Label Printing from Second Drawer Setup
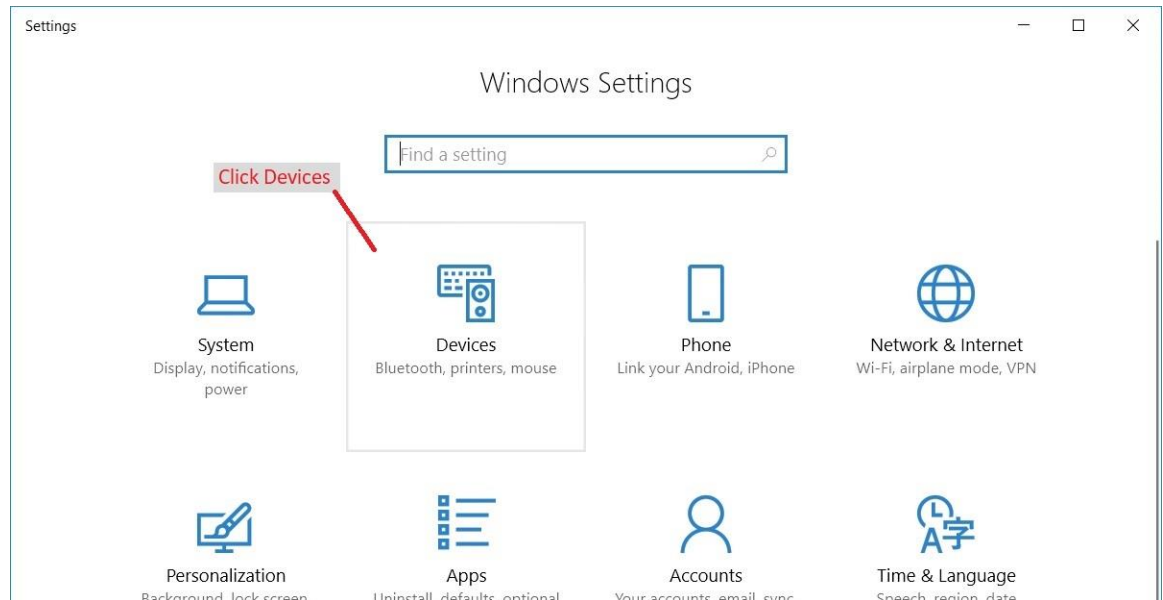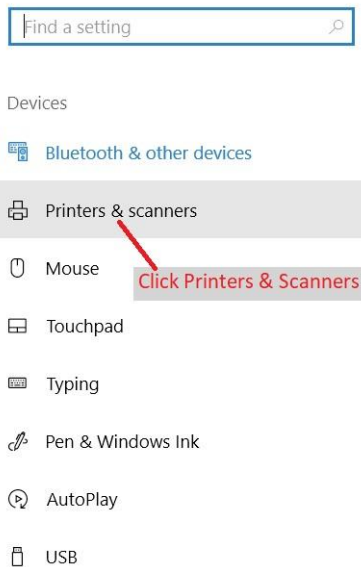
