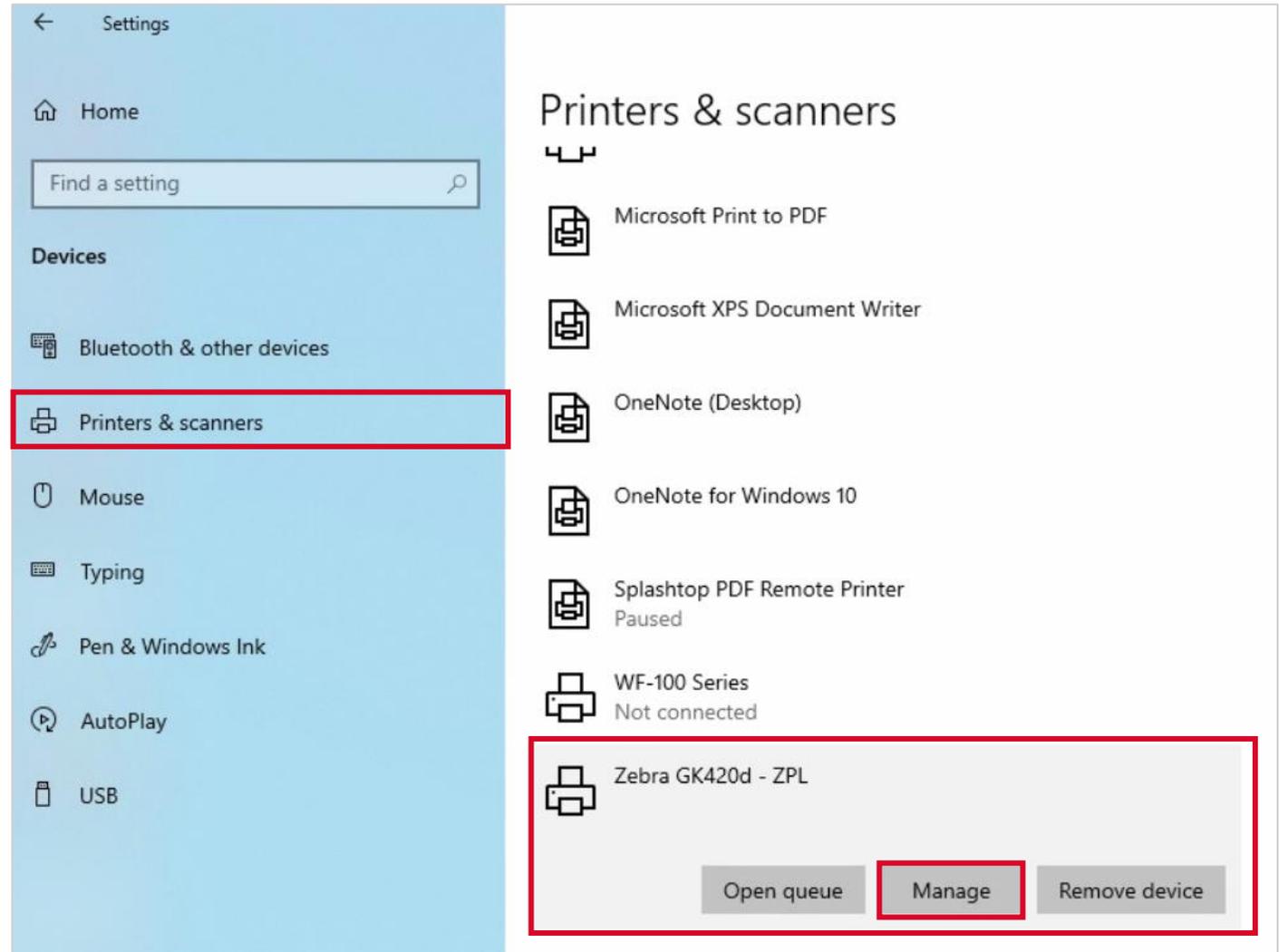


SETTING LABEL PRINTER PREFERENCES FOR Zebra ZDesigner LP 2844 or GK420d



Click on the printer you are using, for example,
Zebra ZDesigner LP 2844 or GK420d

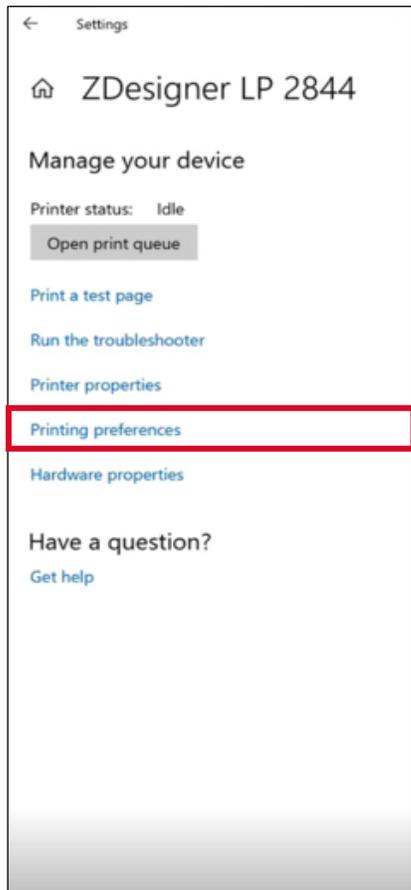
- 4 Click on **PRINTERS & SCANNERS**
- 5 Click on the printer you are using –
Zebra ZDesigner LP 2844 or GK420d
- 6 Now click on **MANAGE**



