Loftware[®] NiceLabel

Cloud Designer 10 User Guide

Rev-2023-05

Table of Contents

1. Getting started	5
1.1. About NiceLabelCloud Designer	5
1.2. Setting up your printers	6
About printer connections	6
Installing printer drivers	6
Checking your printer's connection	7
Setting up printing preferences	7
Test printing from your printer driver	8
Quick troubleshooting	9
1.3. Activating Cloud Designer	9
1.4. Installing and activating desktop Designer	. 12
Downloading and installing desktop Designer	. 12
Activating Designer and connecting to NiceLabel Cloud	. 13
Test printing from desktop Designer	. 15
1.5. Reserving your printers in Control Center	. 16
1.6. Test printing in Control Center	. 19
Quick troubleshooting	. 21
2. Licensing and Subscription Management	23
2.1. Licensing	. 23
How printer-seat-based licensing works	. 23
How to add printer seats	. 24
2.2. Subscription Management	. 25
How to get Cloud Designer	. 25
Subscription Management portal	. 28
How to renew payments	. 28
How to cancel your subscription	. 28
3. Dashboard	29
3.1. About Dashboard	. 29
4. Documents	31
4.1. About Documents	. 31
Documents User Interface	. 32
4.2. Managing files and folders in Documents	. 33
Tabs	. 34
Buttons	. 34
Using Context menus	. 35
Keyboard shortcuts in Documents	. 36
4.3. Searching for files and label data	. 37
4.4. Previewing label and graphic files	. 38
Getting File properties	. 39
4.5. Moving files and folders	. 40
4.6. Accessing files	. 41
5. Printers	43
5.1. Managing printers in Control Center	. 43

. 43
. 46
. 46
. 47
. 50
. 50
. 50
. 51
. 52
. 52
. 53
. 53
. 54
. 55
. 57
. 57
. 60
. 62
. 62
. 62
. 63
. 63
. 64
. 64
. 64
. 65
. 65
. 66
. 66
. 70
. 70
. 70
. 72
. 72
. 73
. 73
. 73
. 73
. 73
. 73
. 73
. 74
. 74
. 74
. 74

Print queue	74
Sample (label)	74
Subscription (Cloud Designer)	75

1. Getting started

1.1. About NiceLabelCloud Designer

This Getting started guide helps you set up your NiceLabelCloud Designer labeling environment.

NiceLabelCloud Designer helps small to midsize businesses or your growing company securely design and print labels. Use Cloud Designer to print remotely on any printer connected to a computer with a desktop Designer installed. Computers with desktop Designer must be connected to Control Center.

Cloud Designer uses printer-seat-based licensing. That means printer seats determine how many printers you can print to at a time.



WARNING

To avoid exceeding your printer seat limit when testing your software, read our Licensing topic.

When you buy Cloud Designer, you decide how many printer seats you want on your license. You can choose to start with just one printer seat or buy more printer seats later (up to five).



NOTE

If you need more than five printer seats, contact our sales team or your Loftware partner to upgrade your product.

To prevent setup problems with Cloud Designer, activate Control Center and desktop Designer:

• **Control Center** is a cloud-based application that allows you to share and store your labeling files and print labels. Control Center connects for all printers of all users who have their desktop Designer connected to Control Center.



NOTE

Your Control Center address is https://designer.onnicelabel.com.

 Desktop Designer is an application for designing and printing labels. Install desktop Designer on your computer and connect it to Control Center. In Control Center, you can see all your connected to your desktop Designer.

Before you install and run Cloud Designer applications, check your System requirements.

1.2. Setting up your printers

For Cloud Designer to work properly, you have to set up your printers.

In this section, you:

- Learn about printers.
- Install your printer drivers.
- · Make a test print.

About printer connections

For your printers to work, they need to connect to a computer.

For Cloud Designer, we recommend you choose either a Network connection or a USB connection.

- To use your printer from more than one computer, choose Network connection.
- To use your printer from only one computer, choose a USB connection.

When your printers are plugged in and connected, you can install your printer drivers.



NOTE

Printer drivers allow computers to communicate with printers and send print requests. Printer drivers serve as a bridge between the computer and the printer. Each printer has a unique driver written in printer-specific language for that printer model and manufacturer.

- If you choose a **USB connection**, Windows automatically installs the right printer driver for you.
- If you choose Network connection, you need to install a printer driver.

Installing printer drivers

For the best printing experience on Cloud Designer, we recommend you install a NiceLabel printer driver.

To install NiceLabel printer drivers, see the Printer driver installation guide.



NOTE

If you already have printer drivers, you can update them to NiceLabel printer drivers.

See Updating printer drivers on the NiceLabel Help Center.

Checking your printer's connection

After you install your printer driver, make sure your printer is now connected to your computer.

1. In your Windows search bar, search for printers.

Settings	
A Home	Printers & scanners
Find a setting	Add printers & scanners
Devices	+ Add a printer or scanner
Bluetooth & other devices	
Printers & scanners	Printers & scanners
() Mouse	Fax
🖬 Touchpad	HP Color LaserJet M452dn - Sales on twilight Offine
EE Typing	HP LI P2055dn - Development on twilight Default, Offline
් Pen & Windows Ink	HP U P2055dn - Sales on twilight Offine
(k) AutoPlay	
🖞 USB	Microsoft Print to PUF
	Microsoft XPS Document Writer
	OneNote (Desktop)
	OneNote for Windows 10
	Snagit 2022
	Warehouse 2 1 document(s) in queue
	ZEBRA 110XIIII Plus 300DPI
	ZEBRA ZT410R-600dpi ZPL

Printers & scanners in Windows 10.

2. Make sure you can see your new printers in your Printers list. Can't see your printers? Check I can't see my printers.

Setting up printing preferences

After you install your printer driver, set up your driver **Printing preferences**.



NOTE

Printing preferences are settings your computer uses when you print on your printer. Printer preferences are specific to your computer. That means any application from your computer uses the printing preferences you set.

To set printing preferences:

1. Go to **Settings > Printers**.

Select your printer and open Printing preferences.

← Settings	
命 Warehou	se 2
Manage your dev	ice
Printer status:	
Open print queue	Set as default
Print a test page	
Run the troubleshooter	
Printer properties	
Printing preferences	
Hardware properties	

2. Set your media type width and height. Click **OK**.

the troubleshooter	Warehouse 2 Printing Prefe	erences				×
ter properties	Printer Settings					
	D Page Setup	Stock			Print preview	
ting preferences	Print Options	Select	Custom	~	Print preview	
lware properties	😨 Operation Mode	Media settings Width:	90 mm			
	Graphic Options	Height	60 mm		123	_
	Custom Commands	Media type: Rotation:	Labels with gaps ~ 0° - Portrait ~	<i>⋧</i> ~		
	X Maintenance	End of material	Detect ~		123	
	L Units	Gap size:	0 mm 📮 💉 🗸			
	1 Help and About	Inverse				
	Print test page]				
	Loftware NiceLabel Download your trial of NiceLabel Designer					
				ОК	Cancel Apply	Help

Test printing from your printer driver

To print a test page, select your printer from your Printers list, and click **Manage**. Then click **Print a test page**.

← Settings	
ය Warehou	ise 2
Manage your dev	vice
Printer status: 1 docu	ment(s) in queue
Open print queue	Set as default
Print a test page	
Run the troubleshooter	
Printer properties	
Printing preferences	
Hardware properties	

Make sure your test print succeeded.

Quick troubleshooting

If your test print is not okay, there may be different issues to consider:

- Adjust the other settings in **Printing preferences** until you get the correct print output.
- If your printer doesn't print, there may be a problem with your connection settings. Make sure your printers are connected to your computer
- Check the media type for your printer. For example, if your printer uses a ribbon, select thermal transfer or direct thermal for label use only.

You successfully set up your printing environment. You are ready to activate your Cloud Designer.

1.3. Activating Cloud Designer

Begin your activation process by opening your invitation email.

1. Click Activate account from your Cloud Designer activation email.

Activate your NiceLabel Cloud account noreplydev@onnicelabel.com To If there are problems with how this message is displayed, click here to view it in a we Click here to download pictures. To help protect your privacy. Outlook prevented aut	b browser. omatic download of some pictures in this message.
	Bight-did or the and hild have to hold: Uuccom) from t invited you to join NiceLabel Cloud. Personal message:



WARNING

Check your spam folder if you don't see your invitation mail in your inbox. If you can't find the invitation in your inbox or spam folder, contact your partner or contact our support team.

2. Control Center opens in your browser. You can sign in with your Microsoft or Google account.



3. Choose your account.



When you sign in, the **Dashboard** view of your Control Center opens.

NiceLabel	Dashboard				0
Dashboard				Dismiss	🕹 Download Designer
 Documents Printers ⁶/₂ Users 		al to set up your printing environment correctly. -step instructions, guiding you through the setup mistakes.	Install and connect Designer Install and connect Designer with Nectabet Cloud account Consect printer Alse were your printers are ready for printing. Insteprint your label Test-print your label from Documents.		Product information Account name Product edition Nictubel Cloud Designer License information Printer seats
	Samples NiceLabel Samples		Q search	Documents × ≋ 📰 ⊞	6/5 Partner Get help for your growing labeling needs.
	Getting statted Shipping		B		lan Fasara Malana Katanan
		Ecod I Getting	stanted I Shirolog I		

Control Center is a cloud-hosted, web-based application you access from your browser. Use Control Center to store, share, and print label templates with your team or external suppliers.

NiceLabel Dashboard			
Control Center		Dismiss	🛓 Download D
Documents Welcome to NiceLabel Cloud Viders Viders Viders Viders Viders	And the space of t	Product informatic Account name Product efficient License informatic Pointe sance	
Samples Kinclude Sequence Minclude Sequence Minc	for steps: Nicetabil Goograp is a toolier of browser- tand destop software. Constant of Constructions Constructions Constructions Read more in the Scaling stated guide. V/J	X = II =	

Your Cloud Designer activation process is now complete.

Next, see Installing and activating Designer.

1.4. Installing and activating desktop Designer

Use desktop Designer to design, edit, and print your labels. In desktop Designer, you can drag and drop text, barcodes, and picture objects onto your label templates and connect your objects with the data you already use.



IMPORTANT

To print and see your printers in Control Center, you must connect your desktop Designer.

When you successfully activate your Cloud Designer:

- 1. DownloadNiceLabelDesigner (desktop Designer) installation file from Control Center and install the application.
- 2. Activate desktop Designer.
- 3. Make a test print from desktop Designer.

Install desktop Designer on the computer where your printers are connected.

Downloading and installing desktop Designer

1. In Control Center, go to your **Dashboard** and click **Download Designer 10**.

NiceLabel	Dashboard		r	0
Dashboard			Dismiss	🛓 Download Designer
Documents	Welcome to NiceLabel Cloud!	1: Install and connect Designer	mer with Nicetabel Cloud account:	
) Printers 8 Users	To design and prior labels, it is assential to see up your pole Our orboarding traterials provide step-by-step instructions, gain process and helping you avoid common mistakes. For additional help, click the help menu located at the top right	ing you through the setup 27 Connect printers Make sure your printers are n		Product information Account name Product edition
		100%	сэтилж. 	Nicotabel Cloud Designer Ucense Information Printer Seets 3/5
	Samples Nicetabel Samples Partner Samples		Documents	Partner Get help for your growing labeling needs.
	 The first state The first state The first state The first state 	Q tout.	X II II HIGHLING HIGHLIN	
		And per 777777 Nine mark Nine	70 X 100 mm	

2. When your download completes, go to **Downloads** folder on your computer and run NiceLabel installation (.exe) file.

wnloads	~ Ŭ	Search Downloads	
Name V Today (1)	Date modified	Туре	Size
NiceLabel_,	20/03/2023 14:10	Application	167,596 K

3. Complete the installation wizard.



NOTE

When the installation wizard asks you to select your modules, you can install NiceLabelAutomation as a free trial. This step is optional. To work properly, Cloud Designer doesn't need Automation.

is an application that automates repetitive tasks. In most cases, you will be using it to integrate label printing processes into existing information systems, such as various business applications, production and packaging lines, distribution systems, and supply chains. With , all applications across all divisions and locations in your company can print labels using authorized labels templates.