1) Go into your computer's Settings.
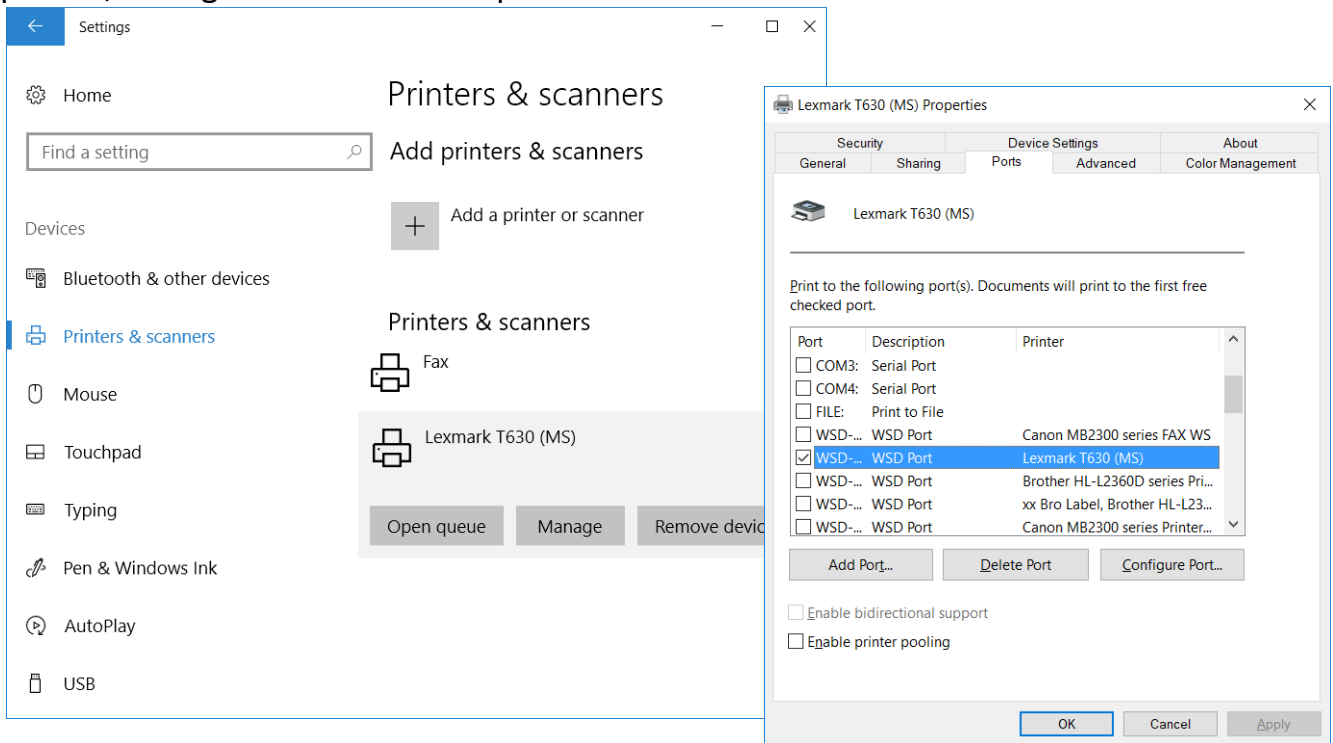
System Settings