SETTING LABEL PRINTER PREFERENCES FOR Zebra ZDesigner LP 2844 or GK420d



7 Click on **PRINTER PREFERENCES**



Follow the instructions below to set your **PRINTER PREFERENCES**

8 Click on **OPTIONS** (located at the top)

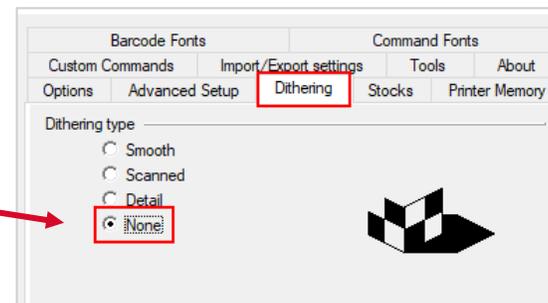
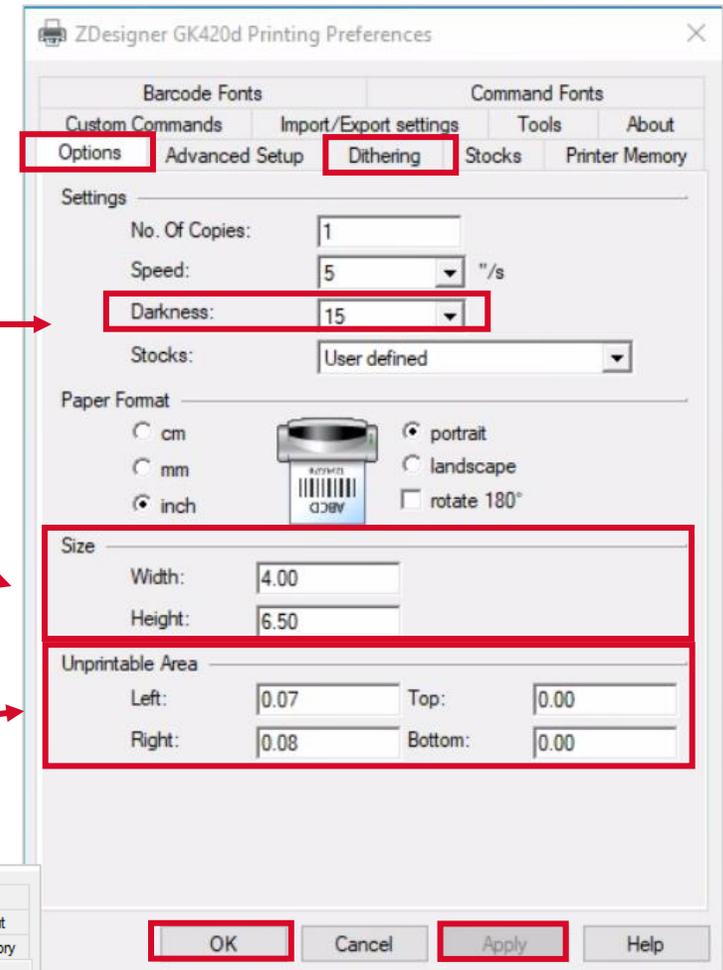
9 Go to the **SETTINGS** section, in **DARKNESS**, type in 15

10 Go to the **SIZE** section and input the below figures
Width – 4.00
Height – 6.50

11 Go to the **UNPRINTABLE AREA** section and input the below figures
Left: 0.07 Top: 0.00
Right: 0.08 Bottom: 0.00

12 Click on **DITHERING** (located at the top)

13 Click on **NONE**



14 Click on **APPLY** and then **OK**

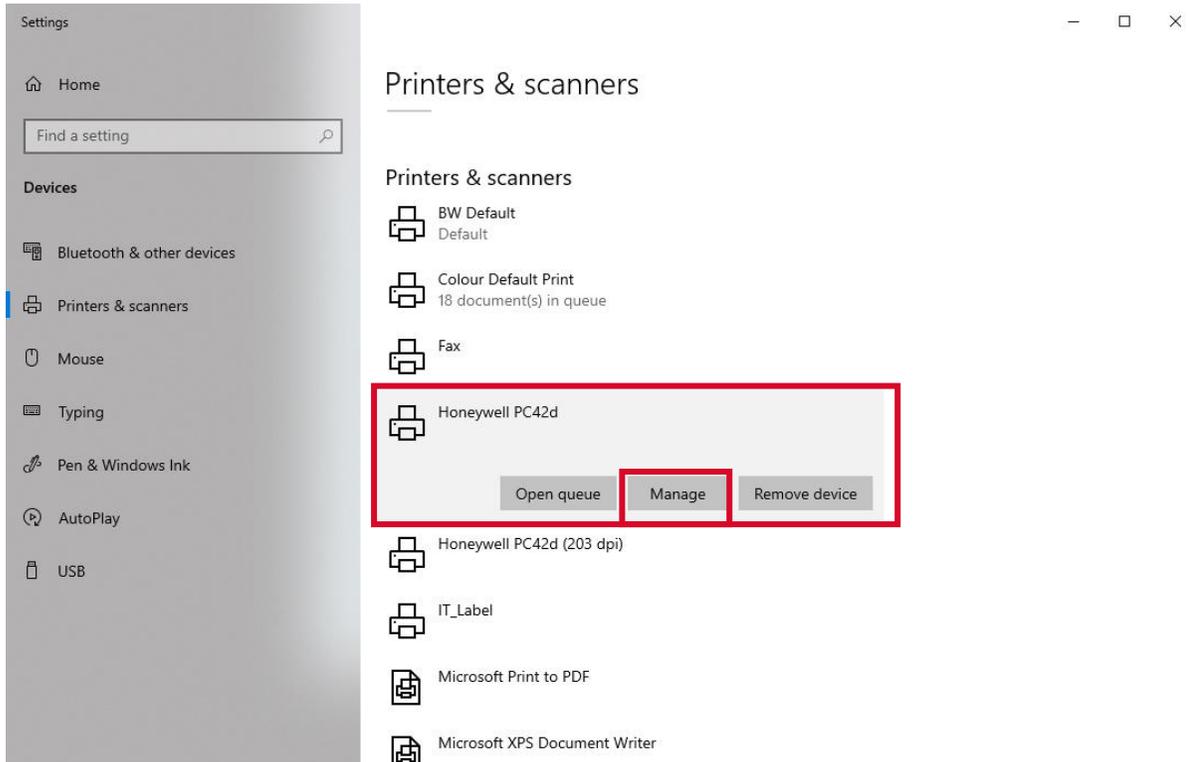
SETTING LABEL PRINTER PREFERENCES FOR Honeywell PC42d



