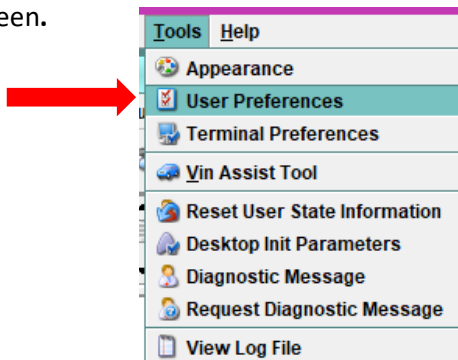# Daily Bulletin
January 24, 2023

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** <u>is</u> checked. (see below)
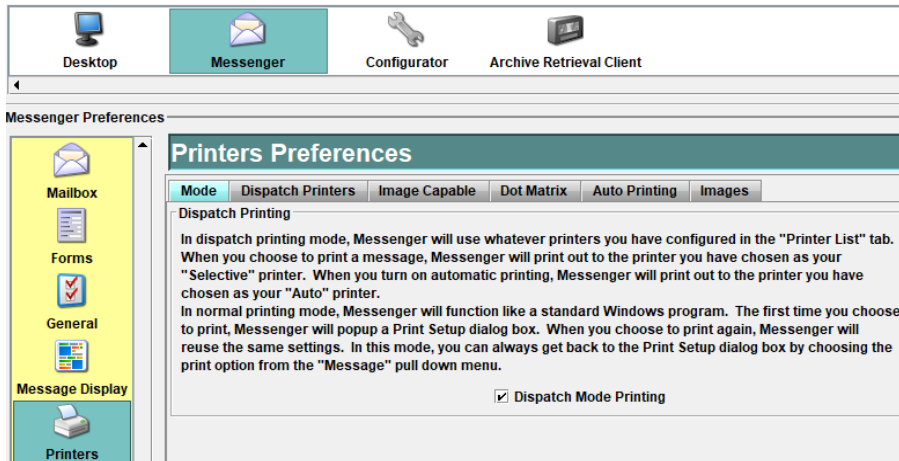

Next, click on the **Dispatch Printers** tab. A list of printers connected to your Messenger system will appear. Choose your "default" printer.

Printers Preferences
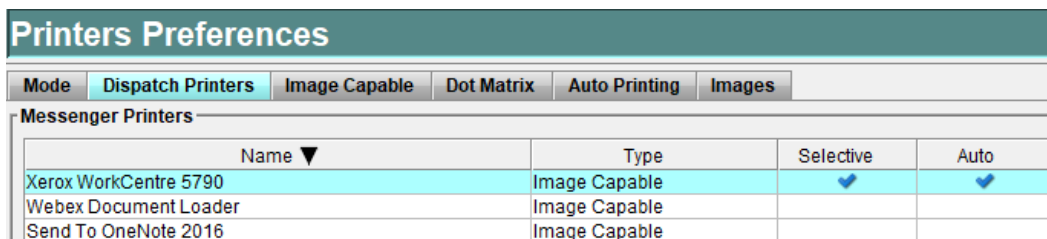
| Name ▼	Type	Selective	Auto
Xerox WorkCentre 5790	Image Capable	✔	✔
Webex Document Loader	Image Capable		
Send To OneNote 2016	Image Capable		

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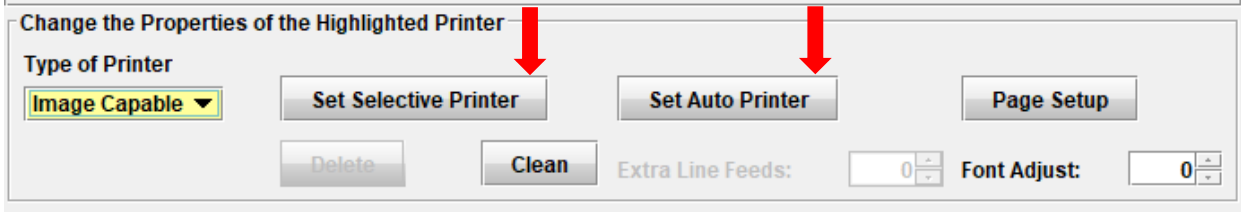
Selective – while logged in and user chooses to print a selection.
Auto – when station is locked, the computer will still print.

Select **Page Setup**, change all Margins to 0.25, click OK.
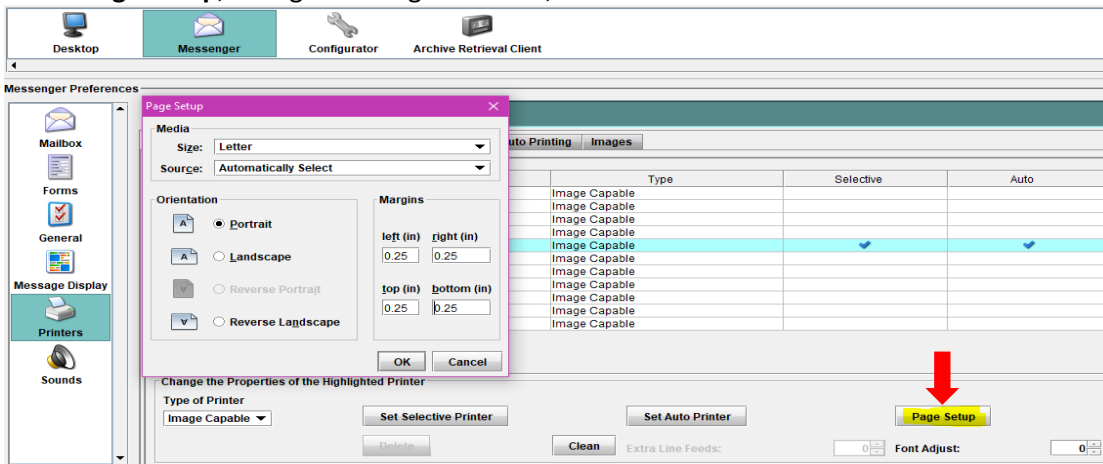
Scroll back to the top of the window and select the **Image Capable tab.** Make sure the box **"print as Text"** is **not** checked.
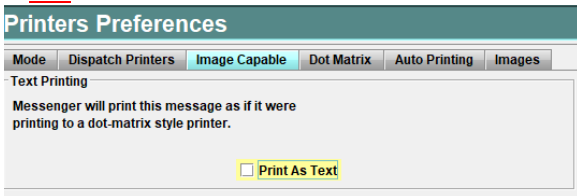
Go to the left side menu and select the **Message Display** button. Select the **General** tab. In the **Font Size** box, set **Font Adjust** to 0.

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.

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

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date