Learn more about Automation on NiceLabel Help center.

NiceLabel 10 Setup - Insta	IIAware Wizard	-	
NiceLabel 10 Setup			
	1.412 TX 1.12 TX 1.12		
	Select modules you wish	to install	
Designer			
Print			
Automation			

When installation completes, activate desktop Designer.

Activating Designer and connecting to NiceLabel Cloud

- 1. Run Designer on your computer.
- 2. The Sign in window opens. Click Sign in.

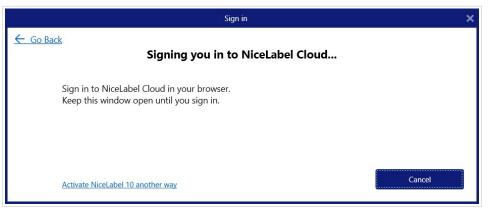
	NiceLabel	10 Activation	×
<u>← Go Back</u>	-	iceLabel Cloud r, then return to this dialog	
	https:// designer	.onnicelabel.com	
		Sign in	



NOTE

If you accidentally change or delete text in the edit field, your activation will fail. Type "designer" in the edit field, then click **Sign in**.

3. Your browser opens automatically. Sign in to NiceLabel Cloud.



4. When you sign in, return to desktop Designer.

N	(were ceLabel
	Sign in
	GLOUD (THAPTIN (CLOUD)(THAPTINOPA)
	Successfully signed in
	Sign in completed. You can close this window and go back to your application.
	N N States No.

5. Your activation is complete. Click **OK**.

	Sign in
<u>← Go Back</u>	Activate your license
	Information
	https:// Activation Complete Product was successfully activated.
	Sign in

When your activation completes, Designer opens automatically.

Desktop Designer is now installed and activated, connected to NiceLabel Cloud, and you can see your list of printers in Control Center.

Test printing from desktop Designer

Print a test label to make sure your desktop Designer is working correctly.

- 1. Open desktop Designer.
- 2. Create a new label. See how to create a new label on NiceLabel Help center.



3. Click Print. Your test label prints.

■ ⊟ • ? =?==	
File Home Data View Help	
Security Constraints Painter Clipboard B I 및 S ≣ ≣ ≣ Clipboard Format Painter Clipboard	IB A A Print Image: The second
Text Text Rich text Barcode box box Picture Rectangle Line Ellipse	· [0
Inverse	
Search	



WARNING

Be careful which printer you use for test printing. Each time you print to a different physical or virtual (XPS, PDF) printer, you use one printer seat.

Read more about printer seats.

You successfully installed, activated, and connected desktop Designer. You are ready to reserve printers in Control Center.



NOTE

See how to design and print labels in desktop Designer in the NiceLabel 10 User Guide.

Next, see Reserving your printers in Control Center.

1.5. Reserving your printers in Control Center

When you activate your desktop Designer, return to Control Center in your browser to reserve your printers.

Your reserved printers are always ready for printing. Reserving your printers secures your limited printer seats for printers essential to your operations, and makes sure specific printers are always available to print.



TIP

Reserving your printers is not necessary, but good practice, especially with printer-based licensing. We recommend you reserve printers, to avoid exceeding your printer seats.

To reserve printers in Control Center:

- 1. Sign in to Control Center in your browser.
- 2. Click Printers.

⊾ Loftware NiceLabel	Printers			
Control Center				
Dashboard	License Inforn	nation		
Documents		Printer seats 3/5		
🖨 Printers		Reserved printers 2		
දිදු Users				
	Reserved	Printer model 🕇	Printer seat status	Address
		Altec ATP-600		
		🖶 Brother TD-4550DNWB		
		🖶 EPSON L3160 Series		
		🖶 HP Color LaserJet A3/11x17 PCL6 Class Driver		
		🖶 Microsoft IPP Class Driver		
		🖶 Microsoft Print To PDF		
		🖶 Microsoft Print To PDF		
		🖶 Microsoft Shared Fax Driver		
		🖶 Microsoft Shared Fax Driver		
		🖶 Microsoft Software Printer Driver		
		🖶 Microsoft XPS Document Writer v4		
		🖶 Microsoft XPS Document Writer v4		
		🖶 Send to Microsoft OneNote 16 Driver		

3. Under License information, you can see available printer seats and reserved printers.

Printers			
License Inform	nation		
	Printer seats 3/5 Reserved printers 2		
Reserved	Printer model 1	Printer seat status	Address
	🖶 Altec ATP-600		
	Brother TD-4550DNWB		
	EPSON L3160 Series		
	🖶 HP Color LaserJet A3/11x17 PCL6 Class Driver		
	G Microsoft IPP Class Driver		
	🖨 Microsoft Print To PDF		
	🖶 Microsoft Print To PDF		
	🖨 Microsoft Shared Fax Driver		
	Hicrosoft Shared Fax Driver		
	🖴 Microsoft Software Printer Driver		

4. Under **Printers**, you can see your printers under **Printer model**. To the left, you can see if your printer is reserved.

Printers				
License Informa	ation			
	Printer seats 3/5 Reserved printers 2			
				Q. Sea
Reserved	Printer model 🕇	Printer seat status	Address	Print queues
	🖶 Altec ATP-600			
	🖶 Brother TD-4550DNWB			
	🖶 EPSON L3160 Series			
	🖶 HP Color LaserJet A3/11x17 PCL6 Class Driver			
	🖶 Microsoft IPP Class Driver			
	🖶 Microsoft Print To PDF			
	🖶 Microsoft Print To PDF			
	🖶 Microsoft Shared Fax Driver			



NOTE

To avoid reserving the wrong printers with similar names, read the **Printer model** name carefully.

5. Select which printer to reserve by toggling **Reserved** by your printer.

Reserved	Printer model 🕇	
	🖶 ZEBRA ZD410-300dpi ZPL	
	🖶 ZEBRA ZT410R-600dpi ZPL	



WARNING

If you don't see your printers, follow the link under **Print queues** to download your printer drivers.

Control Center						
Dashboard	License Info	ormation				i.
Documents		Printer seats 3/5				Get more pe
Printers		Reserved printers 2				
생 Users						
	Reserved	Printer model 🕇	Printer seat status	Address	Q. Search Print queues	
		Altec ATP-600	PTIMET Seven adurate	Addres	Print descent	
		Brother TD-4550DNWB				
		EPSON L3160 Series				
		HP Color Laser/et A3/11x17 PCL6 Class Driver				
		Microsoft IPP Class Driver				
		Microsoft Print To PDF				
		Hicrosoft Print To PDF				
		Microsoft Shared Fax Driver				
		Microsoft Shared Fax Driver				
		B Microsoft Software Printer Driver				
		Microsoft XPS Document Writer v4				
		Microsoft XPS Document Writer v4				
		Send to Microsoft OneNote 16 Driver				
	0	Send to Microsoft OpeNate 16 Driver				

Your printer is reserved when you toggle **Reserved** by your printer name.

Reserved	Printer model 1	
	🖶 Altec ATP-600	
	Brother TD-4550DNWB	
	EPSON L3160 Series	
	🖶 HP Color LaserJet A3/11x17 PCL6 Class Driver	
	🖶 Microsoft IPP Class Driver	
	A Microsoft Print To PDF	

You successfully reserved your printers.

Now go to Test printing in Control Center to print a sample label.

1.6. Test printing in Control Center

Test print a sample label using Cloud Print Form to make sure you correctly set up your labeling environment.

1. Go to **Documents > NiceLabel Samples**.

Loftware NiceLabel	NiceLabel Samples	
Control Center	All Files NiceLabel Samples	Partner Samples Recycle Bin
ሰ Dashboard		
🗁 Documents	Root	Name †
Printers		
දිංකී Users		
2.0		
		DB.xlsx
		Hello_world.nlbl
		🗌 🛄 label.nlbl
		Label_layers.nlbl
		Pasta.accdb

2. In your Root folder, find Hello_world.nlbl file.

Control Center		NiceLabel Samples Documents / NiceLabel Samples					
Control Center	All Files NiceLabel Samples	Partner Samples Recycle Bin					
Dashboard							
🗁 Documents	Root	Name 1					
🔒 Printers							
දිංමී Users		Access_Label.nlbl					
		DB.xlsx					
		Hello_world.nlbl					
		abel.nlbl					
		Label_layers.nlbl					
		Pasta.accdb					

3. Right-click on the file name and click **Copy to...**.

		-, ···
Access_Label.nlbl	2/13/2023, 10:18:31 AM	2/13
X DB.xlsx	2/13/2023, 10:18:12 AM	2/1:
Hello_world.nlbl	Copy to	2/1:
📖 label.nlbl	2/13/2023, 10:18:09 AM	2/1:
Label_layers.nlbl	2/13/2023, 10:18:23 AM	2/1:
Pasta.accdb	2/13/2023, 10:18:31 AM	2/13

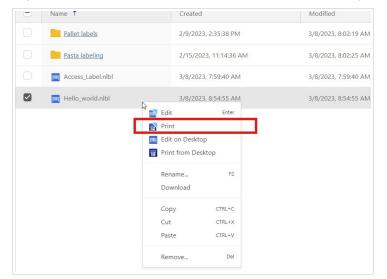
4. The Select Folder window opens. Click Labels , then click Select.

	Q Search
_ Select Folder	
Root	
Database	
Graphics	
Labels	
Overwrite existing files	
	Close Select

5. Go to All Files > Labels.

∎ Loftware NiceLabel	All Files Documents / Labels					
Control Center	All Files NiceLabel Samples Pa	artner Samples Recycle Bin				
Dashboard		New 🔻				
Documents	Root	□ Name ↑				
🔒 Printers	Graphics	Pallet labels				
్డింత్రి Users	🕨 📩 Labels 🖉	Pasta labeling				
		Access_Label.nlbl				
		Hello_world.nlbl				

6. Right-click Hello-world.nlbl. Select Print from the dropdown menu.



7. The Preview and Print window opens. Select your printer. Leave Quantity at 1, and click Print.

abel N	All Files			urskatest3
ienter	Preview and Print (Hello_world.nlbl)			×
ishboard	Variables	Label Preview	◀ Label 1 of 1 ►	Full screen 🔀
ocuments	Enter your own text: Hello World!			
inters	Enter your name: My name			
ers			Hello World! My name	97 186 2010
	Printer ZEBRA ZD410-300dpl ZPL	Quantity 1		Close Print

Your test label prints. Compare the formatting on your printed label to the file on your screen to make sure your test print matches.

You have successfully test printed in Control Center. Now you can print labels from Control Center.

Quick troubleshooting

If your test print failed, or you can't print, try the following:

- Make sure your printer and computer are online.
- Make sure your Designer is installed on the computer you're printing from.
- Make sure the computer you're printing from is connected to Cloud Designer (NiceLabel Cloud).
- Check the **Printing preferences** on the computer you're printing from. Control Center uses printing preferences from the label or from the computer you're printing from.



TIP

If you print label templates on printers from multiple computers, we recommend you use the printing preferences saved in your label template.

You have successfully:

- Set up your printing environment
- · Installed and activated desktop Designer
- · Connected desktop Designer to Control Center
- Test printed from your printer driver, Designer and Cloud Print Form

You can now design your labels in your desktop Designer, store and share labels with other users in Control Center, and print labels.

2. Licensing and Subscription Management

2.1. Licensing

Cloud Designer uses **printer-seat-based licensing**. That means **printer seats** determine how many printers you can print to at a time.

How printer-seat-based licensing works

Control Center tracks the number of printers you use. If you exceed your printer seats, Control Center activates a temporary "grace period". The grace period lasts for 30 days or until you lower the number of printer seats to fit your license. You can still print during the grace period. If you still use more printers than you have printer seats after 30 days, Control Center automatically reduces the number of available printers to match your license.

