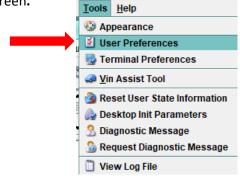
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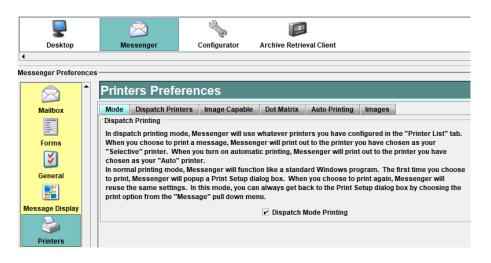
LEADS 3.0 - Printer Settings in Messenger

The following instructions are to assist users with printing from the Messenger Station.

While signed into Messenger, Select **Tools** then **User Preferences** located at the top of the Messenger screen.



The default is to Desktop/General. Click on the Messenger tab at the top and then Printers on the left side menu. *Make sure **Dispatch Mode Printing** is checked. (see below)



Next, click on the **Dispatch Printers** tab. A list of printers connected to your Messenger system will appear. Choose your "default" printer.

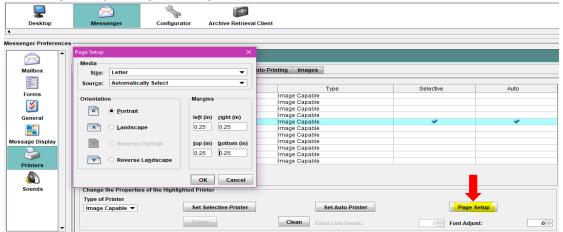
| Printers Preferences | | | | | | | |
|--|------------------------|------|--|-----------------------|-----------|------|--|
| Mode Dispatch Printers Image Capable Dot Matrix Auto Printing Images | | | | | | | |
| Messenger Printers | | | | | | | |
| | | | | | | | |
| | Nar | me 🔻 | | Туре | Selective | Auto | |
| Xerox W | Nar /orkCentre 5790 | me 🔻 | | Type Image Capable | Selective | Auto | |
| | | me 🔻 | | | Selective | Auto | |

While the selected printer is highlighted, scroll down on the printer list screen. Click on the "Set Selective Printer" and "Set Auto Printer". Check marks will appear on the row for your selected printer showing the printer is now your default printer.

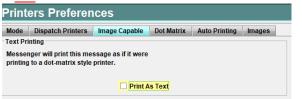
| Change the Properties of t | the Highlighted Printer | | |
|-----------------------------------|-------------------------|-------------------|----------------------|
| Type of Printer Image Capable ▼ | Set Selective Printer | Set Auto Printer | Page Setup |
| | Delete | Extra Line Feeds: | 0 - Font Adjust: 0 - |

Selective – while logged in and user chooses to print a selection. **Auto** – when station is locked, the computer will still print.

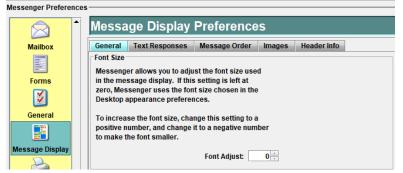
Select Page Setup, change all Margins to 0.25, click OK.



Scroll back to the top of the window and select the **Image Capable tab.** Make sure the box **"print as Text"** is **not** checked.



Go to the left side menu and select the **Message Display** button. Select the **General** tab. In the **Font Size** box, set **Font Adjust** to 0.



Next, click the **Test Responses** tab. Ensure the **Wrap Text** is at 80 Characters.

Confirm the Wrap Between Words is checked, and the Bold Message Text is <u>un</u>checked.

| \bigcirc | Message Display Preferences | | | | | |
|-----------------|--|--|--|--|--|--|
| Mailbox | General Text Responses Message Order Images Header Info | | | | | |
| | These options only affect text responses such as NCIC. They do not affect rich XML responses. | | | | | |
| Forms | | | | | | |
| S | | een Words r will wrap lengthy text messages on | | | | |
| General | | word boundaries, so no word is broken up on | | | | |
| | setting only affects text based responses and may multiple lin not affect the width of richly formatted responses such as driver's licenses. | es. | | | | |
| Message Display | | | | | | |
| i | Wrap Text at: 80 - Characters | V Wrap Between Words | | | | |
| Printers | Message Highlighting Bold Messa | age Text | | | | |
| Q | | r will display all message text in a bold may make the message more readable. | | | | |
| Sounds | Perform Highlighting | □ Bold All Message Text | | | | |

For assistance or questions, please contact the ISP Help Desk at <u>ISP.HelpDesk@illinois.gov</u> or by calling 866/LEADS-00.

| Operator's Initials | Date |
|------------------------|------|------------------------|------|------------------------|------|------------------------|------|------------------------|------|
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