Click either icon
on the Start Menu

2) Click Devices.

Settings

Windows Settings

Find a setting

Click Devices

System
Display, notifications, power

Devices
Bluetooth, printers, mouse

Phone
Link your Android, iPhone

Network & Internet
Wi-Fi, airplane mode, VPN

Personalization
Background, lock screen

Apps
Uninstall, defaults, optional

Accounts
Your accounts, email, sync

Time & Language
Speech, region, date

3) Click Printers & Scanners.

Find a setting

Devices

Bluetooth & other devices

Printers & scanners

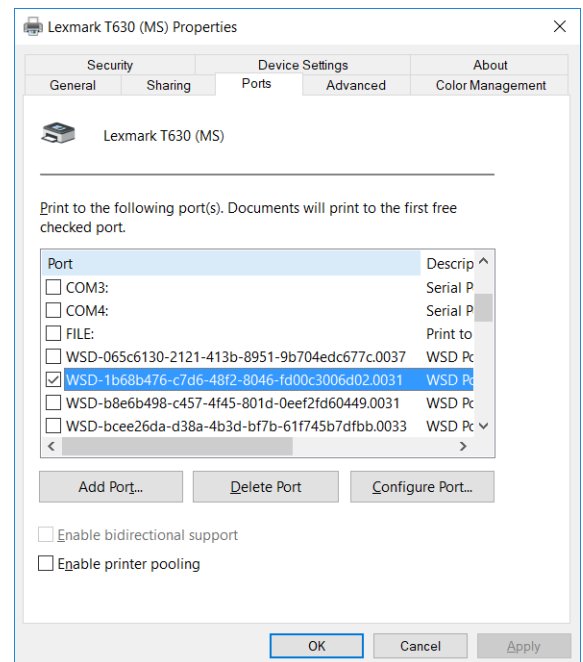Mouse   Click Printers & Scanners
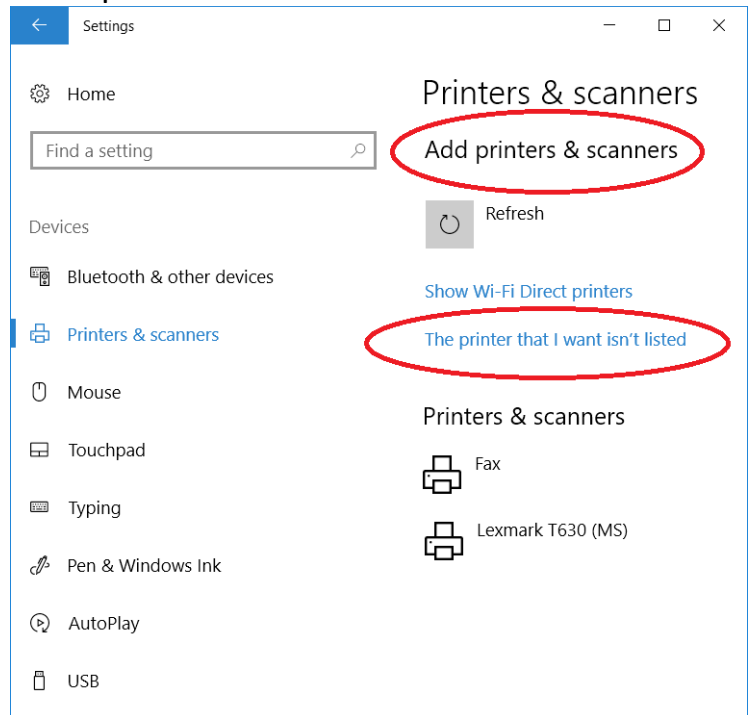
Touchpad

Typing

Pen & Windows Ink

AutoPlay

USB

4) If your printer has not been setup in windows yet, you need to go through the printer setup process for your printer. Normally Windows will automatically take you through the printer setup process when the printer is powered on and connected to your PC.

5) Once you've got the initial setup done for the printer, "Manage" the setup of the printer, then go into "Printer Properties" and then click the "Ports" tab.
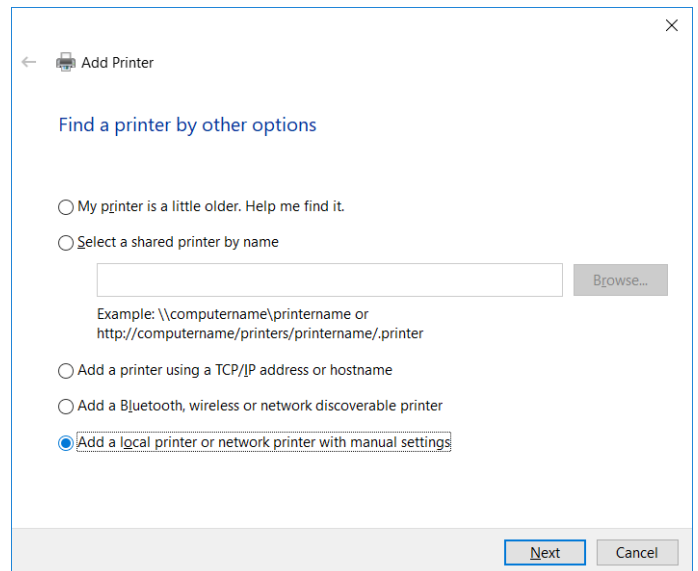