Printers can take printer seats in two ways:

• **Manually, by reserving printers**. You reserve and unreserve your printers in Control Center. Each reserved printer takes one printer seat. After seven days of no printing, an unreserved printer releases its seat.



TIP

When you **reserve your printers** in Control Center, you secure your limited printer seats for printers, essential to your operations, and make sure you don't go over your printer seats.

You can always unreserve your reserved printers.

• Automatically, by printing. When you print, your printer becomes a "licensed printer" for a period of seven days. After seven days of no printing, a licensed printer automatically releases a printer seat.



WARNING

Each time you print to a different physical or virtual printer, that printer takes one printer seat. That means printing to PDF or XPS counts as a printer seat.

Example of printer seats

There are five available printer seats in this account. That means you can print on five different label printers. Six printer seats are used. One printer is reserved, which means the printer takes a printer seat until someone unreserves them.

Printers			
A You are using	g more printer seats than your license allows: (6/5). Don't worry, you h	ave 30 days to resolve the issue. <u>Read more</u> abou	it managing printers.
License Info	rmation		
License inio	Printer seats 6/5 Reserved printers 5		
Reserved	Printer model 1	Printer seat status	Address
	Altec ATP-600	Used: 21 days ago	TCP/IP: 192.1
	Brother TD-4550DNWB		TCP/IP: 192.1
	🖶 EPSON L3160 Series		WSD-C060D0
	🖶 HP Color LaserJet A3/11x17 PCL6 Class Driver		WSD-F45149
	Hicrosoft IPP Class Driver		WSD-3CFE8C
	🖶 Microsoft Print To PDF		PORTPROMP

How to add printer seats

With Cloud Designer, your number of printer seats is limited with your license. You can see how many printer seats you have in the **License information** section on your **Dashboard**.

Product information	
Account name	
Product edition	
NiceLabel Cloud Designer	
License information	Printers
Printer seats	
6/5	
Partner	
r tner t help for your growing labeling needs.	

You can always upgrade your license if you need more printer seats.

To upgrade your license, contact your Loftware partner or our sales.

2.2. Subscription Management

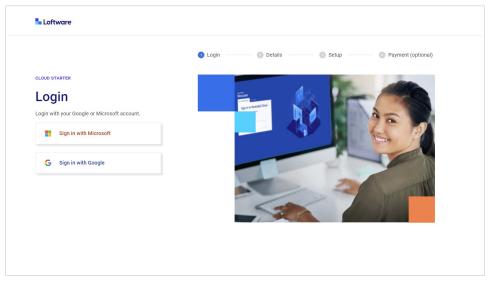
How to get Cloud Designer

To get Cloud Designer, go to the Loftware website. Under **Products** > Labeling, search for Cloud Designer.

NOTE Before you decide to buy Cloud Designer, you can choose a 14-day trial instead.

Either to buy Cloud Designer or to go to trial, use **Checkout**:

1. Log in with your existing Microsoft or Google account.



2. The User and Company information form opens. Type in your missing data, then click Next.

CLOUD STARTER	🕗 Login 🛛 📃 🕢 Details	Setup Agriculture Agricultu	ptional)
Welcome			
User information			
* First name	* Last name	* E-mail @loftware.com	
Company information			
Company information * Country/Region	✓ In case your country is not listed, please, contact u	15.	
	In case your country is not listed, please, contact u DUNS number	15.	
* Country/Region		15.	
* Country/Region		IS. State	
* Country/Region	DUNS number		

3. The **Setup** form opens. Choose how many printer seats you want to purchase. Agree to the **Terms and conditions**, then click **Next**.

LOUD STARTER		🕑 Login	Details	3 Setu	Payment (optiona	I)
Setup						
ou can use Cloud Star	ter free up to 14 Days, with	full access to everything	offered on the plan.			
lumber of printers						
1 printer	\$20.00 / m*	2 printers	\$40.00 / m*	3 printers	\$60.00 / m*	
4 printers	\$80.00 / m*	5 printers	\$100.00 / m*			
Monthly billing price example	15					
ou are buying from you	ır local Loftware partner: F	Pacific Barcode 🥟 🥡				
erms and condition	ons					
I have read and agree	e Terms of use and Privac	y policy.				
					Back Next	

You can always purchase more printer seats later.

With **Setup**, we assign you a Loftware partner. We choose a partner for you based on your geographical location. Contact your Loftware partner when you need support. To change your Loftware partner, click the blue pencil icon. Read more about partners on the Loftware website.

4. The **Payment Settings** page opens. Under **Billing options**, choose between monthly or yearly billing. Check if your data is correct, then click **Pay now**.

OR

You can skip payment, and instead enter a 14 day trial period. To enter the trial period, click **Skip to** trial.

Loftware				
OUD STARTER	🗸 Login	🕜 Details	Setup	Payment (option)
Payment Settings		•		
ou can always skip this step and enter a 14 day	trial period.			
illing options				
		Save 5%		
Monthly \$20.00 / m	Yearly Pay for a full year	\$228.00/y	Summary	
			COMPANY INFO	
ayment options			Company Loftware, 249	Corporate Drive, 03801 Portsmouth
			VAT Number Phone Number	(603) 766-3630
Credit card VISA 📓 🍋	PayPal	PayPal	PARTNER	
			Partner SUBSCRIPTION PLAN	Pacific Barcode
ayment details			No. Of Printers	- 1 · +
* Card number * M	IM/YY * CVV/CVC		PAYMENT	
			Billing Price VAT Ex.	Monthly \$20.00
* Cardholder's name			VAT	\$20.00
			Total	\$20.00 / m
Billing information		~		
 Same as company address 		•		Pay now
			_	
	Back	Skip to trial		

5. You will receive your email invitation to Cloud Designer in about 10 minutes.

Loftware				
	🕑 Login	🕑 Details	🥑 Setup	Payment (optional)
CLOUD STARTER JUST A Few More Minutes! You are almost there! You will receive an email invitation to Loftware Cloud platfor Give us 10 minutes to prepare your account. If you do not receive an email, check your spam folder or contact Loftware support.	m.	4ilin	j)	



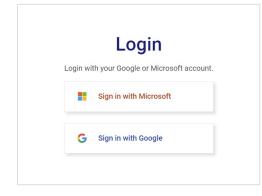
NOTE

If you don't receive an email, check your spam folder. If your email isn't there, contact Loftware support.

Subscription Management portal

The subscription portal is a space for end users, partners, and CAM teams to manage their Cloud Designer subscription.

1. Log in to your **Subscription Management** portal with your Microsoft or Google account.



How to renew payments

To renew your payments, log in to your **Subscription Management** portal.

How to cancel your subscription

To cancel your subscription, log in to your **Subscription Management** portal, or contact your Loftware partner.

3. Dashboard

3.1. About Dashboard

When you sign in and open Control Center from your browser, the **Dashboard** gives you an overview of your Control Center.

	Dashboard				3
Dashboard	- Getting started			Dismiss	🛓 Download Designer
➢ Documents 금 Printers ⅔ Users	Welcome to NiceLabel Cloud! To design out proteinstructure to the second to to the order to the second to the second to the process and helping you would common mistak For additional help, click the help menu located	instructions, guiding you through the setup es.	1:Install and connect Designer Install and connect Designer with Nictabel Cloud account: 2:Connectprintsr Make user your printers are ready for printing. 2:Testeptint your label Testeptint your label from Pocuments: 1004.		Product information 1 Account name Product edition Nectable Cloud Designer License information 6 Ruintes Printer seats 36
	Samples Samples Partner Samples			Documents	ard Partner 6 Get help for your growing labeling needs.
	The Root Getting stand G51		Q Search.	X E E E E Languant Market BIGOLI 2506 Market Antonio Market Bigoli Antonio Market Market Antonio Market Antonio Market Market Antonio Market Market Antonio Market Market Antonio Market Market Antonio Market Market Antonio Market Antonio Market Market Antonio Market Market Antonio Market Antonio Market Market Antonio Market Antonio Market Antonio Market Market Antonio Market Antonio Market Antonio Market Antonio Market Market Antonio Market Antonio Market Antonio Market Antonio Market Antonio Market Antonio Market	
			i 051 i Ado pe ?????? ******************************	Acces_Labelable B 70 X 100 mm	Versor

Your Dashboard is your starting point for:

- 1. Getting Started with onboarding tutorials and test printing.
- 2. Samples, where you can find NiceLabel label samples you can use as label templates.
- 3. Help for additional help resources and onboarding tutorials.
- 4. Product Information, where you can see your Account name and Product edition.



NOTE

For more information on upgrading your Product, contact your Partner.

- 5. License Information with the number of printers you have available (Printer Seats) and reserved.
- 6. The **Partner** section with contact information about your partner.

Use the menu on your left to open other Control Center pages:

1. Documents

- 2. Printers
- 3. Users
- 4. Samples

To **sign out**, click the button with your initials in the top right. Click **Sign out** in the drop down menu.

	(?)
	.com
🖸 Loftware	Subscription Management
Your partner	
→) Sign out	

4. Documents

4.1. About Documents

Documents in Control Center is a web-based shared storage for your label files, database files, graphics, and other files. **Documents** work like Google Drive or similar platforms where you can store and manage your files and folders.

Web storage benefits:

- Store all your labeling files in one place. This way you keep your files accessible to everyone.
- · Centralized storage of your labeling files prevents users from printing older or obsolete labels.
- · Share your labeling files with all Control Center users.
- Print your labels directly from the web.
- · See previews and properties of the label and graphic files.
- Use advanced search for your files and folders.

You can open and edit label templates (.nlb1 files) in your desktop Designer directly from **Documents**. This way you avoid different label variants stored on local computers. All Control Center users see the same label templates. To keep consistency with other labeling files, you can download the files from **Documents**, edit the files on the local computer, and then upload the files back to **Documents**.



NOTE

When you upload your project files (labels, database, and graphics), use a predefined corresponding folder structure: **Labels**, **Graphics**, and **Database**. This way you preserve the database and graphics connectivity to your labels.

You can store almost all types of files in **Documents**, not just NiceLabel file types. For security reasons, you can't store executable files.

Here is the list of supported file types:

- NiceLabel files (nlbl, lbl, nsln, sln, misx, mis, dvv)
- Text database files (txt, dat, csv, sch)
- Excel database files (xls, xlsm, xlsx)
- Access database files (accdb, mdb)
- Graphic files (bmp, jpg, jpeg, jpe, jfif, gif, tif, tiff, png, wmf, emf, ico, pcx, psd, pdf, svg)

- Fonts (ttf, odf)
- XML

Documents User Interface

Loftware NiceLabel Control Center	All Files Documents / Labels 55 All Files NiceLabel Samples	Partner Sam	oles Recycle Bin			0
Dashboard		New	•		Q Search 2	X ≅ Columns III ≡
Documents	Root	-	Name 1	5 Modified	Size	
Printers	Graphics		Etiketa (1).nlbl	2/20/2023, 3:01:52 PM	6.1 KB	Pasta pallet label.nlbl Preview
🖁 Users	Labels 55		Etiketanlbl	2/22/2023, 2:46:31 PM	8.31 KB	 Preview
	▶ <mark></mark> Database		Etiketa2.nlbl	2/20/2023, 2:59:54 PM	3.35 KB	Fom To Linden Gmbh Muster Gmbh Stauderstr 196 Mustermannstraße 75 50132 Köln DE 12345 Musterhausen
	Graphics Labels		GS1-128.nlbl	2/14/2023, 8:34:31 AM	7.93 KB	50832 Köln DE 12345 Musterhausen 550C0 3401234551234567895
	Solutions		ISBN.nlbl	2/14/2023, 8:34:35 AM	4.7 KB	340123451234567895 4012345333336
	🕨 🚞 Tmp		Iabel.nlbl	2/13/2023, 10:33:08 AM	8.99 KB	4512XA
			Pasta pallet label.nibi	2/21/2023, 1:50:08 PM	8.4 KB	
	•	. 0	SSCC.nlbl	2/10/2023, 10:52:06 AM	8.4 KB	
		10	🔲 test label.nlbl	2/20/2023, 3:00:45 PM	6.08 KB	(01)40123453333360(10)45128A
			Variable Measure Products.nlbl	2/14/2023, 8:34:40 AM	155.69 KB	
						(00)340123451234587895 4
						Type NiceLabel label file File size 8.4 KB
						Created 2/10/2023, 2:50 PM
						Modified 2/21/2023, 1:50 PM
						Description -
						Modified by jp
						Path /Labels 55/Pasta pallet label.nlbl 🕑
						Url https://csparentupgrade.onnicelabel.co m:8080/Labels 55/Pasta pallet label.nlb

- 1. Folder list (tree view)
- 2. Search options
- 3. Main tabs
- 4. Document properties and preview pane
- 5. Columns
- 6. Grid view and card view

In Documents, you can:

- Search for files and label data.
- Preview your label and graphics files.
- Move files and folders.
- View file and folder properties.
- Upload and download files.

