**DYMO Printer Settings:**

Go to Admin 🡪 Workstations Administration 🡪 Printer Settings Editor

**Initial Label Printer Setup:**

Update settings as described below. When finished, close the window and proceed with label configuration.



**3. Click on Default Printer and Print Test Page**

Choose DYMO Printer and Click “OK” to print a test label. Make sure label printers horizontally. Font will be small and very light. You are just testing connection and orientation.

2. Open Page Settings

1. Choose Label

**On Format & Options tab:**

Orientation = Landscape

**On Margins & Header/Footer tab:**

All margins set to 0.0

Everything else should be blank

**Label Configuration:**

Open the Item Status screen. Find an item to use as an example.

Choose Actions for Cataloger 🡪 Print Spine Label

If you make changes to the settings, click on **Re-Generate** to display the revised format.

You can make changes to a label before printing after you click on **Preview and Print**.

Settings for the standard configuration are shown below.

