

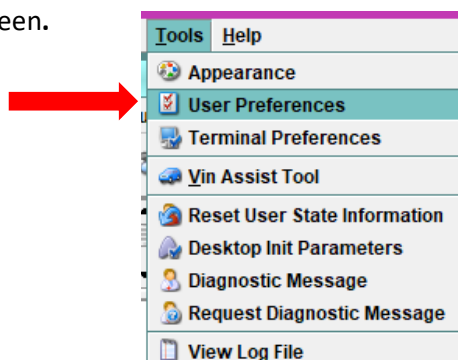
Daily Bulletin

September 29, 2025

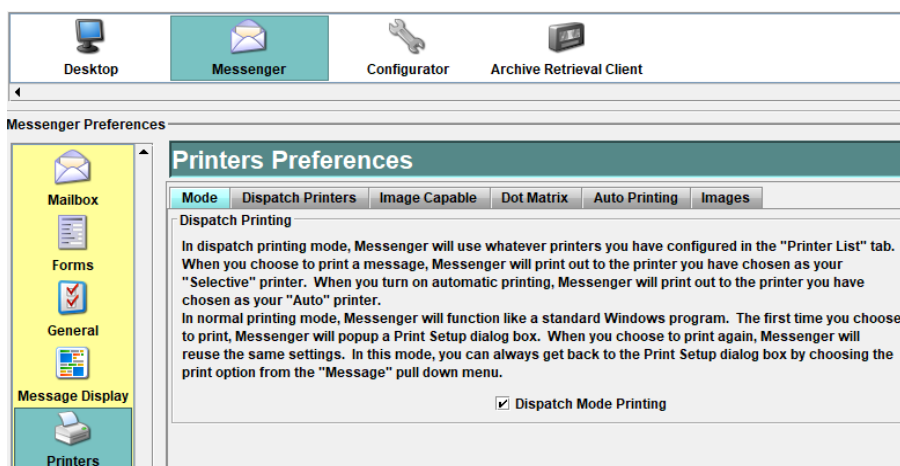
LEADS 3.0 - Printer Settings in Messenger

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

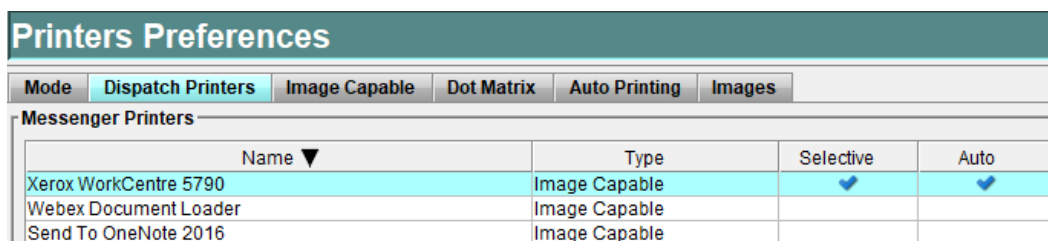
While signed into Messenger, Select **Tools** then **User Preferences** located at the top of the Messenger screen.



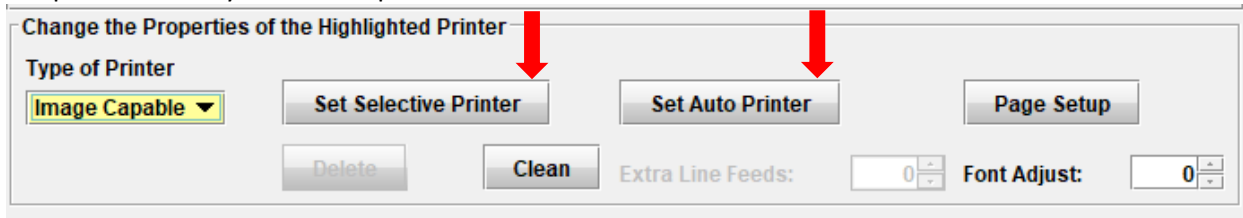
The default is to Desktop/General. Click on the Messenger tab at the top and then Printers on the left side menu. *Make sure **Dispatch Mode Printing** is checked. (see below)