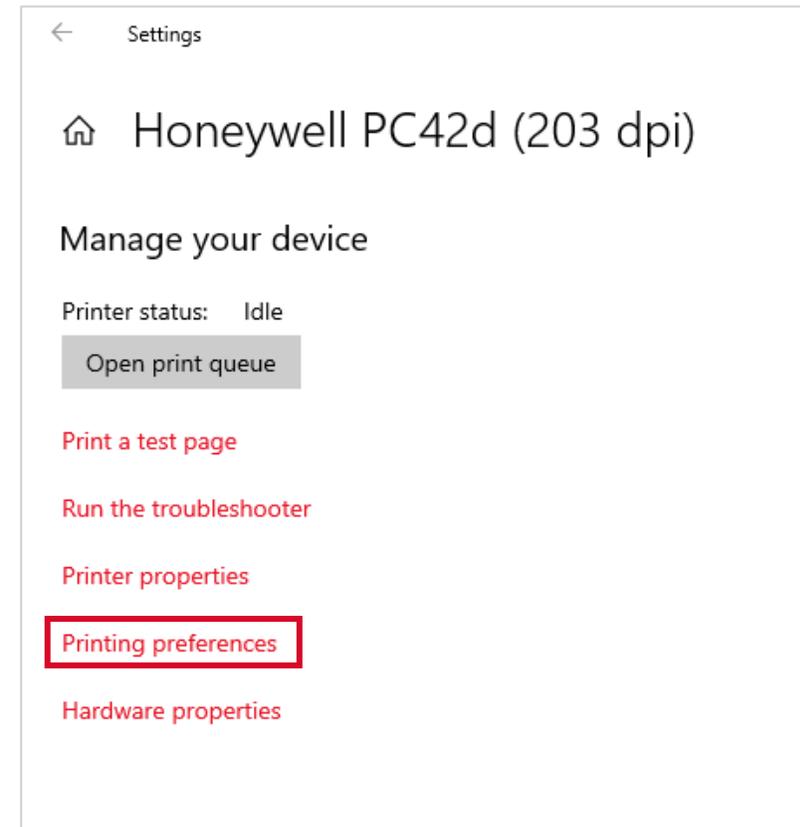
Follow steps 1-3 on page 2

15 Click on **Honeywell PC42d**

16 Now click on **MANAGE**



17 Click on **PRINTER PREFERENCES**

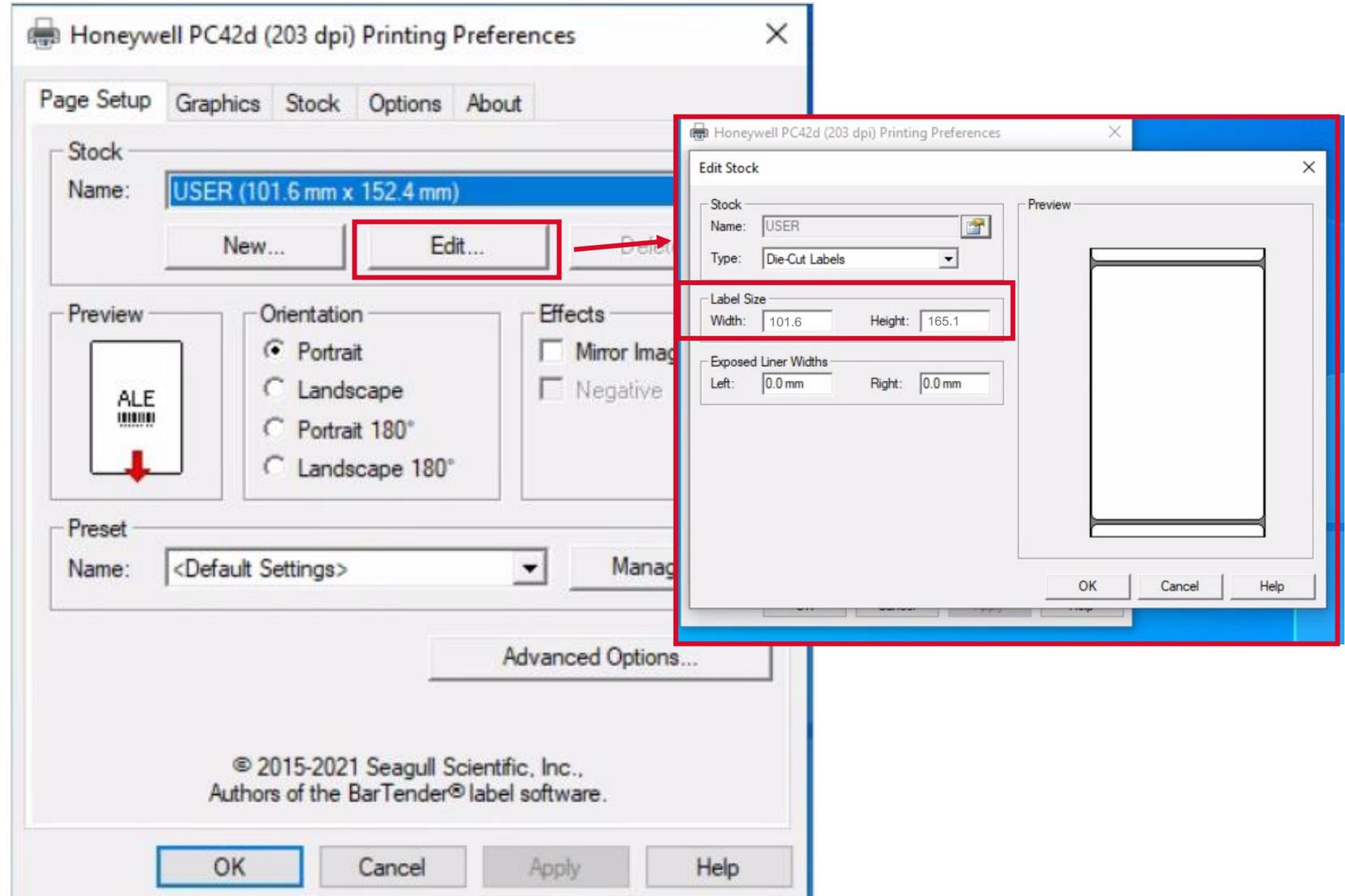


SETTING LABEL PRINTER PREFERENCES FOR Honeywell PC42d



Follow the instructions below to set your **PRINTER PREFERENCES**

- 18 Click **EDIT**, now set your sizes as
