## Daily Bulletin June 2, 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** 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							
Name 🔻	Туре	Selective	Auto				
Xerox WorkCentre 5790		Image Capable	×	<b>~</b>			
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.

Change the Properties of t	the Highlighted Printer		
Type of Printer	Set Selective Printer	Set Auto Printer	Page Setup
	Delete Clean	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						
<b>S</b>	Wrap Text Messenger allows you to adjust where message Messenger allows you to adjust where message	rap Between Words lessenger will wrap lengthy text messages on				
General	text will wrap to a new line. Please note that this we	word boundaries, so no word is broken up on				
	setting only affects text based responses and may m not affect the width of richly formatted responses such as driver's licenses.	ultiple lines.				
Message Display						
	Wrap Text at: 80 Characters	Vrap Between Words				
Printers	Message Highlighting	old Message Text				
	Messenger will attempt to highlight the important Mi parts of a message. fo	Messenger will display all message text in a bold font. This 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								