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



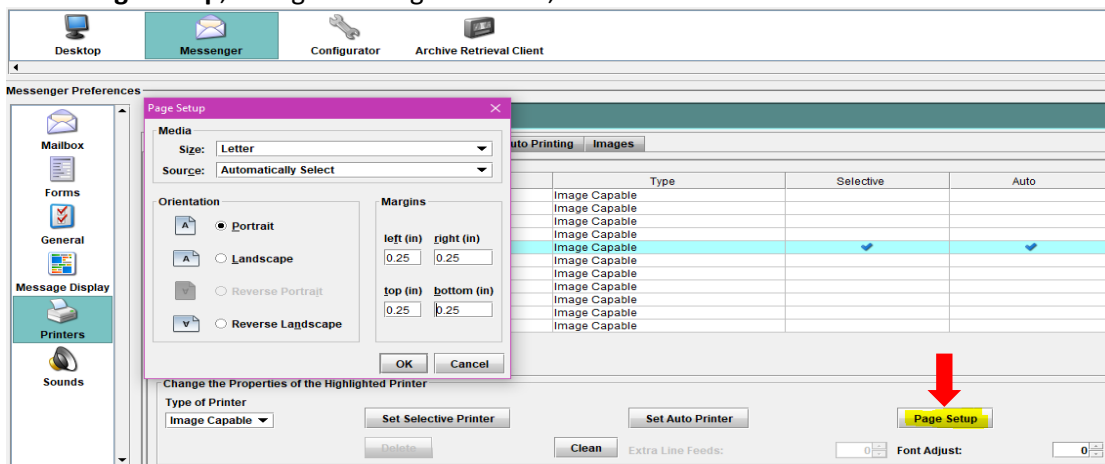
While the selected printer is highlighted, scroll down on the printer list screen. Click on the “Set Selective Printer” and “Set Auto Printer”. Check marks will appear on the row for your selected printer showing the printer is now your default printer.



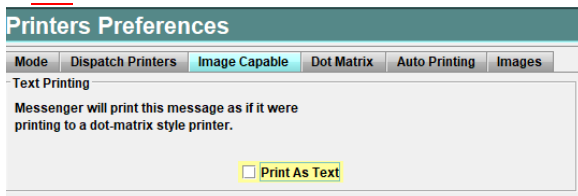
Selective – while logged in and user chooses to print a selection.

Auto – when station is locked, the computer will still print.

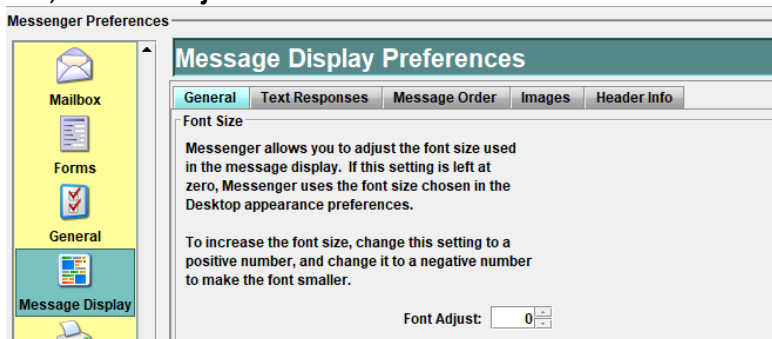
Select **Page Setup**, change all Margins to 0.25, click OK.



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 unchecked.


Mailbox


Forms


General


Message Display


Printers


Sounds

Message Display Preferences

GeneralText ResponsesMessage OrderImagesHeader Info

These options only affect text responses such as NCIC.
They do not affect rich XML responses.

Wrap Text

Messenger allows you to adjust where message text will wrap to a new line. Please note that this setting only affects text based responses and may not affect the width of richly formatted responses such as driver's licenses.

Wrap Text at: Characters



Wrap Between Words

Messenger will wrap lengthy text messages on word boundaries, so no word is broken up on multiple lines.

☒ Wrap Between Words

Message Highlighting

Messenger will attempt to highlight the important parts of a message.

☐ Perform Highlighting

Bold Message Text

Messenger will display all message text in a bold font. This may make the message more readable.

☐ Bold All Message Text

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

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