Width: 101.6mm
Height: 165.1mm

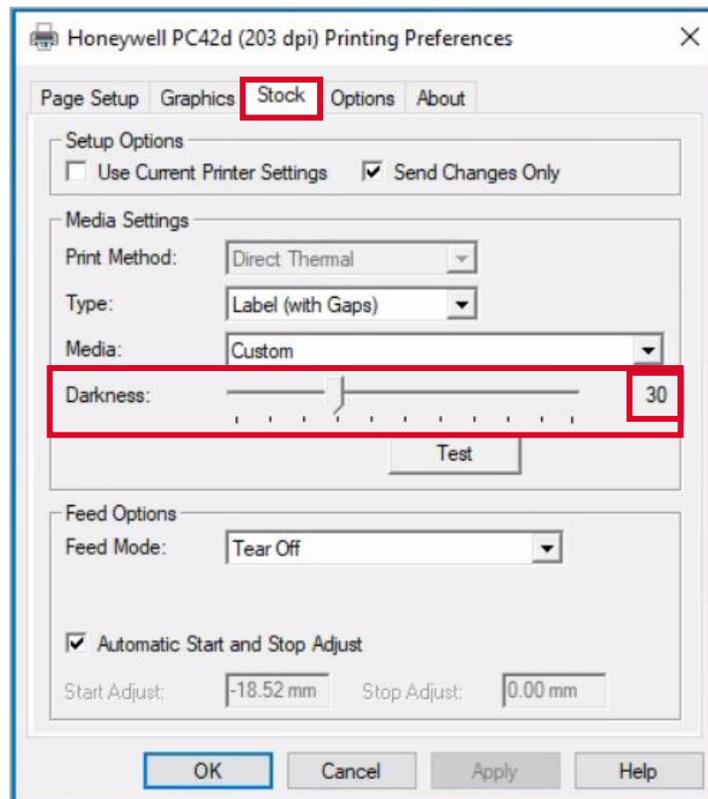


SETTING LABEL PRINTER PREFERENCES FOR Honeywell PC42d

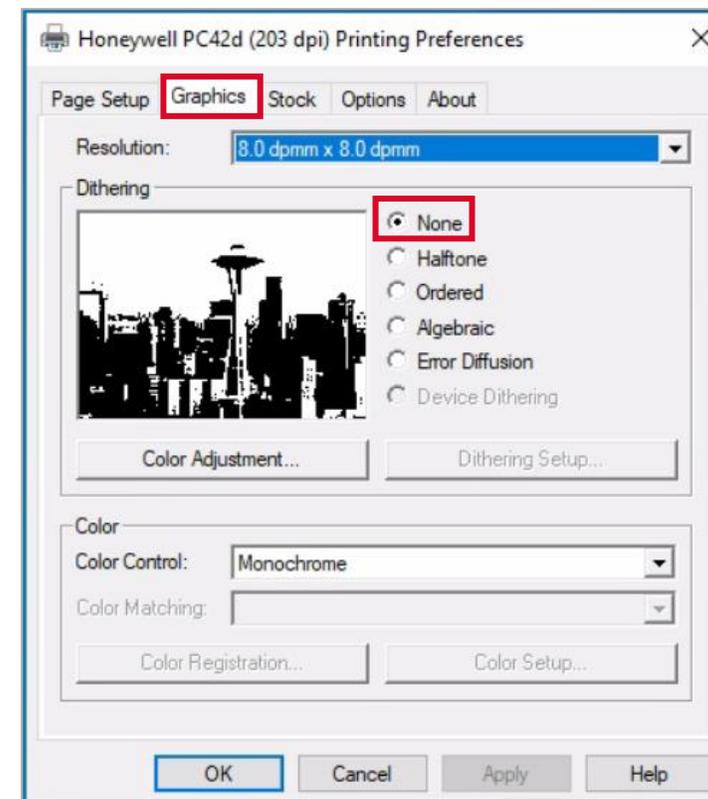


Follow the instructions below to set your **PRINTER PREFERENCES**

- 19** Click on **STOCK**, set the **DARKNESS** to 30 (click on the  button and slide to the left or right to set as 30)



