
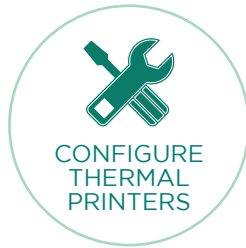
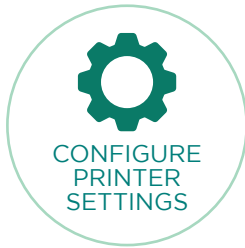


MyToll | Quick Reference Guide

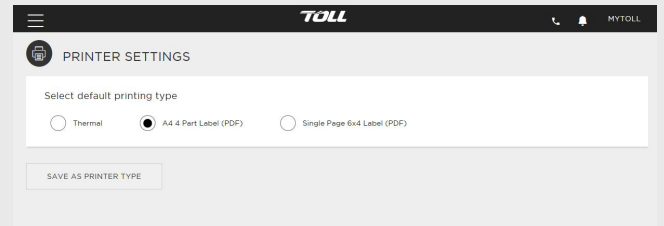
How to print labels on MyToll

 To print labels and other shipping documents on MyToll, you will need to create a shipment first. You can configure the type of labels you wish to print, and may use both laser and thermal printers. For laser printers, MyToll uses the printers already installed on your system, while thermal printers require some additional setup.



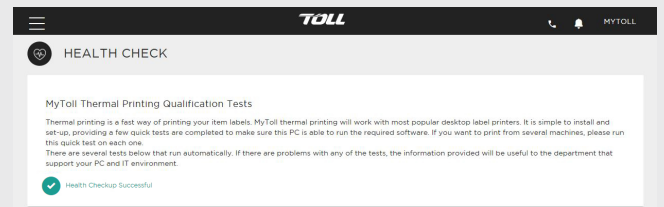
PRINTER SETTINGS

- To print shipping labels to a default printer, go to My Profile - Printer Settings
- Next, choose from one of 3 label options:
 - A4 4 part label (PDF) - print 4 industry standard size labels on a full A4 page
 - Single page 6x4 label (PDF) - print 1x A4 size label on a full A4 page
 - Thermal - used for special thermal printers. (Please note, additional setup needed - see below.)



PRINTER HEALTH CHECK

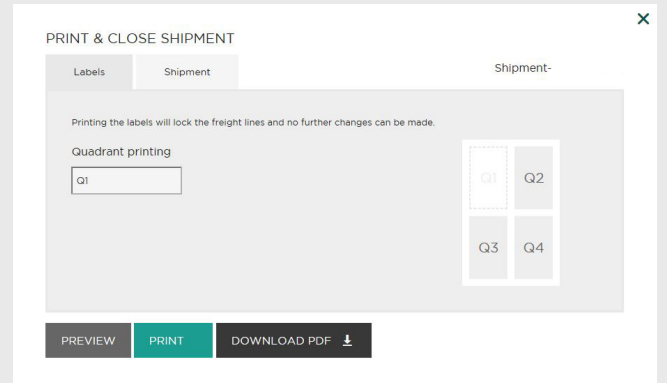
- Before you can print labels on a thermal printer, you must have the MyToll thermal printing service installed
- Download the MyToll thermal printing service installer from My Profile - Printer Health Check. Select USER option
- Once installed, the health check must display SUCCESSFUL. If this doesn't occur, you will not be able to print
- To add, delete or set thermal printer settings go to My Profile - Printer Settings





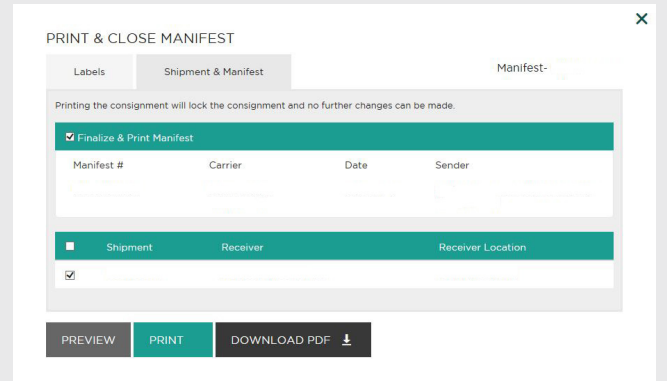
PRINT LABELS FROM YOUR MANIFEST

- Please ensure to print all labels before finalising the manifest, as most Toll carriers do not allow reprinting of labels once the manifest is closed
- To print labels, go to Print & Close Manifest - Labels. Individually select which labels you wish to print, or tick the shipment box to print all unprinted labels
- To reduce label waste, select a label position (A4 4 Part labels only)
- Remember, you can share a label . Select download PDF



PRINT SHIPPING DOCUMENTS

- There maybe a need to print additional shipping documents before you can close the manifest
- **Dangerous goods declaration** - this is included in the manifest. This is an important document that needs to be completed prior to pickup. Most carriers will not accept a pickup if this is incomplete
- **Consignment Notes** - are required by some carriers at pick up. You will find the consignment note, within the Shipment & Manifest tab. To reprint the consignment note go to My Dashboard - My Manifests



FOR MORE HELP AND TIPS

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