# Printer Configuration

Product Development - 2026-11-26 - Miscellaneous

## Overview

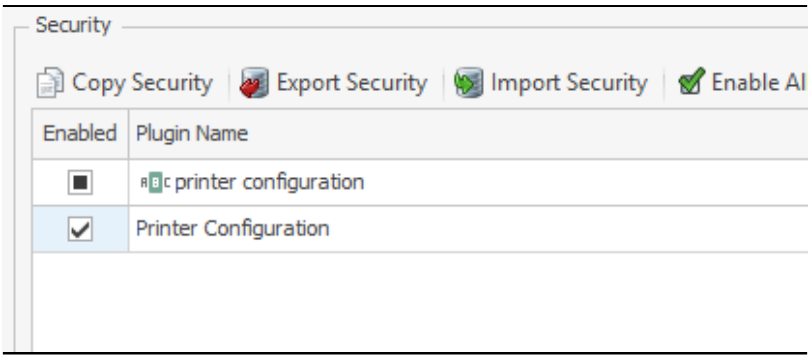
ShipCenter now allows you to set up multiple printers at a more granular level, giving you more control over where labels are printed when shipments are processed. This configuration also allows you to prioritize which printer should be used based on specific criteria.

This feature set is available as of ShipCenter version 1.4.0.

## Setup

### Securities

To enable the Printer Configuration screen, go to the Security Editor and make sure the Printer Configuration is enabled.

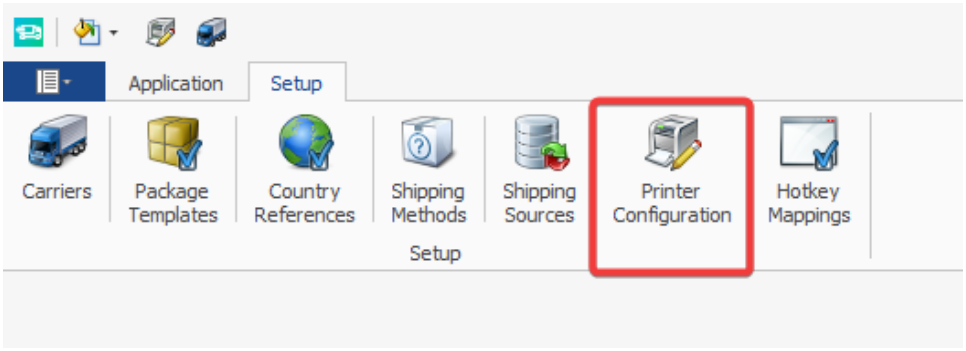


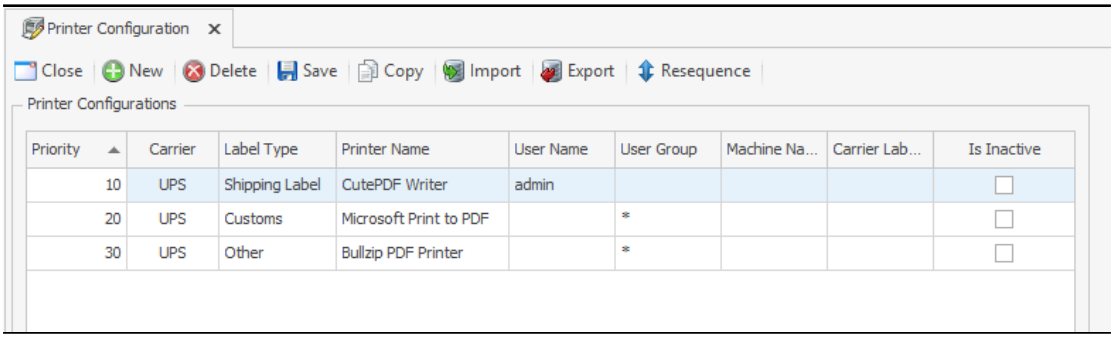

Save your changes, log off, and log back in for the changes to take effect.

## Printer Configuration Setup

### Creating Configurations

Open the new Printer Configuration screen from the Setup tab on the ribbon.




**Buttons**

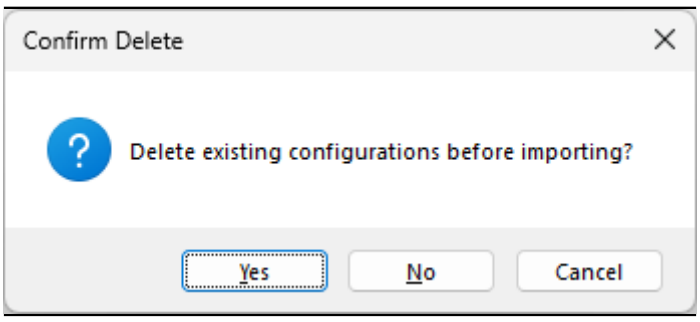
*New* - Click the New button to create a new configuration.

*Delete* - Click the Delete button to delete an existing configuration.

*Save* - Click the Save button to save your changes.

*Copy* - Click the Copy button to create a copy of the selected configuration. If multiple configurations are selected, multiple copies will be created.

*Import* - Click the Import button to import a configuration. If there are existing configurations, you will be asked to confirm the import. Click Yes to delete existing configurations and import new ones. Click No to add imported configurations to existing configurations. Click Cancel to abort the import. Printer configuration import changes are not saved until the Save button is clicked.



*Export* - Click the Export button to export saved configurations. All printer configurations are exported, regardless of the selection on the screen.

*Resequence* - Click the Resequence button to update the first row to priority 10 and all subsequent row priorities to the previous row's priority + 10.

**Columns**

*Priority* - Determines configuration priority. Starts at 10 and is incremented by 10.

*Carrier* - Determines the carrier for which the printer configuration applies.

*Label Type* - Determines which label will be printed, such as a shipping label or a receipt label.

*Printer Name* - Determines to which printer the label will be sent. Printer names can be selected from the dropdown list of local and network printers, or they can be manually entered.

*User Name* - Determines the ShipCenter user for which the configuration applies.

*User Group* - Determines the ShipCenter user group for which the configuration applies. The User Name takes precedence over the User Group.

*Machine Name* - Determines the workstation for which the configuration applies. The User Group takes precedence over the Machine Name.

*Carrier Label DPI* - Determines label resolution in dots per inch (DPI) for labels returned from the carrier. This currently only applies to the FedEx REST carrier.

*Is Inactive* - Determines whether the printer configuration is active.

## Printer Prioritization

Printer configurations are prioritized based on the Priority column. This

allows setting up multiple carrier/label/printer combinations while still controlling which is used for printing when multiple could apply.

# Printing with Configurations

If there is a row in the Printer Configuration for a shipping carrier and user/group/machine (ignoring matching on any blank fields for that row), then the highest priority row that matches all specified conditions is used for printing.

Matching example: printing FedEx labels for user John.Doe in group Shippers from machine SHIP3:

| Priority | Carrier | User | Group | Machine | Use Printer? |
|---|---|---|---|---|---|
| 10 | FedEx | | Packers | SHIP3 | SKIP - group mismatch |
| 20 | FedEx | John.Doe | | SHIP2 | SKIP - machine mismatch |
| 30 | FedEx | | Shippers | | USE - no mismatch |

Note: If there is no matching configuration row, then the existing printing logic from the security/carrier editor is used to determine the printer.

## Other Printer Setup

The Printer Configuration screen takes precedence over the other printing configurations in ShipCenter. These include, but are not limited to:

- Security Editor -> Shipment Editor -> Carrier Printer Overrides
- Carriers -> Carrier Editor -> Default Printer