

# HOW TO CONFIGURE YOUR PRINTER & PRINT SETTINGS

**?** **Set your print settings to help you work faster**  
 Configure print settings on MyToll to enhance print functionality and enable print automation and remote printing, making the printing process simpler.

**STANDARD PRINT SETTINGS**

**ADVANCED PRINT SETTINGS**

**Navigate to My Profile**

MyToll offers two print setting types:

**STANDARD PRINT SETTINGS**

This is the default printing selection where you can configure:

- Label printing
- Special instructions printing
- Document print order

**Printer configuration for labels**

**Laser**

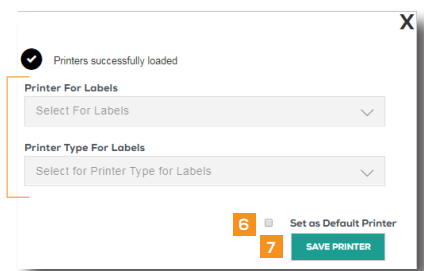
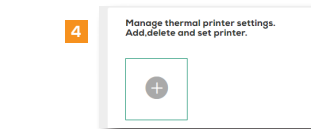
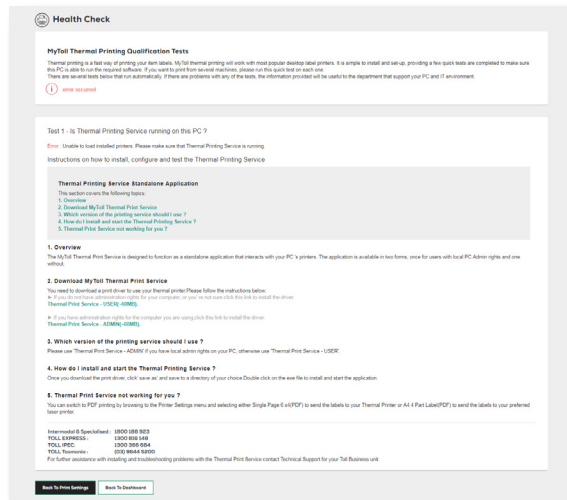
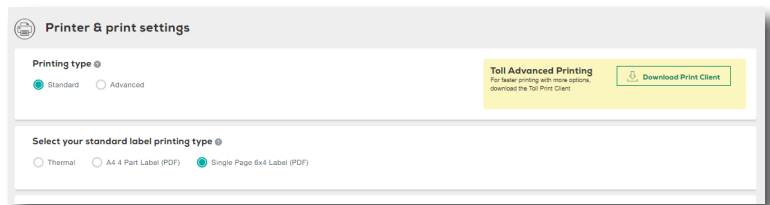
A4 PDF (4 labels to page) is the default label printing type. Your browser printing will handle the rest. No additional printer configuration is required.

**Thermal**

MyToll requires the installation of the Thermal print service application to enable printing to a thermal printer. MyToll Thermal printing will work with most popular desktop label printers.

**To set up thermal printing:**

1. Navigate to **PRINT HEALTH CHECK** and **DOWNLOAD** the **THERMAL PRINT SERVICE** and **SAVE** to a directory of your choice.
2. **INSTALL THE APPLICATION (.exe)**  
 The service will start automatically.  
 You will see the Toll icon in the notification area (system tray)
3. Navigate to **Printer settings** and select **STANDARD LABEL PRINTING TYPE** as **Thermal**
4. Click **ADD PRINTER**
5. Select **PRINTER AND PRINTER TYPE** for **Labels**
6. Check **SET AS DEFAULT PRINTER**
7. **SAVE PRINTER**



## ADVANCED PRINT SETTINGS

You can configure more print settings for faster printing and flexibility.

- Create multiple print profiles by selecting a different printer for each of your document types
- Document print order
- Activate *SMART PRINT* - a single multi-action button to automate printing and preferred next action
- Special instructions printing

### Advanced Print Client configuration

MyToll requires the installation of the Advanced Print Client application to use advanced print settings. Advanced Print Client is a standalone application that interacts with the printers connected to a computer, allowing you to select a different printer for each of your document types.

#### To set up Advanced Print Service

##### 1. Download *ADVANCED PRINT CLIENT* application to your computer

##### 2. Install and run *ADVANCED PRINT CLIENT.EXE*

Once installed, you will see the Toll icon in the notification area (system tray)

##### 3. Name the *PRINT CLIENT*

TIP: we recommend the name relates to the PC the client is installed

##### 4. Click *SAVE*

NOTE: Once the Print client is installed on a computer, each MyToll login using the same machine will need to name the Print client in the Configure Print client page to access and use it.

You do not need to install the Standard Thermal Print service if you have installed the Advanced Print Client.

**Configure print client**

To use MyToll's Advanced Print capability, download Advanced Print client application to your local device. MyToll's Advanced Print client is designed to function as a standalone application that interacts with the printers connected to your machine.  
Follow the steps below to download and configure the Advanced Print Client  
Note: You can have only one print client installed per machine.