6) Note the port currently being used, you'll need to select the same port later on in this process when adding the configuration that will print to tray two. Most of the time, the Port column is not wide enough, so you'll need to make the port column wider to see the full Port ID. Write down the Port ID. Click "Cancel" to return to the "Printers & scanners" window.
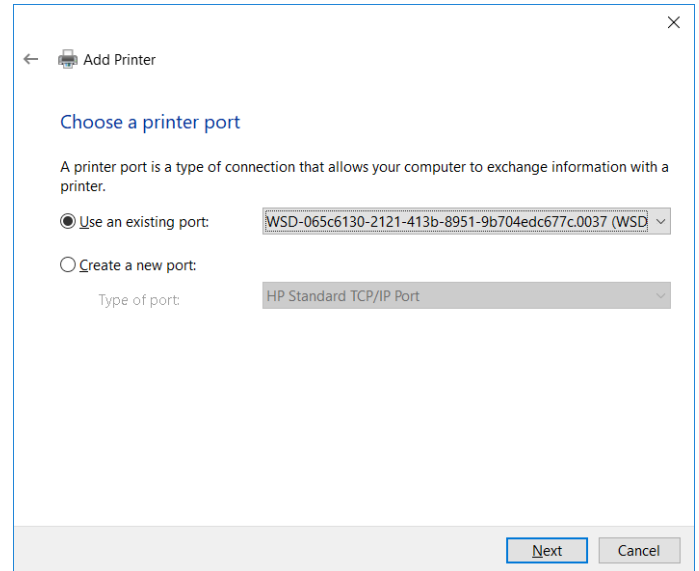
7) Click "Add a printer or scanner" to add a second instance of the printer that will be where your labels will print.   Then click "The printer that I want isn't listed".
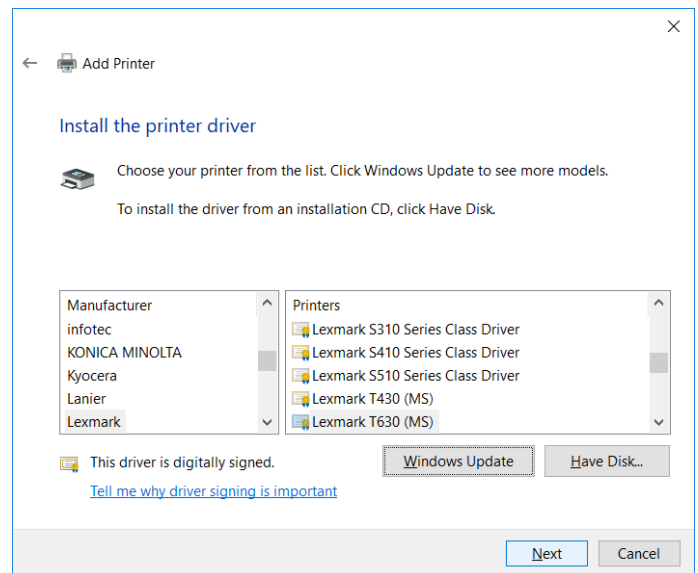

8) On the "Find a printer by other options" window, select "Add a local printer or network printer with manual settings" then click "Next".

