

Configure new label printer

The Precinct Atlas

Cancel printed documents

- 1) Unplug the old printer and plug in the new printer
- 2) If you are in the Precinct Atlas program, close it; your data will be safe
- 3) Click **“Start”**
- 4) Highlight **“Settings”**
- 5) Click **“Printers & Faxes”**
- 6) Right-click on the first printer displayed
- 7) Click **“Cancel all documents”** (if you do not see it, there are none to cancel)
- 8) Click **“Yes”**
- 9) Repeat the above three steps for each printer displayed
- 10) Leave the window open

Set the default printer

- 1) You will see in the window that the default printer has a checkmark
- 2) You will also see that the icon (symbol) for the attached printer is bolded
- 3) If the bolded, attached printer is not also the checked, default printer, you need to set it as the default printer
- 4) Right-click on the bolded, attached printer
- 5) Click **“Set as default printer”**

Select the correct labels

- 1) Right-click on the attached, default printer
- 2) Click **“Properties”**
- 3) Click **“Device Settings”**
- 4) Change the label type for both the left & right rolls to **“30323 Shipping”**
- 5) Click **“OK”**
- 6) Right click on the attached, default printer
- 7) Click **“Printing Preferences”**
- 8) Click **“Advanced”**
- 9) After **“Paper size”**, select **“30323 Shipping”**
- 10) Click **“OK”**
- 11) Click **“OK”**
- 12) Close the window

Restart the computer

- 1) Unplug the printer cable from the laptop
- 2) Click **“Start”**
- 3) Click **“Turn Off Computer”**
- 4) Click **“Restart”**
- 5) When the Precinct Atlas logo comes back up, plug the printer cable into the laptop
- 6) Double-click on the Precinct Atlas icon to log into the program
- 7) If a label does not successfully print when you log into the program, call the County Auditor