- 20** Click on **GRAPHICS**, then click on **NONE**
- 21** Click on **APPLY** and then **OK**



SETTING LABEL PRINTER PREFERENCES FOR APPLE MAC COMPUTERS (OSX)

Follow the instructions below to set your **PRINTER PREFERENCES**

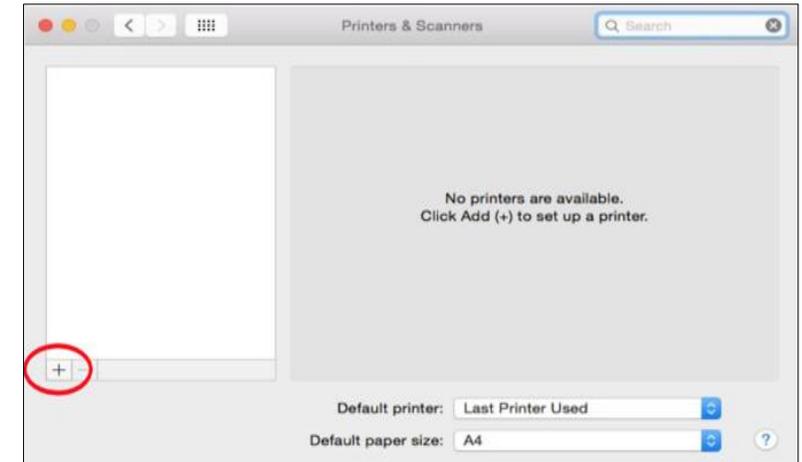
22 Go to **Mac System Preferences**



23 Select **PRINTERS & SCANNERS**



24 Click the  button to add a new printer. Your new printer should be automatically detected (if not, check that your printer is turned on and connected to your Mac)



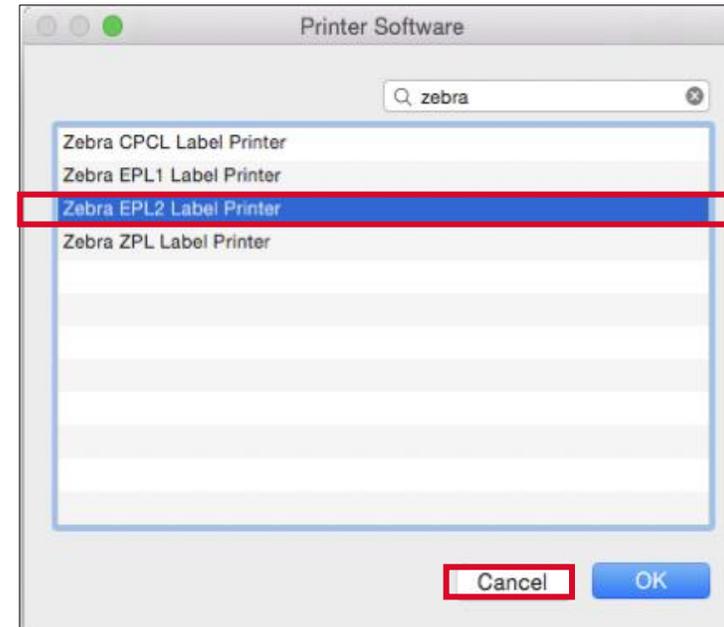
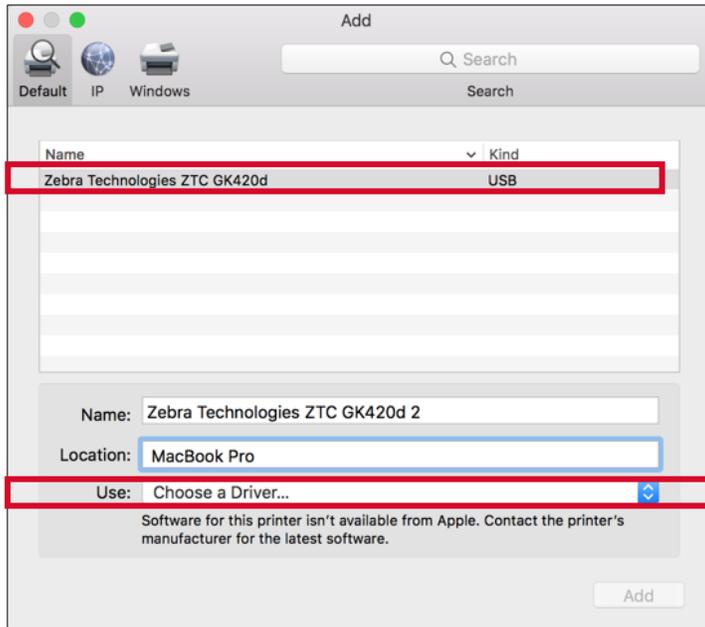
SETTING LABEL PRINTER PREFERENCES FOR APPLE MAC COMPUTERS



Follow the instructions below to set your **PRINTER PREFERENCES**

- 25 Click on **Zebra Technologies ZTC GK420**
- 26 Click on the **USE** drop down menu and click **SELECT SOFTWARE**