9) For the "Choose a printer port" window, click on the drop-down box for "Use an existing port" and select the port from step 6 above. Click "Next".
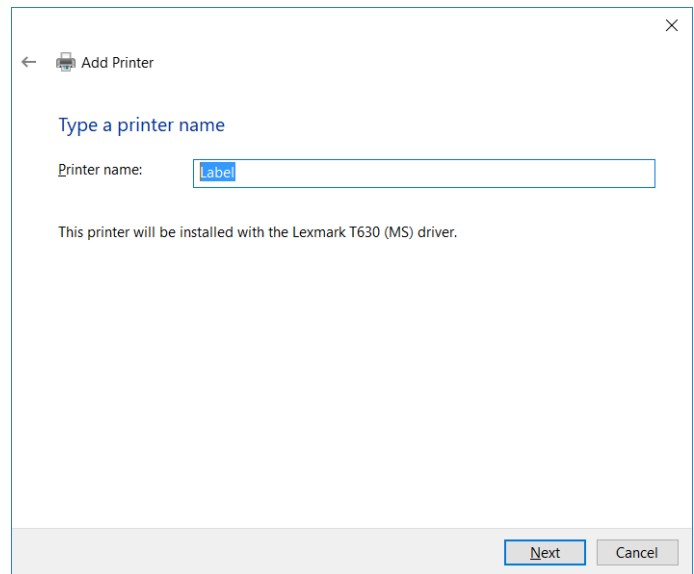

10) The printer driver selection should default to the same driver as was set for the printer when it was set up previously. Unless you think it's wrong, take the driver offered and click "Next".

11) If your asks "Which version of the driver do you want to use?", take the recommended choice and click "Next".

12) For printer name enter "Label".

Add Printer

Type a printer name

Printer name: Label

This printer will be installed with the Lexmark T630 (MS) driver.
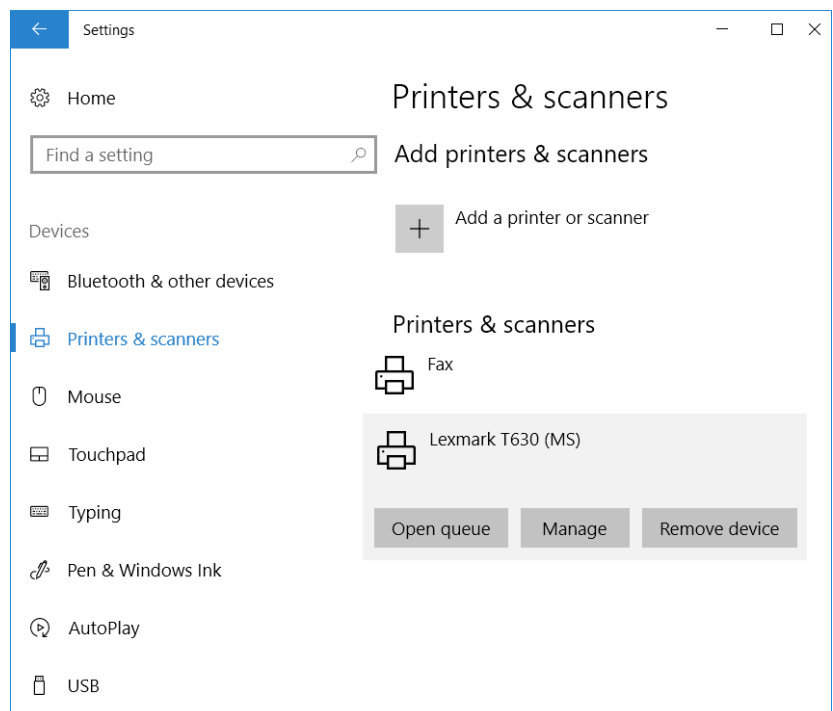
Next   Cancel