The default **Documents** view shows three columns: **Name**, **Modified**, and **Size**. You can add or remove columns by clicking the **Columns** button, then select or deselect available columns and click **Apply**.

Loftware NiceLabel Control Center	All Files <u>Documents</u> / <u>Pasta labeling</u> / Labels All Files NiceLabel Samples	Partner Sam	oles Recycle Bin				0	•
Dashboard		New			Q Search		X ¥ Columns	
Documents	Root		Name ↓	Madified	Search.	Size		
🖶 Printers	Graphics		Spaghetti Pallet Label.nlbl	2/23/2023, 9:41:21 AM	Available columns		Labels	1
28 Users	 Pallet labels Pasta labeling 		Spaghetti LabeLnlbl	2/23/2023, 9:40:35 AM	Name Name			
	> Database		💷 Ravioli Label.nlbl	2/23/2023, 9:42:17 AM	Created Modified		Name Labels Type Folder	
	Graphics Labels		Fusilli Label.nlbl	2/23/2023, 9:42:35 AM	Size		Created 2/15/2023, 11:15 AM Modified 2/15/2023, 11:15 AM	
	Tmp				🗌 Туре	Apply	Modified by	
		i						
							Version: 10.3 Dev	(21.3.0.106

4.2. Managing files and folders in Documents

You can manage files and folders in **Documents** in a similar way as in Google Drive or other web based file sharing applications. You can use buttons, context menus (by right-clicking on files or folders), and keyboard shortcuts. Context menus are the most effective way to manage your files. Context menus have dynamic content, based on the file types.

In Documents you can:

- Cut/Copy/Paste files and folders.
- Use a predefined folder structure and also add your own folders and subfolders.
- Upload, download, and delete files and folders.
- Preview your label files, images, and PDF files.
- Search by different file or folder properties.
- Manage deleted files.



NOTE

In **NiceLabel Samples** and **Partner Samples** sections, you can use only **Copy to...** option. You can't delete or cut files. You can copy all files and folders except the Samples' **Root** folder.

Right-click on items to access options. You can also use keyboard shortcuts.

Tabs

At the top of the page, there are four main tabs:

Su Loftware NiceLabel Control Center	All Files Documents / All Files All Files NiceLabel Samples Partner Sample	es Recycle Bin	
Dashboard	Root	New v	
🗁 Documents	Database	Name †	Modified
🖨 Printers	Graphics Table 55	Database	2/9/2023, 2:35:38 PM

- All Files is the default and main page where you manage your files and folders.
- NiceLabel Samples provides you with common label files. You can copy and modify the sample files.
- Partner Samples provides you with label files that are used in your field of industry.
- Recycle Bin contains your deleted files. You can restore or permanently delete your files.

Buttons

• New

You can create folders or upload folders and files in the folder that is selected in a tree view.

Loftware NiceLabel	All Files Documents / Nina test / Labels
Control Center	All Files NiceLabel Samples Partner Samples Recycle Bin
Dashboard	New
🗁 Documents	Root
A Printers	Graphics

Columns:

l Files cuments / Pasta labeling / Label:						
All Files NiceLabel Samples	Partner Sar	mples Recycle Bin				
• Coot	New	2		Q Search		× * Columns #
Database		Name †	Modified	Size Ty	pe Labels	
Graphics Pallet labels		💶 Fusilli Label.nlbl	2/27/2023, 10:31:48 AM	Available columns		5
🕶 🗖 Pasta labeling		🔟 Gemelli Label.nlbl	3/1/2023, 8:06:51 AM	Name		Name Labels
 Database Graphics 		Orzo Label.nlbl	3/1/2023, 8:06:45 AM	Created Modified		Type Folder Created 2/15/2023, 11:15 AM
Labels		Pasta pallet label.nlbl	2/27/2023, 10:18:13 AM	Type		todified 2/15/2023, 11:15 AM iffied by
F Tmp		🔲 Ravioli LabeLnlbl	2/27/2023, 10:18:14 AM		Apply	
		Spaghetti LabeLnlbl	2/27/2023, 10:18:15 AM			

Add or remove columns to modify your view.

• Restore and Delete in Recycle Bin tab:

∎Loftware NiceLabel	Recycle Bin Documents / Recycle Bin	
Control Center	All Files NiceLabel Samples Pa	artner Samples Recycle Bin
ሰ Dashboard	Restore Delete	
🗁 Documents	□ Name ↑	
🖨 Printers		

When you remove your files or folders, they move to **Recycle Bin** tab, where you can restore or permanently delete them.

Card/grid view

		~ —
	Q Search	× 📾 Columns 🎛 🖽
Size	Type GS1-128.nlb	bl
8.31 KB	nlbl 👻 Preview	
3.35 KB	nibi	
7.93 KB	nlbl	PRODUCT
4.7 KB	nlbl	038312345600000018
6.1 KB	nlbl	03831234560087 0001
14.11 KB	nlbl	223344 20.05.16
155.69 KB	nlbl	223344 20.05.16

You can switch between viewing a list of files and folders or viewing thumbnails.

Using Context menus

By right-clicking your folders you get the additional options to:

- Upload files and folders. (You can also upload your files or folders by dragging and dropping them into the pane next to the tree view.)
- Cut, copy, and paste files and folders.
- Remove files and folders. You can later restore removed folders in **Recycle Bin** tab.

By right-clicking your files you get the options to:

- · Rename your files.
- Download files. You can download only one file at a time.
- Copy, cut, and paste your files.
- Remove your files. You can restore removed files in Recycle Bin tab.



NOTE

When pasting files or folders with the same name, files or folders will not be replaced. You can enable the option to overwrite the existing files or folders.

	2/20/2023 3:01:52 P	M	
t t	Upload Files (1)		×
	Pasta pallet label.nlbl /Labels/Pallet labels/Pasta pallet label.nlbl		5.74 KB
_			
			_
_			_
	Overwrite existing files		
		Close	Upload

By right-clicking your label files, you get the additional options to:

- Edit your labels on your desktop Designer.
- Print from Desktop. NiceLabel Print application opens where you can print labels.
- Print your label files from Cloud Print Form.



NOTE

NiceLabel V6 label files (.lbl) are not supported anymore. Control Center treats V6 label files as unknown formats. You can still open, edit, and print V6 label files in the latest desktop Designer.

Keyboard shortcuts in Documents

Keyboard shortcuts are mostly the same as in other Windows applications or Google docs:

Action	Press
Select all	Ctrl+A
(Selects the first 50 items unless you scroll down to display more).	
Сору	Ctrl+C
Paste	Ctrl+V

Action	Press
Cut	Ctrl+X
Move selection up	Î
Move selection down	\downarrow
Add an upper item to the selection	Shift+ĵ
Remove an upper item from the selection	
Add a lower item to the selection	Shift+↓
Remove a lower item from the selection	
Deselect all items	Esc
Select a range of items	Drag mouse
Delete file or folder	Delete
Rename	F2
Edit label	Enter

4.3. Searching for files and label data

Searching in **Documents** works like searching in your file explorer. You can search the folder that is currently opened in the main pane. If you want to search the whole **Documents**, go to the **Root** folder.

Partial search is enabled by default. For example, when you enter the word *lab*, your result includes *label* and *laboratory*. To disable partial search, enter your keyword inside quotes, for example, *"lab"*.

Advanced search for label content includes:

- File name.
- The description you entered when designing labels with desktop Designer in Label Properties > Info.
- Printer name.
- The object name you defined when designing labels with desktop Designer in Object Properties > General tab.
- Object content, for example, fixed texts.
- Variable name
- Variable default value (Provisional value in variable properties).

To open the Advanced search window, click the icon right to the Search field.

٩	Search		×	ŝŝŝ	Columns

4.4. Previewing label and graphic files

You can preview your label files directly in the **Documents** without opening your labels in the desktop Designer.

To see a preview of your label, graphic, or PDF Files, select your file. The preview appears on the right side of your browser.

N	ew 🔻			Q Search			X 😤 Columns	s
=	Na	me 1	Modified		Size	Туре	Pasta pallet label.nlbl	
	III	1000a0a17124000	2/20/2023, 3:01:52 PM		6.1 KB	nlbl	+ Preview	
	III	-584.04.000	2/16/2023, 3:12:53 PM		6.1 KB	nlbl	From To	
	(III)	1004042-000	2/20/2023, 2:59:54 PM		3.35 KB	nlbl	Linden Gmbh Muster Gmbh Stauderstr 196 Mustermannstra 50832 Köln DE 12345 Muste	
	(III)	1011111000000	2/14/2023, 8:34:31 AM		7.93 KB	nlbl	34012345123456	7895
	IIII	10001-000	2/14/2023, 8:34:35 AM		4.7 KB	nlbl	4012345333336	
C	III		2/13/2023, 10:33:08 AM	И	8.99 KB	nlbl	4512XA	
. 🖸		Pasta pallet label.nlbl	2/21/2023, 1:50:08 PM		8.4 KB	nlbl		
	III	10000-0000	2/10/2023, 10:52:06 AM	И	8.4 KB	nlbl		
	ĮЩ	10.011000000000000000000000000000000000	2/20/2023, 3:00:45 PM		6.08 KB	nlbl	(01)40123453333360(10)4512XA	
	[111	nanakir/Alasson/Traisets.dill	2/14/2023, 8:34:40 AM		155.69 KB	nlbl	(00)340123451234567895	

You can preview graphic files with extensions .bmp, .png, .jpeg, .gif, .tif, .wmf, and .emf.

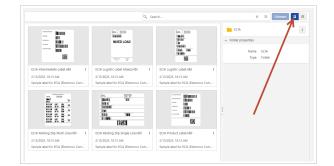


NOTE

When you select a double-sided label, the preview shows only the front side. To see both sides, right-click the label file, then click **Print** from the context menu. The **Preview and Print** window opens with a print preview of both sides of your label.

Use the icons in the top right corner to switch between the thumbnail and list view of your files and folders.

Name 1	Modified	Size	Type	
	moning		(Jba	ECIA
ECIA Intermediate LabeLnibi	2/13/2023, 10:13:02 AM	7.56 KB	nibi	+ Folder properties
ECIA Logistic Label Mixed.nlbl	2/13/2023, 10:13:04 AM	8.38 KB	nibi	Name ECIA
ECIA Logistic Label.nlbl	2/13/2023, 10:13:06 AM	9.65 KB	nibi	Type Folder
🧮 ECIA Packing Slip Multi Line.nlbl	2/13/2023, 10:13:08 AM	20.36 KB	nibi	
ECIA Packing Slip Single Line.nlbl	2/13/2023, 10:13:11 AM	10.83 KB	nibi	
ECIA Product LabeLnibi	2/13/2023, 10:13:13 AM	7.75 KB	nibi	



The default list view and thumbnail view

With .nlbl files, the thumbnail view shows label previews. With other types of files, you can see only file icons.



NOTE

Control Center generates label previews using the installed printer on your Control Center. If the printer does not exist, Control Center uses a virtual printer instead.

To get the exact label preview with inserted data sources, right-click your label file, then click **Print** in the context menu.

