

How to print Postcards in Benchmark

Before printing postcards, you will need to make the printer you are printing the postcards your default printer. This is done by the following steps:

- Type **printer** in your windows search box
- Select the **Printers & scanners**
- Select the printer you will be using to print the postcards
- Select **Manage**
- Select **Set as Default**
- Next make sure the printer is set to print the postcards and selecting **Printing preferences** and follow the steps below:

For the HP M402dw printer

- Set the paper size to **4 x 6**
- Set the media or paper type to **Heavy**
- Set the Orientation to **Landscape**
- Select **Apply**
- Select **Ok**
- Close the printer and scanner windows
- Place postcards in **tray 1**

For the Xerox AltaLink B8055 printer

- Set the paper size to **A6**
- Set Orientation to **Landscape**
- Set media or paper type to card stock if available
- Select **Ok**
- Close the printer and scanner windows
- Place postcards in **tray 5**

- Now open Benchmark. If you already have Benchmark open, Select File > **ReLog**
- Now you can follow your normal process to open your cases to print. When going through your normal print process, you will now see two print options with one ending with Xerox.

The print option ending with Xerox should be used if printing to the Xerox printer and the other is to be used when printing to the HP M402dw printer.

- When the print window is open, the print view should accurately show one record at the size of a postcard. If the view looks like letter size or shows multiple records, then your printer preferences are not saving. You may want to select the properties button to confirm the settings saved.

Once you finish printing postcards you can follow the steps above to change your default printer for normal use if necessary.