13) For Printer Sharing select "Do not share this printer", then click "Next".
14) Leave the "Set as default printer" box unchecked, and click the "Print a test page" button before clicking "Finish".
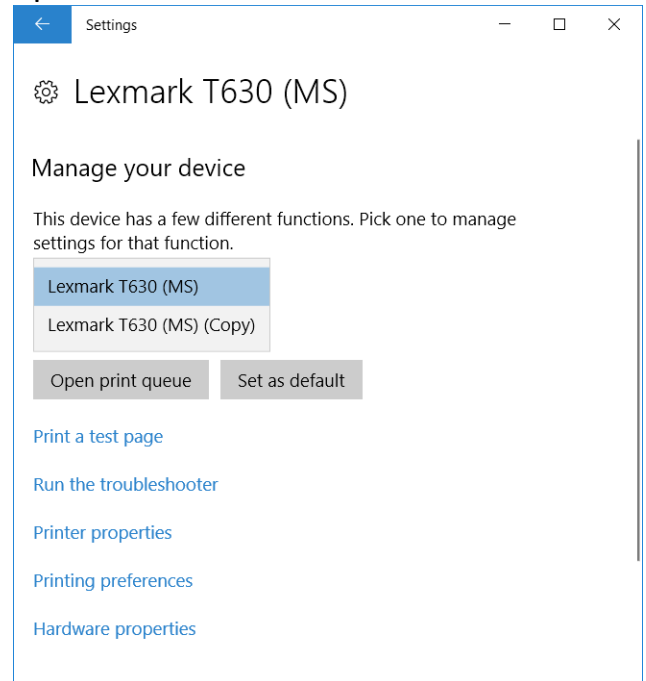15) If the printer is connected properly, and you selected the correct port, a test page will print on the printer from the same tray as the other setup for the printer.
16) The steps from here on will change the Label function to print on tray 2.
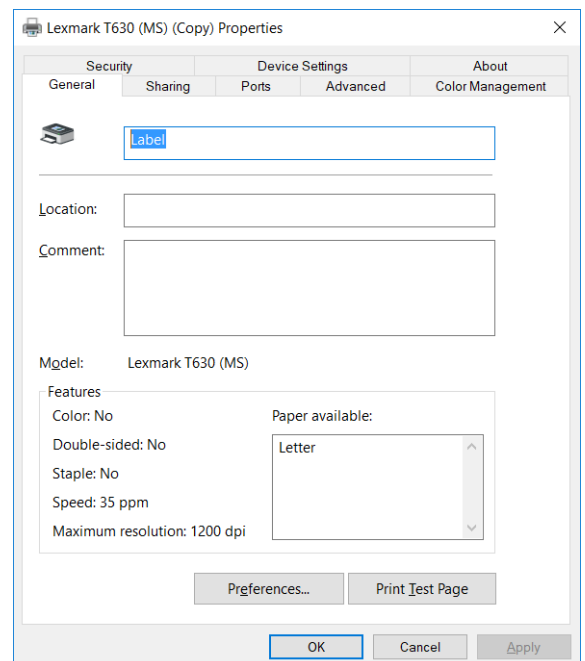17) From the "Printers & scanners" window find the printer. The name of the printer on this screen may still display the original name you selected from step 5, it may be listed with the same name but "(Copy)" after it, or it may display as "Label". After selecting the printer, click "Manage".

Settings

Home

Find a setting

Devices

Bluetooth & other devices

Printers & scanners

Mouse

Touchpad

Typing

Pen & Windows Ink

AutoPlay

USB

Printers & scanners

Add printers & scanners

+ Add a printer or scanner

Printers & scanners

Fax

Lexmark T630 (MS)
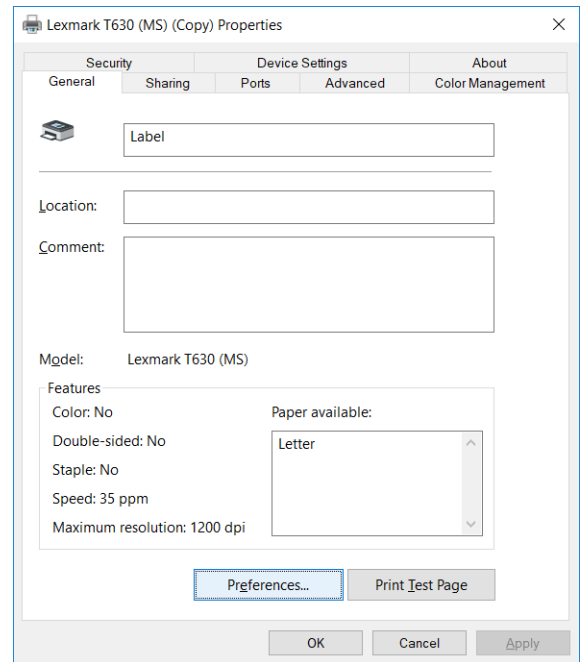
Open queue   Manage   Remove device