	New v				
ving - 61	•	Name 🕇			Modified
	\Box	📖 Blackcatpast	a_spaghetti.nlbl		3/10/2023, 10:29:26 /
		🛄 GS1 label.n	- Edit	Enter	3/10/2023, 10:31:37 /
(- 6162	\Box	וווון PAS501.nlb	📄 Print		3/10/2023, 10:31:50 /
0102			Edit on Deskto	op	
			Frint from De	sktop	
2 6162			Rename	F2	
reated - (Download		
			Сору	CTRL+C	
			Cut	CTRL+X	
			Paste	CTRL+V	
4			Remove	Del	
I					

A Cloud Print Form opens. Use the Cloud Print Form to select the database records and enter prompt variable values.

Getting File properties

You can see the **File properties** section on the right side of your browser, under the **Preview** section.

NiceLabel	All Files Documents / Pasta labeling / Label	łs				urskatest3 🕐
	All Files NiceLabel Samples	Partner Samples Recycle Bin				
Dashboard	Root	New ¥	Q, Searc	h		X 🕸 Columns 👪
Documents	Database	Name †	Modified	Size	Туре	Pasta pallet label.nlbl
Printers	Graphics	Fusilli Label.nlbl	2/27/2023, 10:31:48 AM	14.11 KB	nibi	· Preview
Users	Pallet labels	Pasta pallet label.nlbl	2/27/2023, 10:18:13 AM	8.4 KB	nibi	* Prevew
	Database Graphics	Ravioli LabeLnIbl	2/27/2023, 10:18:14 AM	14.11 KB	nibi	From To Linden Gmbh Muster Gmbh Stauderstr 196 Mustermannstraße 75 50832 Köln DE 12345 Musterhausen
	Labels	Spaghetti Labelrihbi	2/27/2823, 10:18:15 AM	14.11 KB	nibi	340123451234567895 4012345333336 45512XA
						Type Nicetabel fabel file Dimensions 14.0 X 10.5 cm File size 8.4 X8 Created 2/10/2022.250 PM Modified 2/2/072022.10318.AM Description - Modified by jim excom Path (Pasta bibeling/Labels/Pasta pathet bibeling/Labels/Pasta labeling/Labels/Pasta labeling/Labels/Pasta labeling/Labels/Pasta

You can only select one file at a time to see its properties.

You can obtain file properties, such as:

- File name
- File type
- File size
- · Creation and modification date
- · Name of the last user that modified the file

4.5. Moving files and folders



WARNING

When moving files and folders, be careful to preserve folder structure in case your labels are connected to databases or graphic files. See the knowledge base article about project folders, see paragraph Level 4 in the Solution section.

To move a file to a different folder, do the following:

1. Select the file or folder you want to move.



NOTE

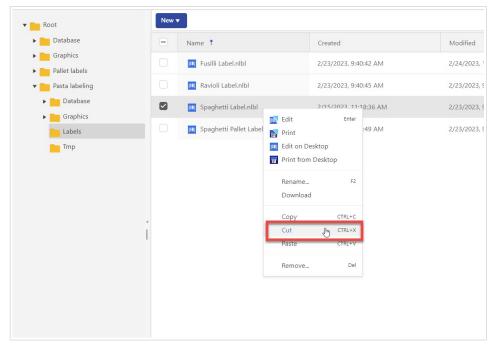
You can also select multiple files and folders for moving. When you select folders, all the content is moved (subfolders and files).



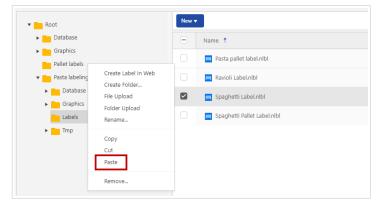
NOTE

You can't move files from **NiceLabel Samples** and **Partner Samples** sections, but you can copy them.

2. Right-click on the file to open the context menu and click Cut.



3. Right-click the folder where you want to move the file, then click Paste.



Refresh your Control Center page to check the new file and folder structure.

4.6. Accessing files

Accessing files using your browser

You can use Control Center Web interface to interact with files inside the **Documents** storage. This is the access method if you want to grant access to **Documents** storage to users, connecting from external locations (such as the Internet). In this case, make sure that your firewall allows inbound connections to the Control Center.



NOTE

If you have desktop Designer locally installed, double-click the label (.NLBL) file, then click **Open in NiceLabel Designer**.

Direct file access

You can access your files stored in **Documents** directly from your browser. Here is the syntax:

https://designer.onnicelabel.com:8080/folder/label.nlbl

5. Printers

5.1. Managing printers in Control Center

Control Center gives you an overview of your printers, printer statuses, and print queues.



NOTE

See Getting Started for Installing Printer Drivers on your local computer, and Reserving Your Printers.

The Printers interface

Dashboard Documents Printers Users	cicense Informati	Printer seats 2/4 1 Printer seats 2/4 1 Printer model 1 6 © EXPLOIN SUP-TX220 - - © CAS AL3 - 3000P1 - - © CAS SQUEX CB 3000P1 P - -	Printer stat status	Address CoN3; (SH-WR155) LIPT: (DESITOP-LSETING) LIPT: (DESITOP-LSETING)	Learningse Get more printer + 2 Get more printer + 2 Get more printer + 2 Search. Columns Print queues S-SUVMESSLOFTWAREINC.COM (BIOCION SUP-TX220) DESITIOP-LSGTINKSLOFTWAREINC.COM (CAB 42.3 2000P) DESITIOP-LSGTINKSLOFTWAREINC.COM (CAB 42.3 2000P)
Documents Printers Vuers	-	Printer model 1 B IBOULON SUP-7X220 C AS AA3 - 3000091	Printer seat status	COM3: (SI-UWEISS) LPT1: (DESKTOP-LS6TNKS)	Q. Search Print gueses S-UWESSLOFTWAREINC.COM (BOXLON SLP-TX220) DESKTOP-LSGTWSSLOFTWAREINC.COM (CAB A4.3 + 3000P)
Dusers	-	BIXOLON SLP-TX220	Printer seat status	COM3: (SI-UWEISS) LPT1: (DESKTOP-LS6TNKS)	Print queues 8 S-UWESSLOFTWAREINCCOM (BROLON SLP-TX220) DESKTOP-L56TNISLOFTWAREINCCOM (CAB 44.3 + 300DP)
j Users	-	BIXOLON SLP-TX220	Printer seat status	COM3: (SI-UWEISS) LPT1: (DESKTOP-LS6TNKS)	Print queues 8 S-UWESSLOFTWAREINCCOM (BROLON SLP-TX220) DESKTOP-L56TNISLOFTWAREINCCOM (CAB 44.3 + 300DP)
		BIXOLON SLP-TX220	Printer seat status	COM3: (SI-UWEISS) LPT1: (DESKTOP-LS6TNKS)	B B Init queues B SI-UWESSLOFTWAREINC COM (BIOLON SLP-T/220) DESKTOP-L56TNKSLOFTWAREINC COM (CAB 44.3 + 300DP)
		🖨 CAB A4.3+ 300DPI		LPT1: (DESKTOP-LS6TNKS)	A DESKTOP-L56TNKS.LOFTWAREINC.COM (CAB A4.3+ 300DPI)
		CAB SQUIX 6.3 300DPI P		LPT1: (DESKTOP-L56TNKS)	A DECKTOR LESTING LOCTIMATING CONVCAR COLUMN 2 2 202001 PM
0					CERTOP-COTIVICS.COPTIVAREINC.COM (CAB SQUIX 6.3 300DPLP)
		🖶 Domino M230i T60/Right 300dpi		COM1: (SI-UWEISS)	A SI-UWEISS.LOFTWAREINC.COM (Domino M230i T60/Right 300dpi)
0		🖶 Epson Stylus Photo R3000		USB002 (DESKTOP-L56TNKS)	A DESKTOP-L56TNKS.LOFTWAREINC.COM (Epson Stylus Photo R3000)
0		🖶 HP LaserJet 1018		USB001 (DESKTOP-L56TNKS)	▲ DESKTOP-L56TNKS.LOFTWAREINC.COM (HP LaserJet 1018)
0		HAX CPM-200E		LPT1: (DESKTOP-L56TNKS)	▲ DESKTOP-L56TNKS.LOFTWAREINC.COM (MAX CPM-200E)
0		Microsoft Print To PDF		PORTPROMPT: (SI-UWEISS)	A SI-UWEISS.LOFTWAREINC.COM (Microsoft Print to PDF)
0		Microsoft Print To PDF		PORTPROMPT: (DESKTOP-L56TNKS)	A DESKTOP-L56TNKS.LOFTWAREINC.COM (Microsoft Print to PDF)
0		🖨 Microsoft Shared Fax Driver		SHRFAX: (SI-UWEISS)	A SI-UWEISS.LOFTWAREINC.COM (Fax)
0		🖶 Microsoft Shared Fax Driver		SHRFAX: (DESKTOP-L56TNKS)	A DESKTOP-L56TNKS.LOFTWAREINC.COM (Fax)
0		B Microsoft Software Printer Driver		MICROSOFT.OFFICE.ONENOTE_16001.14326.21146.0_X648WEKYB3D 1-5-21-976382533-934415647-922709458-23700 (DESKTOP-L56TNKS)	A DESKTOP-L56TNKSLOFTWAREINC.COM (OneNote for Windows 10)
		B Microsoft XPS Document Writer v4		PORTPROMPT: (SI-UWEISS)	A SI-UWEISS.LOFTWAREINC.COM (Microsoft XPS Document Writer)
		B Microsoft XPS Document Writer v4		PORTPROMPT: (DESKTOP-L56TNKS)	A DESKTOP-L56TNKS.LOFTWAREINC.COM (Microsoft XPS Document
					Version: 10.3 Dev (21.3.0

The Printers page includes a License information section and a Printers section:

1. Under License information, you can see the number of **Printers seats** you have available on your license, and how many of those seats are taken.



IMPORTANT

Your printers take printer seats when you print to a different physical or virtual printer, or when you reserve printers.

Control Center purges unused printers after seven days from your list of printers. For more on how printer-seat-based licensing works, see the Licensing article.

- 2. Click **Get more printers** if you want more printer seats. The button takes you to subscription management. Our sales department can provide you with an upgrade to your license. See the Printer-based Licensing video on our help site.
- 3. Click Learn more to visit NiceLabel Help center.
- 4. In the **Reserved** column, you can change the status of your printers (reserved on unreserved).



NOTE

Reserved printers have a seat license bound to them and are always available for printing jobs.



IMPORTANT

A reserved printer takes a printer seat even if it is not used. The reserved printer seat becomes available when you unreserve that printer and the printer has not been used for the past 7 days.

5. In the **Printer model** column, you can see the manufacturer's printer name. Users cannot change this hard-coded name.



NOTE

The default **Printers** table view is sorted by the **Printer model** column from A-Z. To change the order in any column to Z-A (or back to A-Z), click the column header.

	<u></u>
Pri	nter model 1
8	BIXOLON SLP-TX220
8	CAB A4.3+ 300DPI
8	CAB SQUIX 6.3 300DPI P
8	Domino M230i T60/Right 300dpi

- 6. In the **Printer seat status**, you can see when the printer was last used.
- 7. In the **Address** column, you can see the TCP/IP address of network printers, the computer name and printer name of shared printers, or the port name and computer name of locally connected printers.
- 8. In the **Print queues** column, you can see your printer's spooled print jobs and the name of your print queue. Users can change the name of the print queues in printer settings on their computers.



NOTE

A print queue is a holding area for storing spooled print jobs. Each computer has a print queue per printer. If more than one users use a printer, that printer has as many print queues as there are computers.

9. If you're missing printer drivers, click the link for instructions on installing printer drivers.

By default, you can see all five columns in the **Printers** section. To hide any of the columns, click **Columns** and select which columns you wish to have displayed. Then click **Apply**.