**Step 1**  
**Download Advanced print Client**

If you do not have admin rights for your computer, or you're not sure, click the button below to begin downloading Advanced Print client


[Download](#)

If you have admin rights for your computer, click the button below to begin downloading Advanced Print client

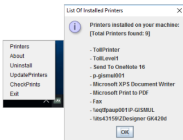
[Download](#)

**Step 2**  
**Install and run**

Once the download is complete, navigate to your browser's download location and double click on the Advanced print client exe file to install and run the application.  
After successful installation, you will see a Toll icon in your machine's system tray.



If you do not see the Toll icon, follow the above step to install and run the Advanced Print client again.  
You can view the printers connected to your machine by right clicking on the Toll icon on your machine's system tray.



**Step 3**  
**Complete configuration**

To complete the configuration of Advanced print client, provide a name for the print client and click Save. You need to be on the same machine where the Print Client is installed

**Print Client Name**  
Enter Print Client Name  [Save](#)

[Click here to create a print profile and configure your Advanced print setting to use MyToll's Advanced print capability.](#)

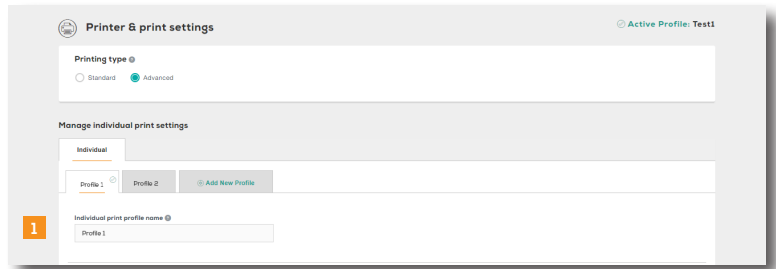
**Note:** The machine on which the Advanced Print client for your active print profile is installed should always be connected to the Internet to successfully perform a print action on MyToll.

## Create Print Profile

Add and configure multiple print profiles to suit your printing needs

1. Add **PRINT PROFILE** and name the print profile and set as **ACTIVE PROFILE**

NOTE: You can swap between Print profiles by selecting the Active Profile box.

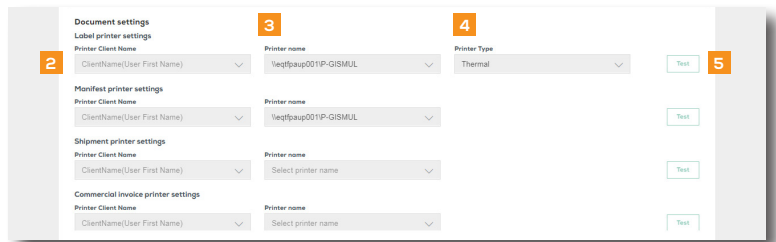


## Document settings

Assign different printers for different document types – labels, shipment, manifest and commercial invoice

Perform the below steps for each document type:

2. Select **PRINT CLIENT NAME** from the drop down list
3. Select **PRINTER**
4. Select **PRINTER TYPE**  
Thermal, PDF(1 label to page) or A4 PDF (4 labels to page)
5. Select **TEST** to test your printer setup

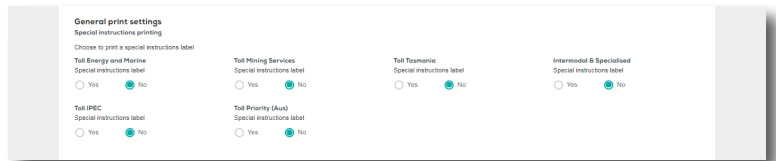


## Special instructions printing

(for standard and advanced printing)

Choose to print a special instructions label and select **YES** against the Toll carrier, to have special instruction labels printed by default when printing the shipment labels

NOTE: The label printed will be the standard (6x4) size and will include Shipment ID, item number and special instructions



## Document print order

(for standard and advanced printing)

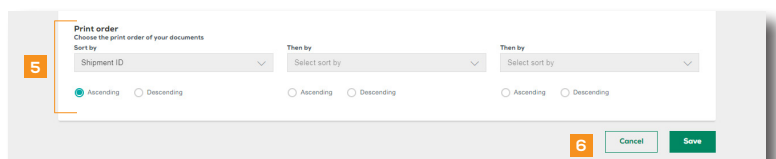
Choose the print order of your documents

5. Select the **ORDER** in which your documents will print, using the following parameters:

- Shipment ID
- Who Pays
- Shipment reference 1
- Receiver
- Suburb
- State
- Postcode

NOTE: You cannot select the next level of sorting unless the previous level has been selected.

6. Click **SAVE**



## Smart Print Button Settings

Add a SMART PRINT button to the Shipment screen and configure multiple actions to be triggered on the click of a button

1. Select **YES** to activate the SMART PRINT button
2. Select **YES** against the documents to be printed
3. Select **AFTER PRINTING NEXT SCREEN** to set your next action (my shipment dashboard or new shipment)
4. Click **UPDATE**

Smart Print button settings @  
Activate Smart Print settings

1  Yes  No

2 Choose the documents to print  
Print labels  Yes  No

3 After printing, the next screen should be:  
 My Shipments Dashboard  New shipment

Print shipments  Yes  No

4   Set as Active Profile

**?** READ THIS NEXT:  
Quick Reference Guide  
How to print labels and manifests

**i** For more Help and Tips visit [mytoll.com](https://mytoll.com)