# **Printing to a DYMO Printer**

Last Modified on 02/29/2024 2:16 pm EST

Make sure to follow the instructions in the Enable Label Printing Feature article.

Also double check that your machine is on the Order Time Label Printing: Supported Printers list.

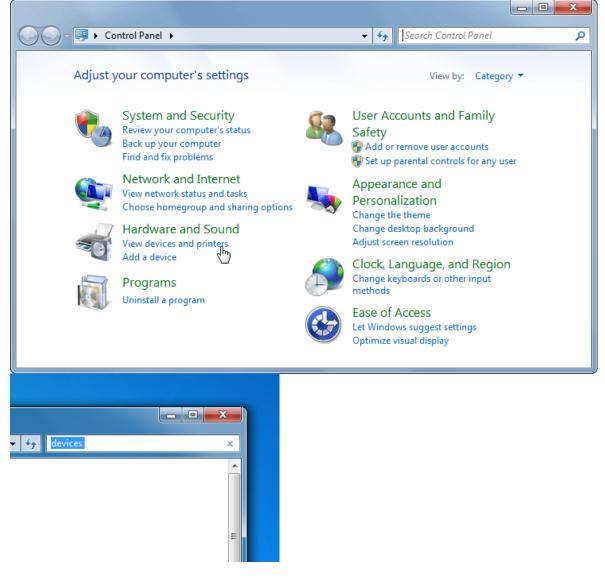
### > Open Control Panel

Open the Start Menu (click the Windows button in the bottom-left corner of your screen) and select Control Panel.

Getting Started	
Connect to a Projector	PrintNode
Calculator	Documents
5 Sticky Notes	Pictures
Snipping Tool	Music
Paint	Computer
XPS Viewer	Control Panel Change s
Windows Fax and Scan	Devices and Printers
Remote Desktop Connection	Default Programs
Magnifier	Help and Support
All Programs	
Search programs and files	Shut down 🕨
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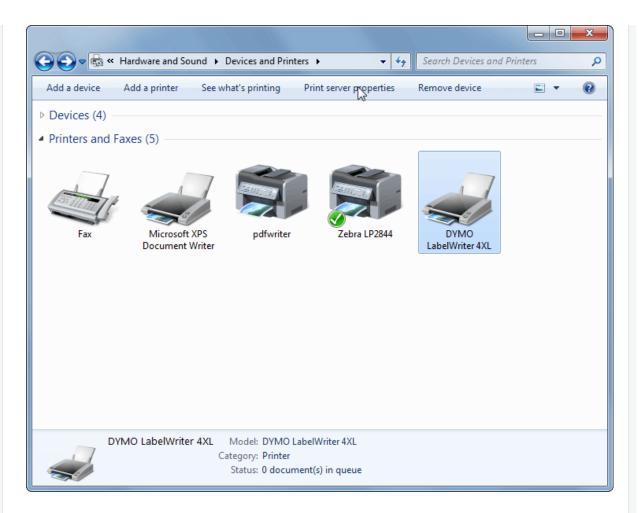
# > Go to Devices and Printers

Select View devices and printers. If you can't see this, type "devices" into the search bar and the link should appear.



# > Go to Print server properties

Scroll down to the printers section. Right-click on your printer and click Print server properties at the top of the window.



## > Create a new paper size

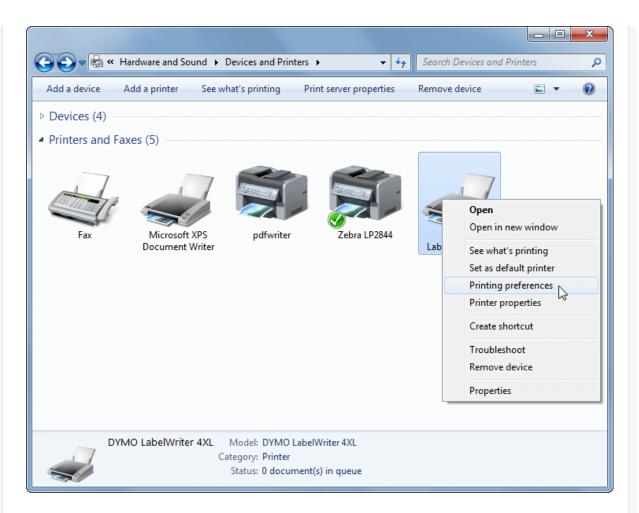
If your preferred paper size is already listed, click Close and move on to step 6. To create a new paper size, first tick the Create a new form box. Above this you may now enter a name for your paper size (this can be anything you like) and specify the dimensions at the bottom. Be sure to select the correct units.

Your screen should now look similar to the picture below. Click Save Form and then Close at the bottom.

🖶 Print Server					×
Forms Ports	Drivers	Security Adv	vanced		
Forms on:	PRINT	NODE-DEV			
10x11 10x14 11351 Jewelr 11352 Return		; Int		•	Delete Save Form
Form name:	Ν	/ly New Form			, , , , , , , , , , , , , , , , , , ,
measuremen	o form by hts. Then	editing the ex click Save For		ıd	
Form descr	iption (m	easurements)			
Units:		Aetric	English		
Paper size:		Printer a	rea margins:		
Width:	2.75in	Left:	0.00in	Тор:	0.00in
Height:	1.5in	Right:	0.00in	Bottom:	0.00in
			Close	Cancel	Apply

> Go to Printing preferences

Right-click on your printer and select Printing preferences.



#### > Click Advanced

If your screen does not look like the one below, you may need to install driver software for your printer. You can obtain drivers from the DYMO website.

🖶 DYMO LabelWriter 4XL Printing Prefere	nces 🛛 🔀
Layout	
Orientation:	
Page Order:	
Front to Back -	
Pages per Sheet 1 -	
	=-
	Advanced
	OK Cancel Apply

### > Select your paper size

Under Paper/Output, the Paper Size drop-down menu should now include your custom paper size. Select this and click OK.

Your printer should now be set up to work with Order Time Label Printing. You may close any windows you have finished working with. If you have any trouble printing, try interchanging the width and height values. If you encounter a persistent problem, please contact support@ordertime.com.

	r 4XL Advanced Document Set	tings	
Paper/Output		_	
	30252 Address	-	
📄 👘 Document Op	ti 30364 Name Badge Label		
Advanced	P 30365 Name Badge Card		
Pages per	5 30370 Zip Disk		
Color Print	ir 30373 Price Tag Label		
Halftoning	: 30374 Appointment Card		
	ti 30376 Hanging File Insert		
	u 30383 PC Postage 3-Part		
Print D	<sub>el</sub> 30384 PC Postage 2-Part		
Contin	u 30387 PC Postage EPS		
	30854 CD Label		
	30856 Badge Card Label		
	30857 Badge Label		
	30886 CD Label		
	4 in x 10 in 99010 Standard Address		
	99010 Standard Address 99012 Large Address		
	99012 Large Address 99014 Name Badge Label	- 11	
	99014 Shipping		
	99015 Diskette		
<u> </u>	99016 Video Spine		
	99016 Video Top		Cancel
	99017 Suspension File		Cancer
	99018 Small Lever Arch	Ξ	
	99019 Large Lever Arch		
	Banner		
	Banner, 4 in		
	Continuous, Wide		
	High Capacity Address		
	High Capacity Large Shippin	g 🛄	