- 27 Type **ZEBRA** in the text field, when the list appears select **ZEBRA EPL2 LABEL PRINTER**
- 28 Click **OK**



SETTING LABEL PRINTER PREFERENCES FOR APPLE MAC COMPUTERS



Follow the instructions below to set your **PRINTER PREFERENCES**

- 29 Login to **HYPASHIP**
- 30 Go to **ORDER ENTRY**
- 31 Select any consignment
- 32 Now click on **PRINT** (located on the right of the screen)

The screenshot shows the HYPASHIP web interface. The top navigation bar includes the APC logo, user email (admindayops@apc-overnight.com), and navigation links (My Orders, Order Entry, Order Details). The main content area is divided into several sections:

- MY ACCOUNT**: Includes a search bar and a 'TRACK' button.
- MY ORDERS**: Includes a 'Filter by Order Number' dropdown and a 'TRACK' button.
- Order Entry**: This section is highlighted in red. It contains three order entries, each with a 'Con Number' and a 'Ref:' field. The first entry is highlighted in red.
- Delivery Type**: Includes a 'Sender' dropdown and a 'Third Party' radio button.
- Order**: Includes fields for 'Con Number', 'Collection Date', 'Ready At', 'Closed At', and 'Reference Number'. The 'Collection Date' and 'Ready At' fields are highlighted in red.
- Collection**: Includes a 'Collection' dropdown and a '+' button.
- Delivery**: Includes a 'Country' dropdown, 'Postcode', 'Company/Name', 'Address Line 1', and 'Address Line 2' fields.

On the right side of the interface, there is a vertical toolbar with buttons for 'SIGN OUT', 'BASKET', 'ADD', 'COLLECT TODAY', 'RETURN', 'PRINT', 'COMM. INVOICE', and 'BACK'. The 'PRINT' button is highlighted with a red box and a red arrow pointing from the instruction text above.

SETTING LABEL PRINTER PREFERENCES FOR APPLE MAC COMPUTERS



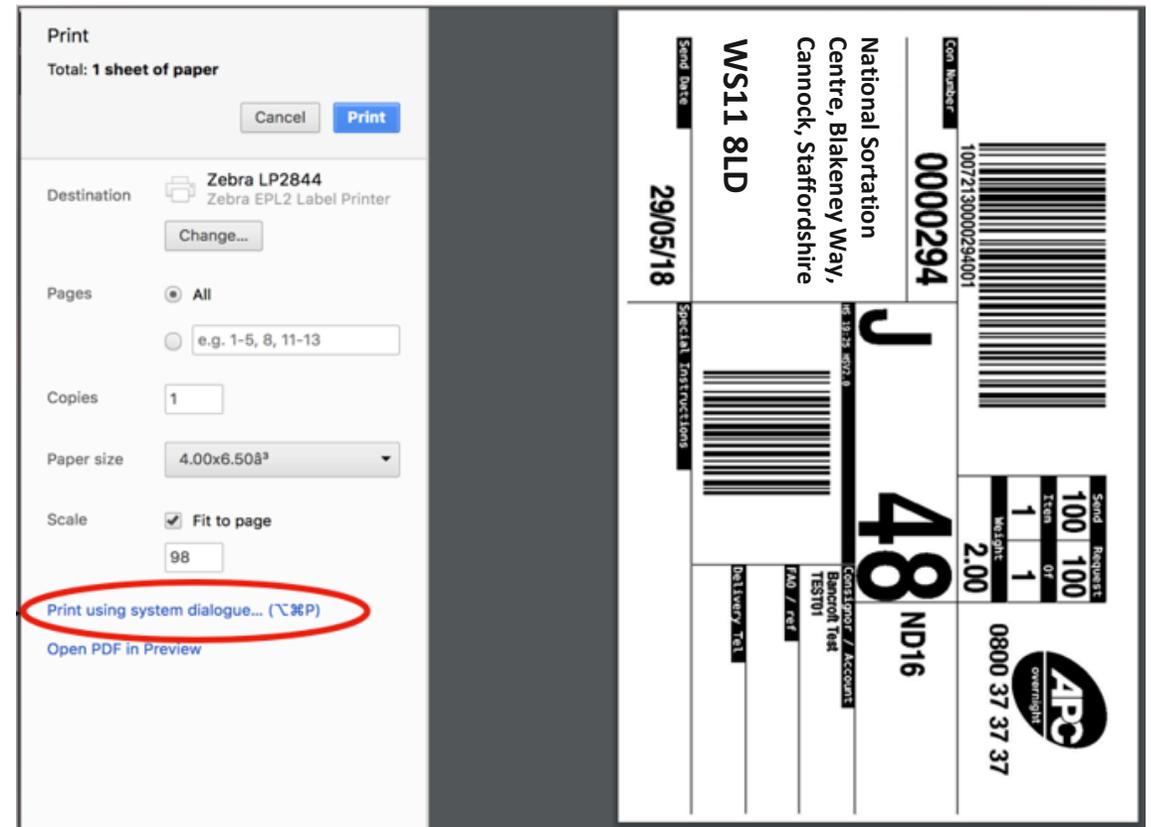
Follow the instructions below to set your **PRINTER PREFERENCES**

33 Click on the **PRINTER ICON**



34 To choose your printer, click on **CHANGE** and select the relevant option (**Zebra ZDesigner LP 2844** or **GK420d** or **Honeywell PC42d**)