18) From the "Manage your device" window, select the "function" you just created above by selecting it from the dropdown box. The one you want to select will be called "Label" or it will be the one with "(Copy)" at the end of the printer name. After selecting the function, click the link "Printer properties".
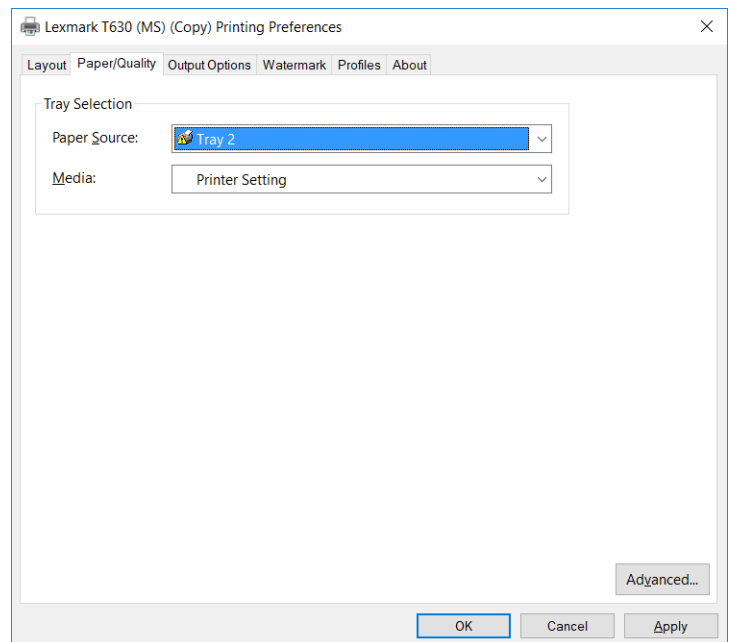

19) The Properties window will display. Verify that the name in the input box next to the icon of the printer says "Label".
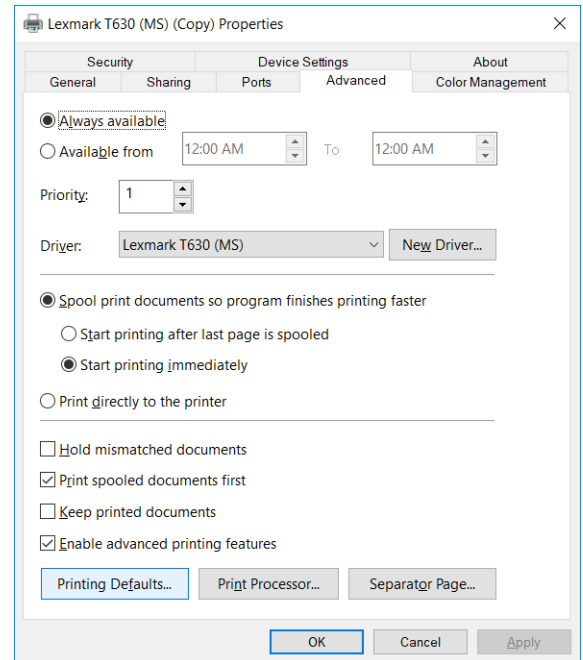
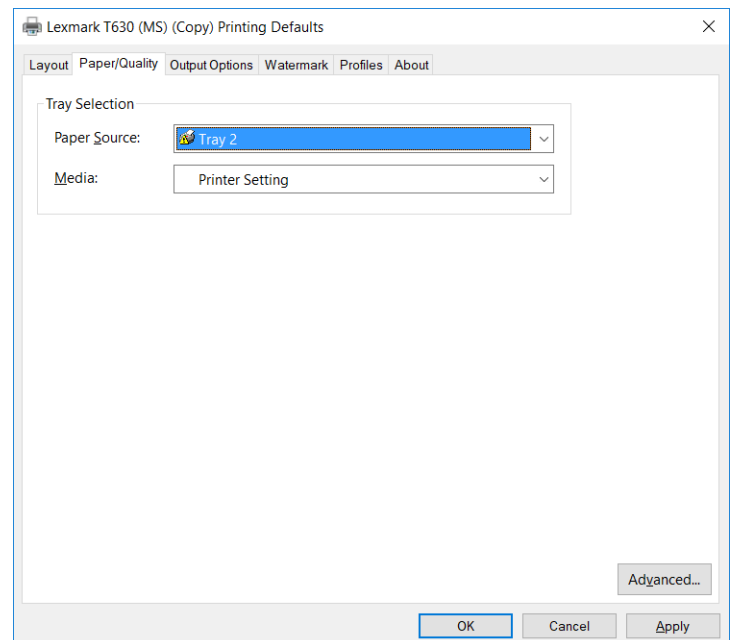20) Click on "Preferences.. " at the bottom of the Properties window.