Q Search	
ieues	Available columns
WEISS.LOFTWAREINC.COI	Reserved
MISSON.LOFTWAREINC.C	Printer model
(TOP-L56TNKS.LOFTWAR	 Printer seat status Address
<pre><top-l56tnks.loftwar< pre=""></top-l56tnks.loftwar<></pre>	Print queues
WEISS.LOFTWAREINC.COI	
<pre><top-l56tnks.loftwar< pre=""></top-l56tnks.loftwar<></pre>	
MISSON.LOFTWAREINC.C	
(TOP-L56TNKS.LOFTWAR	
MISSON.LOFTWAREINC.C	
MISSON.LOFTWAREINC.C	

6. Users

6.1. About Users

The Users page shows an overview of your users and their last login.

Loftware NiceLabel ontrol Center	Users				0
	Invite user Remove				Q Search
Dashboard	Name	Email	Last login	Description	Status
Documents	Administrator	scom	41 minutes ago		Active
Printers			2 days ago	Technical Writer	Active
🖁 Users	lohn Doe			Warehouse print operator	Not signed up
		com	17 seconds ago		Active
		.com	30 days ago	custom description	Active

Control Center users:

- Store and share label designs.
- Print labels.
- Have access to sample labels.

All Control Center users have access to all Control Center resources and features.



NOTE

To enable user access management, upgrade to a higher version of Cloud Designer. To find out more, contact your Loftware partner or Loftware sales.

You invite new Control Center users to Control Center with an email invitation.

See Inviting Users to Control Center.

6.2. Inviting and removing users in Control Center

New users can only access Control Center when you add them as users in Control Center and send them an email invitation.

You can invite users with company or private email addresses to Control Center.

1. Go to Users.



2. Click Invite users.

Verte tarr Renore Name Administrator	[mal	Last login 1 days ago 11 minutes ago Just now 11 daya ago	Description	C search. Sotur Active Active Active Active	
Administrator		1 days ago 11 minutes ago Just now		Active Active Active	
		11 minutes ago Just now		Active	
0 -		Just now		Active	
The second se					
•		11 daya ago		Active	
				Þ	
H 4 1 ⊨ H 20 ▼ İtems	is per page				1 - 4 of 4
	м 4 1 э м 20 т iter	H 4 1 + H 20 T Items per page	м < 1 > м 20 V Rems per page	N < 1 > N 20 V Jame per page	м « 1 » м 20 х hem per page

3. The **User information** form opens.

Loftware NiceLabel	Users Users / Invite User	þ	0
Control Center	Invite User		Cancel Invite
 Dashboard Documents 	User information		
Printers	Name		
్లిజి Users	Email		
	Message		
	Custom description		
		<i>n</i>	
			Version: 10.3 Dev (21.3.0.10635)

- Under Name, put in the user's name.
- Under Email, put in the user's email address.



WARNING

Make sure to type in the email address correctly. If the email isn't correct, you will not receive any notification about the invite not being delivered. After sending the invite to the user, you can't edit this field.

- Under Message, type your message. The user will receive your message in your invitation mail.
- Under **Custom description**, type in the user's role, for example, Warehouse print operator. You can edit this field later on.

Users Users / Invite User		0
Invite User		Cancel Invite
User information		
Name	John Doe	
Email	john.doe@pastacompany.com	
Message	Hi, John, Tm sending you an invite to the Control Center.	
Custom description	Warehouse print operator	



TIP

The **Custom description** is a useful way to keep track of your users and their roles, especially when there are a lot of users. If you have trouble coming up with a description, think about how the user is connected with your labeling process.

4. Check your data, then click **Invite**. Control Center sends the invitation email to the user you added. When the user accepts your invite, his status will change from **Not signed up** to **Active**.

sers	s				urskatest3 🕐
Invite	e user Remove			٩	Search Fi
	Name	Email	Last login	Description	Status
	Administrator		1 days ago		Active
			1 hours ago		Active
	John Doe			Warehouse print operator	Not signed up
	-		57 minutes ago		Active
		ξ.	11 days ago		Active

To remove a user, select the user and click **Delete**.

Invite user Remove	
- Name	Email
Administrator	
John Doe	
0	

7. Samples

7.1. About Samples

In Samples, you can find the most common label templates.

Especially if this is the first time you deal with labels, use sample labels to:

- Learn what labels should look like.
- · Learn what elements labels are they made of.
- Learn to design your own labels.
- Learn desktop Designer.
- Copy the samples to your own folder, and modify them for your needs instead of creating new label templates from scratch.

Samples in Control Center

Lottwore NiceLabel Control Center	Dashboard				
Dashboard	✓ Getting started			Dismiss	🛓 Download Designer
Documents	Welcome to NiceLabel Cloud!		Install and connect Designer Install and connect Designer with Niceb	tabel-Cloud-account:	
🖨 Printers	To design and print labels, it is essential to se Our onboarding tutorials provide step-by-step i process and helping you avoid common mistak	nstructions, guiding you through the setup	2. Connect printers		Product information
දිදු Users	For additional help, click the help menu located		Make sure your printers are ready for pr S-Test-print your label Test-print your label Test-print your label from Documents: 100%	rinting.	Account name Product edition NiceLabel Cloud Designer
					License information Printer seats
	Samples NiceLabel Samples Partner Samples			Documents	3/5 Partner Get help for your growing labeling needs.
	Root Getting started		Q Search	× 🕸 🗉 🗉	
	Gotting started			Legani Picto I 6 BIGOLI 250G	
		Getting started	I <u>651</u> I	Access_LabeLnIbl : 70 X 100 mm	
5		X	Altop pie 2727222 PDD: unawerse PDD: unawerse P	Entert Later Hammer Terrare Annual State Stat	

You can find an overview of samples on your **Dashboard** in Control Center.

You can't print from the **Samples** folder, but you can copy the sample label file into **All files**, and edit the copied sample files in the desktop Designer.

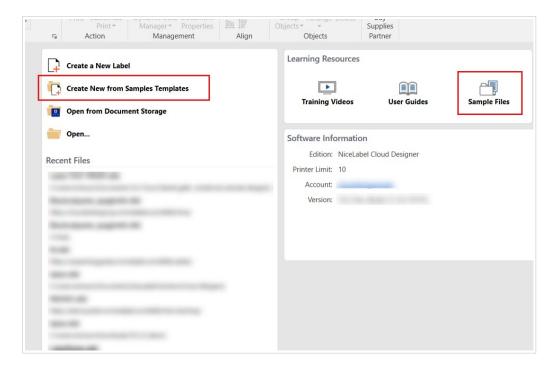
Choose between **NiceLabel samples** and **Partner samples**. All users have access to **NiceLabel samples**, but **Partner samples** are an optional feature. To find out more about **Partner samples**, contact your Loftware partner.

You can also find **Sample files** in **Documents**.

Loftware NiceLabel Control Center	NiceLabel Samples Documents / NiceLabel Samples / NiceLabel	Samples			
	All Files NiceLabel Samples Part	ner Sampl	es Recycle Bin		
Dashboard	🔻 🛅 Root			Q Search	
🗁 Documents	Getting started		Name †		Size
🔒 Printers	▶ G 51		Getting started		
ි _{ළුම්} Users					
			651		
			Ccess_Label.nlbl		5.74 KB
			X DB.xlsx		17.83 KB
			III label.nlbl		8.99 KB
			III Label_layers.nlbl		6.18 KB
			Pasta.accdb		460 KB
		1			

Samples in desktop Designer

In desktop Designer, you can create your own labels using samples instead of starting from a blank template.



8. Desktop Designer

8.1. About desktop Designer

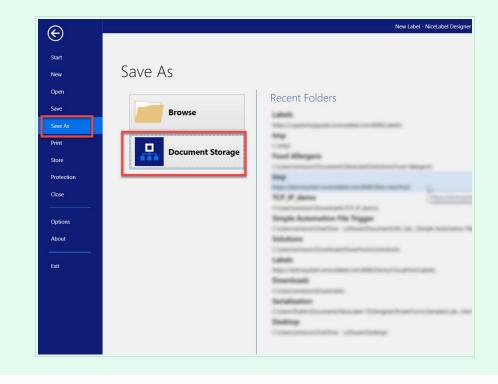
Desktop Designer (NiceLabel Designer Pro 10) enables you to design label templates that include fixed objects and dynamic data sources, that you can connect to texts, barcodes, and pictures.

See Designer Pro User Guide for instructions on the desktop Designer.



TIP

To share your files with your team, save your label designs to Control Center. Use the **Document Storage** option when saving your labels.



9. Printing

9.1. Printing labels

You can print your labels in four ways:

 From Cloud Print form. Print your labels directly from your browser, without running your desktop Designer. Go to Control Center. In Documents, right-click your label file, then click Print in the context menu.

	New 🔻				
ving - 61	-	Name 🕇			Modified
		📖 Blackcatpasta	_spaghetti.nlbl		3/10/2023, 10:29:26
		📖 GS1 label.n	脉 Edit	Enter	3/10/2023, 10:31:37
(- 6162		MAS501.nlb	Print 📄		3/10/2023, 10:31:50
0102			🔲 Edit on Deskto		
			Print from Des	ktop	
2 6162			Rename	F2	
reated - (Download		
			Сору	CTRL+C	
			Cut	CTRL+X	
			Paste	CTRL+V	
٠			Remove	Del	

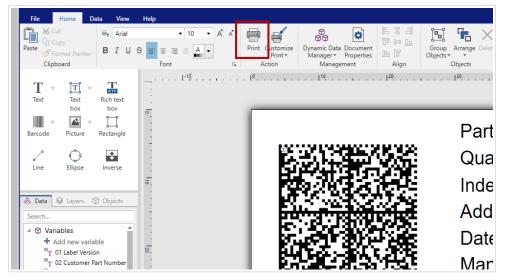
See the next topic for detailed instructions about printing from Cloud Print Form.

 If you face some limitations with printing in Cloud Print Form, you can print from Control Center to your desktop Designer. In Control Center>Documents, right-click your label file, then click Print from Desktop in the context menu.

	New v	2			
ving - 61	-	Name 🕇			Modified
		🛄 Blackcatpasta_spa	ighetti.nlbl		3/10/2023, 10:29:26 /
		GS1 label.n	Edit	Enter	3/10/2023, 10:31:37 /
(- 6162 2 6162 reated - (PASSO1.nlb 🛐	Print Edit on Deskto Print from Des Rename Download	p	3/10/2023, 10:31:50 /
			Copy Cut Paste	CTRL+C CTRL+X CTRL+V	
1			Remove	Del	

NiceLabel Print application opens where you can print your labels.

• Directly from your **desktop Designer**. You can print labels stored locally on your computer. Open your label in the desktop Designer, then click the **Print** icon to open the default print form.



See the printing instructions in NiceLabel Designer User Guide.

· From a desktop application NiceLabel Print.

When you install your desktop Designer, NiceLabel Print and the corresponding desktop icon also install on your computer. NiceLabel Print is an application for fast and easy printing. It eliminates the need for opening labels in the desktop Designer.

See more information in NiceLabel User Guide.

9.2. Cloud Print Form

With Cloud Print Form you can print your labels directly from the **Documents** in your Control Center. Cloud Print Form is similar to the default print form in the desktop Designer.

You can print to printers connected to the computers with NiceLabel installed. NiceLabel clients must be connected to your Control Center.

If you don't see your printers, make sure your printers are online.

Cloud Print Form

riables				Label Preview	4 Label 1	of 10 🕨	3
	ProdID	PAS09			Product	ID P	ackage quantity
2	PackageQTY	б		Long pasta	PAS	09	6
-	Category	Long pasta			SFOG.LA	SACNE	
					50G-CAR		
					asta are often rolled his can be done by nically.	flat 8 ¹⁰ 012666	+ 52.60% -
.accdb	5	Pasta.ProductiD	Pasta.CodeEAN	and then cut. T	his can be done by	flat	+ 52.60% -
	•	Pasta.ProductiD EMF024	Pasta.CodeEAN 8021228820029	and then cut. T hand or mecha	his can be done by nically.	8 0 1 2 6 6 6	

- 1. Your label name.
- 2. Variables edit fields. You can manually insert label variable values.
- 3. Label preview navigation. All labels, including identical copies, are displayed.
- 4. Full-screen button. You can exit the full-screen mode by pressing the <Esc> key.
- 5. Zoom navigation with Fit to window button.
- 6. Database record selection with identical copies values.
- 7. **Printer** selection and **Quantity** value. Quantity value multiplies **Copies** values in the database selection. For example, if the **Copies** value equals 3 and the **Quantity** value equals 4, the printer will print 12 labels.