35 Click on the **PRINT USING SYSTEM DIALOGUE** button

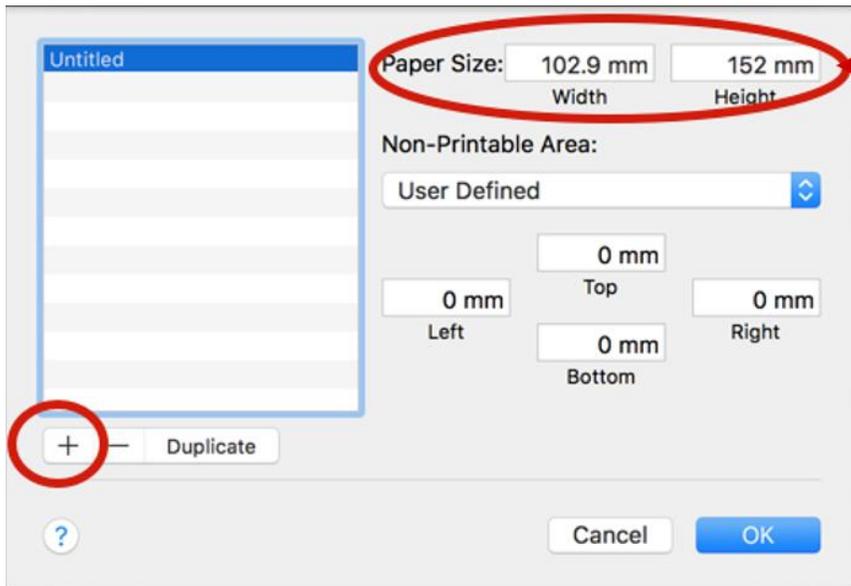


SETTING LABEL PRINTER PREFERENCES FOR APPLE MAC COMPUTERS

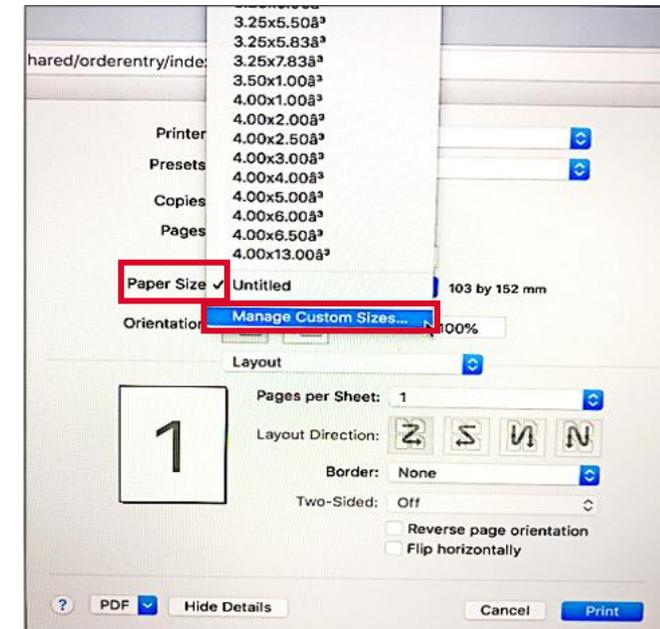


Follow the instructions below to set your **PRINTER PREFERENCES**

- 36 Set your **PAPER SIZE** to
Width: 102.9mm
Height: 152mm
- 37 Double click on **UNTITLED**, now rename (e.g. APC and press ENTER  button on your keyboard
- 38 Click on **OK**



- 39 You will now be presented with below. Click on the **PAPER SIZE** drop down menu and choose **UNTITLED** (or the one you renamed in step 30)
- 40 To save the settings that you have just created, click on the **PRESETS** drop down menu and choose **SAVE CURRENT SETTINGS AS PRESET**. Name your preset, then click **OK**.

