

Practical Guide to Print Setup

We're switching to a new shipping label format.

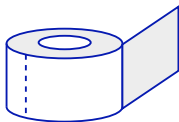
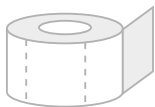
First, check whether the change applies to you

You do not need to make any changes if you are already using 100 × 150 mm rolls, A4 2 × 2 sheets, or larger compatible rolls (102 × 152 / 100 × 170 mm), and the labels are printing correctly.

A change is required if you are using Connect labels or a Custom format. Switch to A4 2 × 2 or a 100 × 150 mm roll.

What is changing for you?

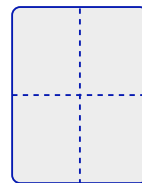
THERMAL PRINTING



**Thermal 85 × 85 /
100 × 127 mm**

**Shiplt
100 × 150 mm**

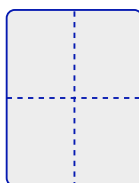
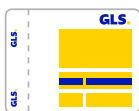
OFFICE PRINTING



A4 4 × 1

**A4 2 × 2
in portrait orientation**

CONNECT COLOUR LABELS (A6 POSTCARD)

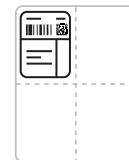


**A4 2 × 2
portrait
orientation**



**Not
like this**

Shipping label printed in portrait orientation (A6) on the yellow Connect label: barcodes are located on coloured areas and are harder to scan.



**Like
this**

Shipping label on white A4 paper, 4 labels per sheet (2 × 2, portrait orientation): barcodes are printed on a clean white background.

Images are for illustrative purposes only and are not to scale.

If you use a third-party e-shop or shipping solution (e.g. Balikobot or Shoptet), the new formats should already be available directly in its settings.

What should you do now?

Depending on your printing method, follow the illustrated instructions on the following pages.



GLS.

Step-by-step setup

Thermal printer: 100 × 150 mm roll (Printable area: 97 × 147 mm)



First, check your printer's compatibility. It must support media with a width of 100 mm and a print width of at least 97 mm. Narrow thermal printers designed for 85 × 85 mm will not print the new format. In that case, you will need to replace the printer or switch to A4 2 × 2

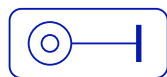
1



**Order the rolls
100 × 150 mm**

Use up your old rolls first..

2



Thermal layer for the head

Insert the roll

Insert the roll with the thermal coating facing the print head. Adjust the side guides so that they are tight against the edges. Loose guides can cause the print to be skewed.

3



Calibrate

**Calibrate
the printer**

Always perform printer calibration after changing the roll size. Otherwise, the printer may feed blank labels. Follow the calibration procedure for your specific printer model.

4



Set the dimensions

Set the required size in the printer driver:
Width: 100 mm
Height: 150 mm

5



**Change the format
in MyGLS/API**

In the printer settings, select Shiplt.
Via the API, enter:
TypeofPrinter = ShipltThermoPDF

6

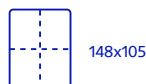


Test print

Print one label. It should be:
complete, not cut off,
with nothing too close to the edge.

Office printer: A4 2 × 2

1



148x105

**Get A4 2 × 2
sheets**

The sheets contain four labels,
148 × 105 mm each
(sold as 105 × 148 / A6).

2



Actual
size

Set the scale to 100%

In both the print dialog and the PDF, select
Actual size / 100%. Turn off "Fit to page",
otherwise the content will shift relative
to the perforation.

3



A4
2x2

**Change the format
in MyGLS/API**

In the printer settings, select A4 2 × 2.
Via the API, enter:
TypeofPrinter = A4_2x2

4



Test print

Print one label: complete, not cut off,
with nothing too close to the edge.

Do you have a question? Contact our Customer Service team: **+420 567 771 111 | info@gls-czech.com**

Our customer service line is available every working day from **8:00** to **17:30**.

For technical difficulties, please contact:
it-help@gls-czech.com.

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