NOTE

Your Cloud Print Form user interface can be different if you don't use prompt variables or databases on your labels.



IMPORTANT

Cloud Print Form is also intended for verifying the content and layouts of your labels. With the current release, Cloud Print Form has the following limitations:

- You can use only one database connection.
- Your database can have up to 5000 records.
- You can print up to 1000 labels at a time.
- You can preview 10 database records at a time.
- You can't print labels if the data size of selected database records exceeds 1024KB.
- Label Reports are not supported.
- If you use stocks, only the first label on the sheet will print.
- If you use the header and/or tail labels, only the main label will print.
- You can't print to PDF, XPS, or similar printers where you are prompted to enter the filename of the print output.

To avoid limitations, you can print from your desktop Designer. For printing labels with desktop Designer, follow the instructions on NiceLabel Help Center.

To print your labels from Cloud Print Form:

- 1. Go to the **Documents** page in your Control Center.
- 2. Navigate to the label file that you want to print. You can select only one label at a time.
- 3. Right-click your label file, then click **Print**. The **Preview and Print** window opens.
- 4. If your label contains prompt variables, you can manually enter variable values on the left side of the window. With variables marked with a star sign (*), values are required. If the variable value doesn't apply to **Input rules** (for example variable value exceeds the maximum length), Cloud Print Form displays a warning.
- 5. If your label is connected to a database, you can select records and quantities to print at the bottom of the window.
- 6. Before printing, make sure to select the correct printer. The printer selection drop-down menu is located in the bottom left corner of the printing form. Verify also the printing quantity.



NOTE

Control Center connects to all printers of all users with desktop Designer installed and connected. The printer list displays printers in alphanumeric order, together with computer names.

The printer that is assigned to your label is not automatically selected.

Your printer list shows also offline printers. When trying to print, Control Center displays an error message.

7. **Print** all the selected labels.



TIP

Consider using printer preferences saved in your labels.



NOTE

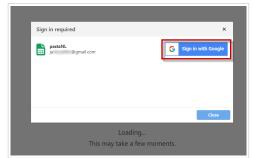
You can also print labels, connected to Google Sheets or Microsoft OneDrive Excel, but you must log in with your Google or Microsoft account for each database connection. See the next topic for the details.

9.3. Connecting to Google Sheets and Microsoft OneDrive Excel databases in Cloud Print Form

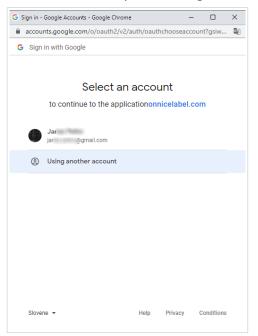
You created your labels in your Designer with connections to your Google Sheets or Microsoft OneDrive Excel databases. Then you uploaded your labels to the **Documents**. When you try to print the labels from Cloud Print Form, the form prompts you to sign in. The sign in procedure is similar to the desktop Designer's procedure when you connected your label design to Google Sheets or Microsoft OneDrive Excel database.

9.3.1. Signing in to Google Sheets

1. After you right-click your label and select **Print** from the context menu, the Sign in window opens.

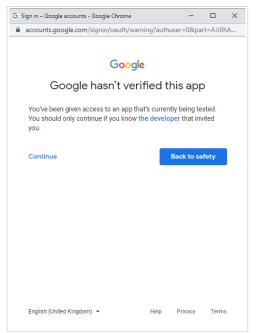


2. Your web browser opens with Sign in with Google options.



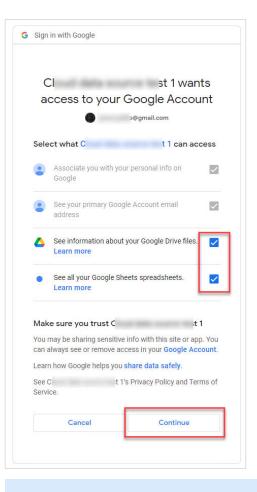
Click your account to log in.

3. If your organization approves connecting to Google Sheets, click Continue.



- 4. A new window with options to access your Google Account opens. Select both options:
 - See information about your Google Drive files.
 - See all your Google Sheets spreadsheets.

Then click Continue.



NOTE

If you previously made connections to some other Google Sheets or you printed from another browser, the following window opens:

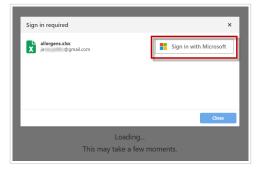
	accounts.google.com/signin/oauth/v2/consentsummary?authuser
G	Sign in with Google
	onnicelabel.com wants additional access to your Google Account
	 onnicelabel.com already has some access See the 1 service to which onnicelabel.com has some access.
	Make sure that you trust onnicelabel.com
	You may be sharing sensitive info with this site or app. You can always see or remove access in your Google Account .
	Learn how Google helps you share data safely.
	See onnicelabel.com's privacy policy and Terms of Service.
	Cancel Continue
	ck Continue.

5. Confirmation icon about successful sign in appears. After you close the confirmation window, Cloud Print Form with your label opens.

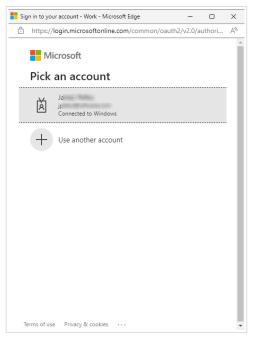
Sign in required	×
pastaNL jar ©gmail.com	
	Close
Loading	
This may take a few moments.	

9.3.2. Signing in to Excel (Microsoft OneDrive)

1. After you right-click your label and select **Print** from the context menu, the Sign in window opens.



2. Your web browser with your Microsoft account options opens.

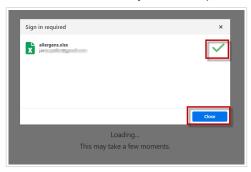




NOTE

Microsoft will require additional authentication if you are logging in for the first time from this computer. Follow the Microsoft wizard.

3. Confirmation icon about successful sign in appears. After you close the confirmation window, Cloud Print Form with your label opens.



10. Troubleshooting

10.1. Troubleshooting Cloud Designer

This topic covers the most common issues with managing your labeling files and folders, printing your labels, or managing users. Click the link with the issue description to jump to the topic with the proposed solution.

Issues with managing files and folders in Documents:

- · The label preview is not accurate. Some label objects have the wrong or empty content.
- I can't see my files or folders in **Documents**.
- I can't see all the columns.
- · I can't see the thumbnails of my graphics.

Issues with printers, printing, and designing labels:

- I can't see my printers.
- My labels don't print.
- I get a warning that I'm using too many printers.
- I can't open my desktop Designer.

Issues with managing Users:

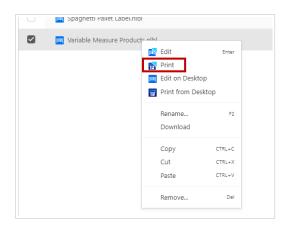
- The user didn't get the invitation email and the user's status is Not signed up.
- The user is no longer listed in Control Center.

If you can't find the solution to your Cloud Designer issues, check user guides and knowledge base articles on our help page or contact our support.

10.2. The label preview is not accurate

The label preview shows your label design including objects with fixed or variable data. Variable data can include provisional values that you defined in Designer in variable properties. If you didn't define provisional values in the label design, variable values are empty and don't show in the label preview.

To get the label preview with the correct variable data, right-click the label file, then click **Print** to open Cloud Print Form and enter variable values or select database record.



10.3. I can't see my files or folders in Documents in Control Center

All Cloud Designer users have administrative rights and can manage all files or folders in Control Center.

If you can't see some of your files or folders in Documents:

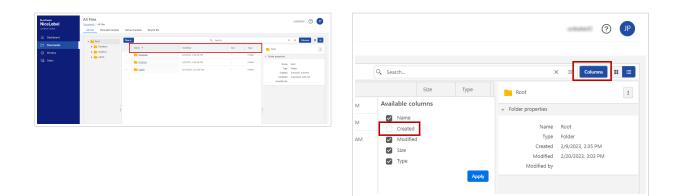
- Someone moved your files or folders to some other folder. Use the Search option to locate your files or folders.
- Someone deleted your files or folders. Search the Recycle Bin, select your files or folders, then click Restore.



• Someone permanently deleted your files or folders. You can't restore permanently deleted items. Reupload your files or folders from your local computer.

10.4. I can't see all the columns in Control Center

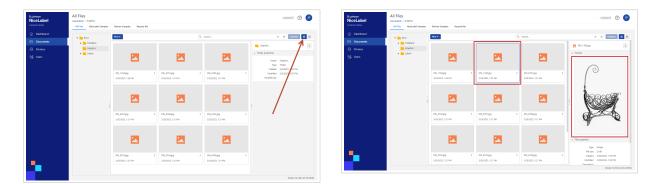
Only the default columns are enabled on Control Center pages. Click the **Columns** button to open the **Available columns** window, and enable or disable columns.



10.5. I can't see the thumbnails of my graphics in Control Center

When you switch your **Documents** view to thumbnails, you can see label previews, but not picture previews.

Picture preview is not supported in thumbnail view in Control Center. But you can click on a picture file and you will see the preview on the right side of your browser.



10.6. I can't see my printers in Control Center

You connected printers to your computers or network, but you can't see your printers in Control Center.

First, see Setting up your printers.

Check if your printers are installed

For printers to work, they need to connect to your computers. Your printers can connect in multiple ways:

- 1. **Network connection** means your printer and computer connect to the same network, either through the internet or ethernet.
- 2. **USB connection** uses a USB cable to connect your printer directly to your computer.

3. For **Bluetooth connection** turn on Bluetooth in the printer settings, then add your printer as a new Bluetooth device on your computer.



WARNING

Bluetooth doesn't work with NiceLabel products.

- 4. For Cloud connection, use Cloud Essentials or Business.
- 5. Older printers use **LPT** or **COM** ports.

We recommend you use a Network connection or a USB connection.

- If you want to use your printer from more than one computer, choose Network connection.
- If you will use your printer from only one computer, choose a **USB connection**.

Check if your printers are connected to your computer

To connect to your computer, your printer needs a printer driver.



NOTE

Printer drivers allow computers to communicate with printers and send print requests. Printer drivers serve as a bridge between the computer and the printer. Each printer has a unique driver written in printer-specific language for that printer model and manufacturer.

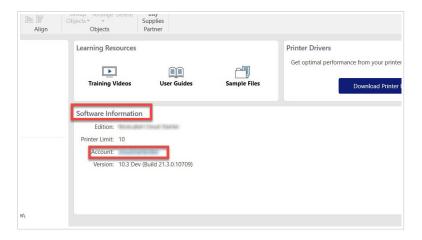
We suggest you use NiceLabel printer drivers to optimize your printer performance.

For installing printer drivers, check the Printer Driver Installation Guide.

Check if your desktop Designer is online

To see your printers in Control Center, you have to connect your desktop Designer to Control Center.

Run your desktop Designer. Under **Software information**, you can see your **Edition**, **Printer Limit**, and Cloud Designer **Account**.



If your desktop Designer is already opened, you can get software information in **File > About**.

To connect your Control Center to your desktop Designer, see Activating desktop Designer

The list of printers in your desktop Designer is different than in Control Center

In your desktop Designer you see all the printers, connected to your computer, including shared printers.

In Cloud Print Form and under **Printers** in Control Center, you see printers, connected to your computer and to any other computer, connected to the same Control Center. In Control Center, you don't see shared printers.