21) In the Preferences window, look for a tab that something like "Paper/Quality", the naming of the tab can be different depending on the printer model. When you find the right tab you'll see an option to change the paper source, and once again the words used to select the second drawer can vary depending on the printer model. The most common title for this option is "Paper Source" and you'll want to have it say "Tray 2", or whatever option that would indicate the drawer where you're going to put your labels. After selecting the drawer for your labels, click the "OK" button at the bottom of the window.
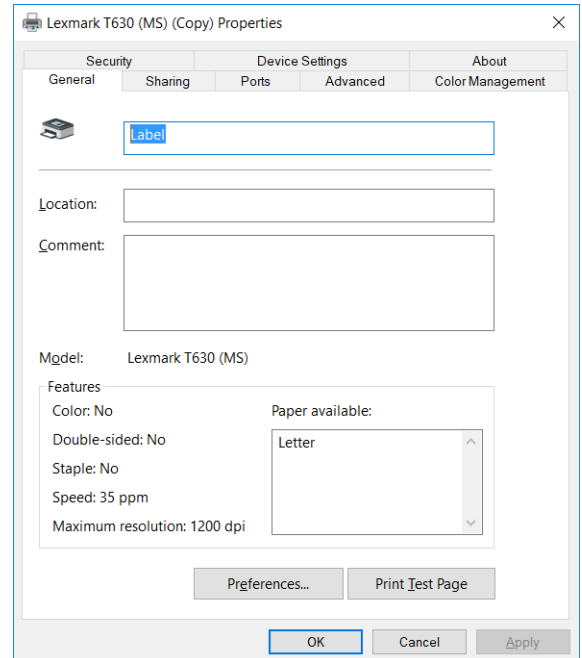
22) You should be returned to the "Properties" window. In the "Properties" window, select the "Advanced" tab at the top of the window, then click the "Printing Defaults.. " button at the bottom of the window.

23) The "Printing Defaults" window will look like the Printing Properties window from step 21, and you need to do the same thing here to indicate the tray where you'll have your labels. After selecting the proper tray from the "Paper/Quality" tab, click the "OK" button at the bottom of the window.

24) Back on the "Properties" window, select the "General" tab, if the "Apply" button at the bottom right corner of the window is not grayed out, and click it. Then click the "Print Test Page" button near the bottom of the window to verify the setup was done correctly. Finnish the process by clicking the "OK" button at the bottom of the window.

25) Finely, verify the Pharmacy Systems application selects the proper tray by printing a pharmacy label from the RxSystem.com website.