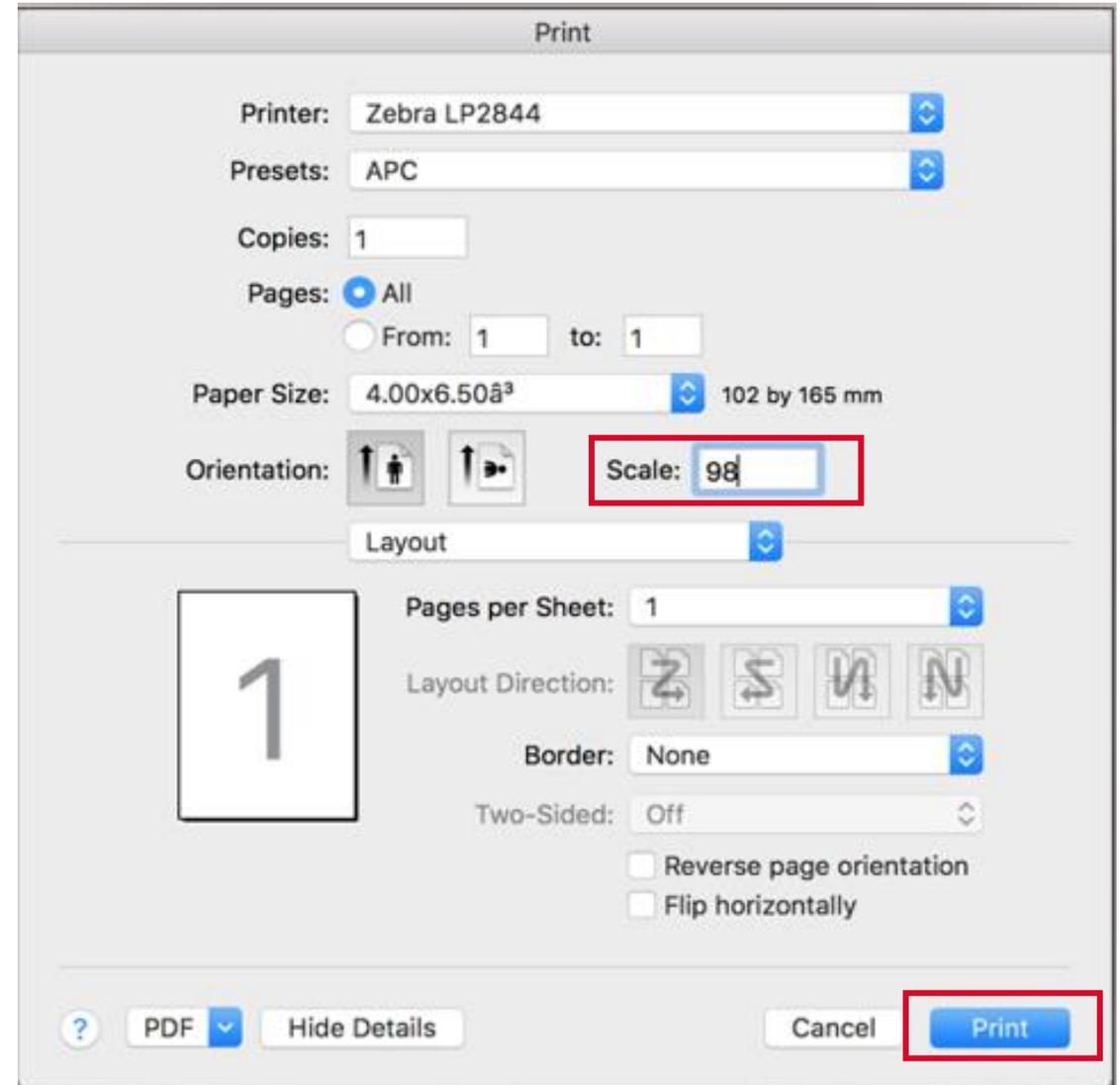


SETTING LABEL PRINTER PREFERENCES FOR APPLE MAC COMPUTERS



Follow the instructions below to set your **PRINTER PREFERENCES**

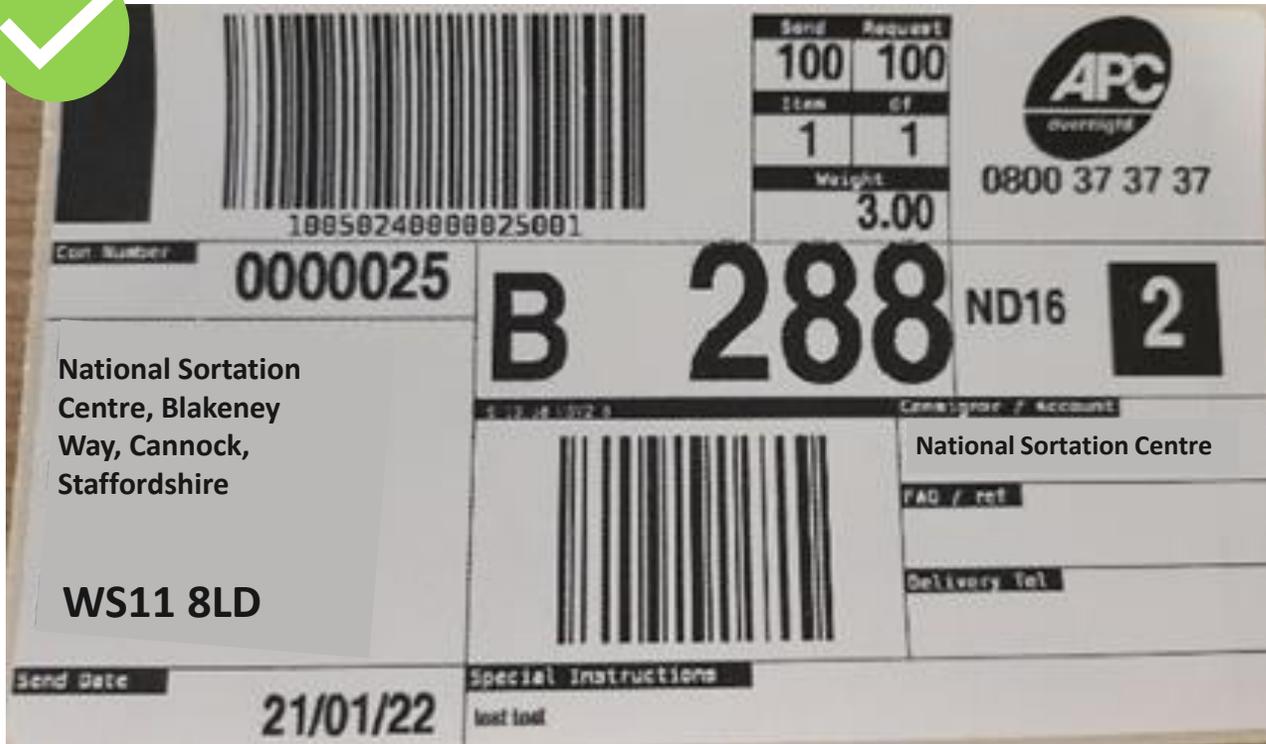
- 41 Set your **SCALE** to 98 (type in the number)
- 42 Click on **PRINT**



How your labels should look



Labels fits on all boundaries inside the labels



Label info exceeds the top of the margin



Label info does not fit the full label canvas