10.7. My labels don't print

You can't print labels because there could be issues with:

- Your printer
- Printer driver installation
- · Printer driver settings
- · Printer connection
- · Desktop Designer or Control Center settings

These are the steps to diagnose and fix the issues:

- 1. Check if your printer is installed and connected. See our dedicated troubleshooting topic.
- 2. Print a test page from your printer.
 - a. On your computer go to Settings > Devices > Printers & Scanners and click your printer.
 - b. Click the Manage button. Your printer settings window opens.

Settings		-	×
🛱 Home	Printers & scanners		
Find a setting	Add printers & scanners		
Devices	+ Add a printer or scanner		
Bluetooth & other devices			
日 Printers & scanners	Printers & scanners		
() Mouse	CAB A4.3+ 300DPI Error		
Touchpad	CAB SQUIX 6.3 300DPI P Error		
📼 Typing	Open queue Manage Remove device		
🖉 Pen & Windows Ink	Epson Stylus Photo R3000 Offline		
🖗 AutoPlay	Epson Stylus Photo R3000 Offline		
🖞 USB	Coffline		
	Fax		
	HP LaserJet 1018		

c. Click Print a test page, then check the printer status.

~	Settings
仚	CAB SQUIX 6.3 300DPI P
Ma	nage your device
_	er status: Error pen print queue
Print	a test page
Run	the troubleshooter
Print	er properties
Print	ing preferences
Hard	ware properties
Â	Get help

If the test print failed, run Windows diagnostics by clicking Run the troubleshooter or Get help.

← Settings
☆ CAB SQUIX 6.3 300DPI P
Manage your device
Printer status: Error Open print queue
Print a test page
Run the troubleshooter
Printer properties
Printing preferences
Hardware properties
Get help

- 3. If your test print succeeded and your labels still don't print, try to print from some other applications like Notepad or MS Word.
- 4. If the printing from other applications doesn't work, check if there are errors in the printer spooler.

ك

NOTE

A printer spooler temporarily stores print jobs in the computer's memory until the printer is ready to print them.

- a. On your computer go to **Settings > Devices > Printers & Scanners** and click your printer.
- b. Click the **Open queue** button. The printer spooler window opens.

Settings		CAB A4.3+ 300DPI					- 0	×
6 Home	Printers & scanners	Printer Document View						
Ur nome	Frinters & scarners	Document Name	Status	Owner	Pages	Size	Submitted	ř
Find a setting	Add printers & scanners	Blackcatpasta_spaghetti		jpelko	1	15.2 KB	12:52:39 pm	15/03/.
······································	Add printers d searners	GS1 label	Error No	jpelko	1	27.6 KB	12:43:38 pm	15/03/.
Devices	+ Add a printer or scanner							
Bluetooth & other devices								
B Printers & scanners	Printers & scanners							
tor Printers & scanners	CA8 A4.3+ 300DPI							
🕐 Mouse	CAB A4.3+ 300DPI Error	<						>
Touchpad	Open queue Manage Remove device	2 document(s) in queue						
Typing	CAB SQUIX 6.3 300DPI P Error							
් Pen & Windows Ink	Epson Stylus Photo R3000 Offline							

c. If you see the error in the **Status** column, run Windows diagnostics by clicking **Run the troubleshooter** or **Get help** in the **Settings** window.

← Settings
Manage your device
Printer status: Error Open print queue
Print a test page
Run the troubleshooter
Printer properties
Printing preferences
Hardware properties
Se Get help

- 5. Check your printer port settings in the driver. Maybe the driver is configured for using the wrong port. For example, you defined an **LPT** port while your printer is connected to a **Network** port.
 - a. On your computer go to **Settings** > **Devices** > **Printers & Scanners** and click your printer.
 - b. Click the **Manage** button. Your printer settings window opens.

Settings		_	×
යි Home	Printers & scanners		
Find a setting	Add printers & scanners		
Devices	+ Add a printer or scanner		
Bluetooth & other devices			
🔓 Printers & scanners	Printers & scanners		
() Mouse	CAB A4.3+ 300DPI Error		
Touchpad	CAB SQUIX 6.3 300DPI P Error		
I Typing	Open queue Manage Remove device		
c∅ Pen & Windows Ink	Epson Stylus Photo R3000 Offline		
AutoPlay	Epson Stylus Photo R3000		
🖞 USB	Offline Offline		
	Fax		
	HP LaserJet 1018		

c. Click **Printer properties** to open a window with all printer settings.

\leftarrow Settings		- 0
命 CAB A4.3+ 3	00DPI	
Manage your device	Ga A4.3+ 300DPI Properties	×
Printer status: Error Open print queue	Generation and Ports Advanced Color Management Security Nastavitve gonlinka	
Print a test page		
Run the troubleshooter Printer properties	Comment:	
Printing preferences		
Hardware properties	Model: CAB A4.3+ 300DPI Features Color No Paper available:	
Get help	Double-sided: No Staple: No Speed: Unknown Maximum resolution: 300 dpi	
	Preferences Print Test Page	
	OK Cancel Apply	Help

d. Go to the **Ports** tab and check if the correct port is selected.

CAB A4.3+ 300DPI Properties	×
General Sharing Ports Alvanced Color Management Security Nastavitve gonlinika Image: Security CAB A4.3+ 300DPI Image: Security Print to the following port(s). Documents will print to the first free	
Port Description Printer COM3: Serial Port COM4: Serial Port DILE: Print to File USB001 Hewlett-PackardHP L HP LaserJet 1018 USB002 Virtual printer port for Epson Stylus Photo R3000 PORTP Local Port Microsoft XPS Document Write C CNPro Local Port Snagit 11 Audu Port Delete Port Configure Port Enable bidirectional support Enable printer pooling	
OK Cancel Apply H	Help

IMPORTANT

If your printer is connected to a **Network** port and you have installed NiceLabel driver, make sure you use the **Advanced TCP/IP port**. If you can't see the **Advanced TCP/IP port** option, reinstall the driver. See our NiceLabel driver installation guide.

If your printer is connected to a **COM** or **LPT** port, make sure you use the correct one. For example, **LPT2** or **COM3**.

6. Check your printer's display for a flashing LED or an error message.

If you can't resolve your printing issues, see our Knowledge Base articles or contact our support.

10.8. Using too many printers

If you accidentally or for testing purposes exceed your licensed printer seat number, a 30-day grace period activates. During this grace period, you can use more printers than your license allows.

To learn more, go to NiceLabel Help Center.

If you want to use more printers, upgrade your license. Contact your Loftware partner or Loftware sales.

10.9. I can't open my desktop Designer

NiceLabel 1	10 Activation
Use Trial Try NiceLabel with no restrictions for 30 days. Start Trial	Activate license Activate license and start using NiceLabel now. Activate
Contact us Have questions about which software to choose?	UNCELabel license online.

When you try to open your desktop Designer, an activation window opens.

Before you can use your desktop Designer, you must activate it, which means you must connect your desktop Designer with your Control Center.

See our User Guide topic about licensing your Cloud Designer applications.

If you already had a licensed desktop Designer, maybe someone deleted your user profile from Control Center. See the topic about removed users.

10.10. The user didn't get the invitation email from Control Center

You invited a new user to your Control Center and the user didn't get the invitation email. When you check **Users** in Control Center, the user's status is **Not signed up**.

Loftware NiceLabel Control Center	Users						
Dashboard	Invite	user Remove				Q Search	Filters
Documents		Name	Email	Last login	Descriptio	n	Status
Printers			contraction (Response on the	4 days ago			Active
		and the	gardia oggi i Property sono	Just now	101110	UNITED IN CONTRACT	Active
ိုင္တစ္ ပsers		John Doe			Warehous	e print operator	Not signed up
		1000	mission from on	7 days ago			Active
		atternal	collected in the set of the	38 days ago	suller i		Active

To resolve the issue, check the user's email spelling:

1. Click the user. A window with the user's data opens.

re _abel enter	Users	5					?	
ນ board	Invite	user Remove				Q Search		Filter
ments		Name	Email	Last login	Descriptio	n	Status	
}			and a second second	4 days ago			Active	
rs		and it	godicali i Romo con	Just now	Sectore 4	101104	Active	
		John Doe			Warehous	e print operator	Not signed up	
			antion of the second	7 days ago			Active	
		address of the second s	antise with dispression of	38 days ago		no igilion	Active	

2. Check if the Invitation Email is correct.

Loftware NiceLabel Control Center	Users Users / John Doe		1004040	?
Dashboard	John Doe		Cancel	Save
Documents	User information			
Printers	Status	Not signed up		
ိုင္ထဲ ပsers	Name	John Doe		
	Email			
	Custom description	Warehouse print operator		
		m		
	Invitation Email	jon.doe@pastacompany.com		
	Message			

3. Send a new invitation email with the correct email address.

10.11. The user is no longer listed in Control Center and can't access Cloud Designer

When you check the **Users** list in your Control Center, you can't see a user that was listed before. The user also lost access to Control Center and can't open Designer.

Someone removed that user. In Control Center everybody has administrative rights so everybody can remove users.

You can invite the user again.

10.12. 12 I can't return to Control Center

You probably accidentally closed your browser.

To open Control Center, go to https://designer.onnicelabel.com.

11. Glossary

11.1. Glossary

Cloud

Cloud computing is the on-demand availability of computer system resources, especially data storage and computing power, without direct active management by the user. The term is generally used to describe data centers available to many users over the Internet. Large clouds often have functions distributed over multiple locations from central servers.

Cloud also refers to hosted (SaaS - Software As A Service) application deployments.

Desktop Designer

Desktop Designer is an application for designing and printing labels.

Label

Labels are the final physical outputs of NiceLabel software. Labels contain a wide variety of printed information, including images, barcodes, tracking, and shipping data.

You can print static labels or labels filled with dynamic variables with values from external data sources.

In NiceLabel software, "Label" refers to printed labels, and "Label templates" to labels yet to be printed.

Label template

Label templates are electronic files. "Label template" refers to yet-to-be-printed labels in desktop Designer and other software. Label templates contain a wide variety of information, including images, barcodes, tracking, and shipping data. You can create static label templates or label templates filled with dynamic variables with values from external data sources.

Use label templates to design and print physical labels.

License

License is legal permission to use Loftware applications. You can buy NiceLabel licenses from Loftware.

Printer driver

A printer driver is a software that converts the printing data on your computer to a format your printers can understand. Printer drivers allow your computer to communicate with your printers and send print requests. Printer drivers allow applications to do printing without being aware of the technical details of printer models.

Print job

A print job is a file or set of files that you submit when you want to print. Print jobs are typically identified by unique numbers and are assigned to a particular printer. Print jobs can also have options such as media size, number of copies, and priority. A print job is a single, queueable print system object that represents a document that needs to be rendered and transferred to your printer.

Printer seat (printer-seat-based license)

Printer seats are printer usage units. With each printing to a different physical or virtual (XPS, PDF), a printer takes one printer seat.

Printer-seat-based license

Multiuser licenses allow you to install NiceLabel on an unlimited number of computers. However, your license allows a limited number of printer seats. Make sure to purchase enough printer seats, so enough printers are available for your print jobs.

If you exceed the number of printer seats, you get a warning on your screen and enter a "grace period" of 30 days. Your printers still print during the grace period.

If after 30 days the printer usage list contains more printers than you have printer seats on your license, Control Center purges your printer list of unused printers, reduces the number of active printers, and frees printer seats. That means that after 30 days Control Center reduces the number of available printers to match your licenses. Printer seats remain for only the most recently used printers.

Print queue

A print queue is a list of printer output jobs held in a reserved memory area. The queue controls your print order. You can go to the print queue to see the status of printer jobs, put print jobs on hold, cancel print jobs, or change the order of printing.

Sample (label)

Sample labels represent typical industry labels which you can use as a base layout for creating your own labels or exploring sample label designs.

Subscription (Cloud Designer)

Subscriptions to Cloud Designer are activated when companies purchase Cloud Designer licenses.

Do not mix subscriptions with Cloud Designer accounts (Control Center users).