

How to Configure Printers

Overview

Having an easy way to putting information into your system is good. Having a “set it and forget it” method for retrieving that information back out is even better. Interlink Circulation allows you to pre-configure output devices for different kinds of reports. This means you can set the system up once, and never look at the configuration again until you change or replace one of your printers.

Three Destinations:

Label Printer: All non-renewal mailing labels print using these settings. This includes Periodical Mail, Standard Mail, and User Definable Mailing Label reports.

Renewal Printer: All renewal notices are printed based on these settings.

Page Reports Printer: Everything that isn't a mailing label or renewal notice will come out here. Typically this will be set to a laser printer, or PDF writer.

Note: Although you have the option of selecting different physical printers for each kind of report, you may also choose to use the same physical printer for more than one kind of report. For instance, if you print your renewals as mailing labels, you will probably use the exact same configuration for both your Label Printer and your Renewals Printer.

Setting up your Label Printer:

Interlink Circulation supports printing labels to any of the following:

- Laser printer loaded with 2-up or 3-up Avery adhesive mailing labels.
- Impact printer (dot matrix) loaded with 1-up, 2-up or 4-up 1" continuous feed mailing labels or other continuous feed paper (e.g. green bar paper).
- Thermal printer loaded with 1" adhesive mailing labels.
- .CSV (comma separated values) file to be sent to the press for direct application of addresses.

If you are printing to a laser printer:

1. In the **Page Layout** drop-down, select the style of label you wish to print on.
2. Select the destination printer from the **Printer Name** drop-down.
3. Check the box next to **Preview before printing** if you wish to see the labels before printing them.
4. Un-check the box next to **Advanced Driver**.

If you are printing to an impact (dot matrix) or thermal printer:

1. In the **Page Layout** drop-down, select the style of label you wish to print on.
2. Select the destination printer from the **Printer Name** drop-down.
3. Un-check the box next to **Preview before printing**. This will not work with a high-speed advanced driver.
4. Check the box next to **Advanced Driver** and select your printer from the drop-down. If you are using an unsupported printer, you may still be able to find a driver that works with your printer by checking the **Show Unsupported Drivers** box.

If you are printing to a file to be sent elsewhere for direct application:

1. In the **Page Layout** drop-down, select the top (blank) item to clear the selection.
2. Un-check the box next to **Preview before printing**. This will not work when printing to a file.
3. Un-check the box next to **Advanced Driver**.
4. Click the circle to the left of **File Name:**
5. In the box to the right of **File Name:**, specify the location and name of the file you wish to create when mailing label reports are run. Alternatively, you may click the **Browse** button to specify the location and name of the file to create.

Setting up your Renewals Printer:

The type of renewal notice you will create is selected on the **Renewal** tab under **File | Configure List...**. The setup of your renewal printer is based on that.

If you are configured to print to **post cards**:

1. In the **Page Layout** drop-down, select "Postcards, 1up, 4x6, perforated".
2. Select the destination printer from the **Printer Name** drop-down.
3. Un-check the box next to **Preview before printing**. This will not work with a high-speed advanced driver.
4. Check the box next to **Advanced Driver** and select your printer from the drop-down.

If you are configured to print to **3-part invoices**:

6. In the **Page Layout** drop-down, select the top (blank) item to clear the selection.
7. Select the destination printer from the **Printer Name** drop-down.
8. Un-check the box next to **Preview before printing**. This will not work with a high-speed advanced driver.
9. Check the box next to **Advanced Driver** and select your printer from the drop-down.

If you are configured to print to **mailing labels**, please configure your Renewals Printer as described in the previous section, *Label Printer*.

Setting up your Page Reports Printer:

1. From the drop-down titled "**Printer Name:**" select the laser printer or PDF writer where you wish to send page reports.
2. If you wish to preview the report before sending it to the printer, check the box next to **Preview before printing**.
3. If this is the last printer section to configure, click the **OK** button to save your settings. ■