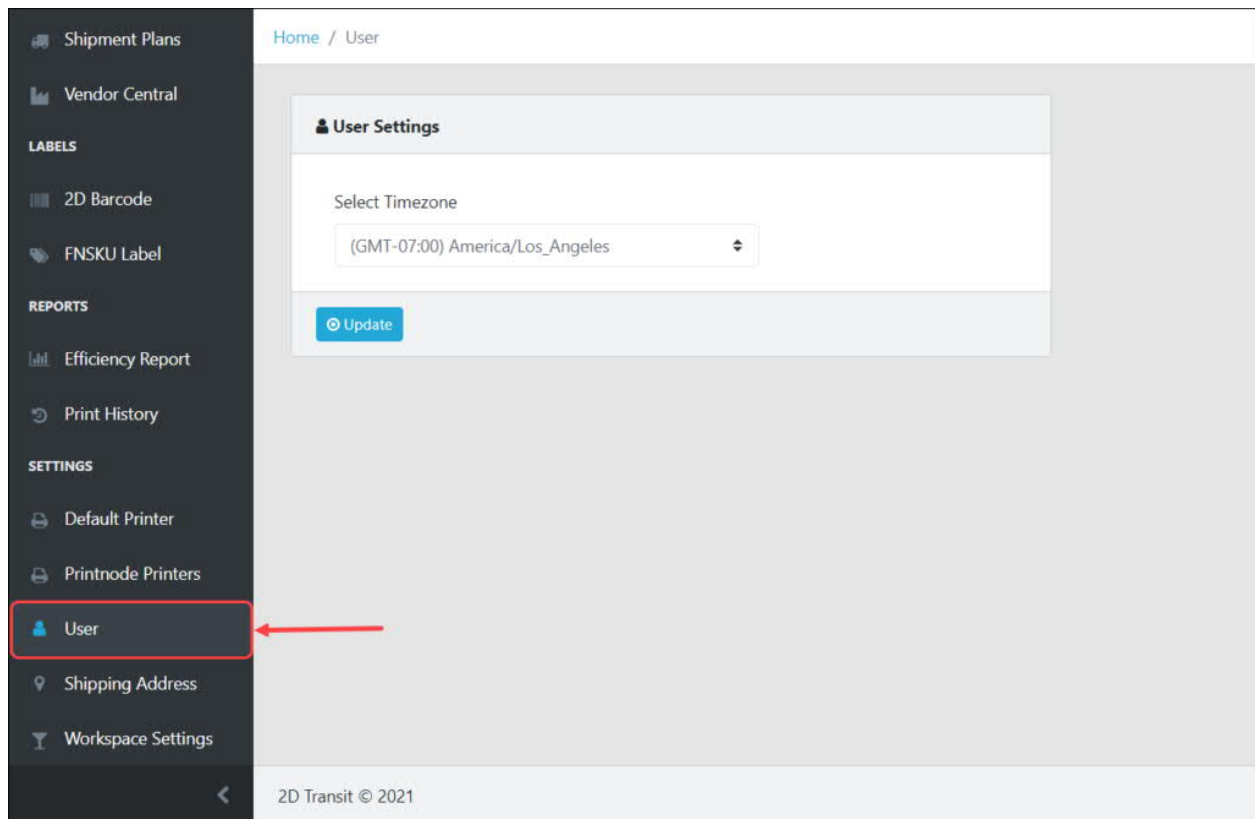


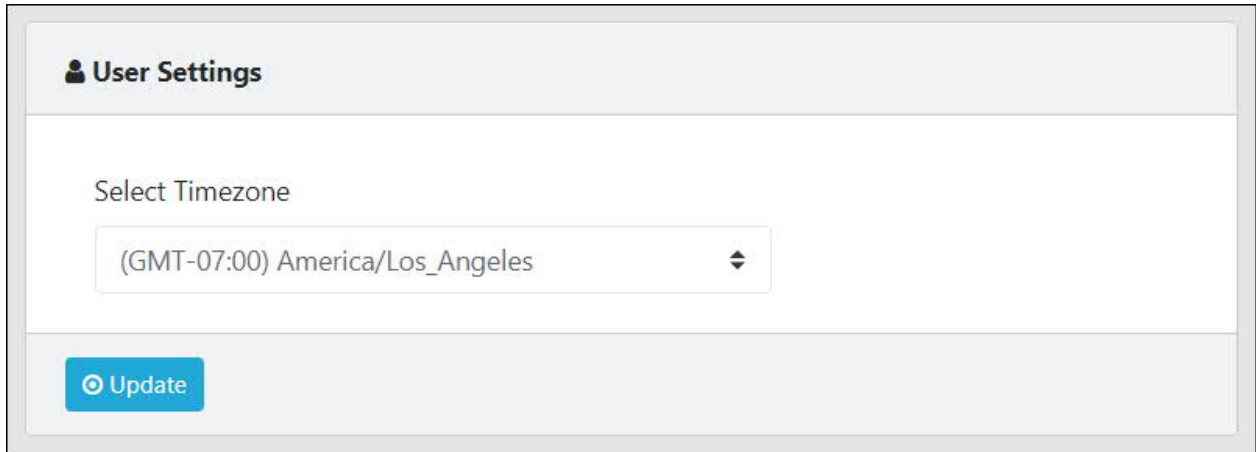
# Manage User Settings

## Setting your timezone

To update the timezone used for time-stamping entries in the print history, shipment plans, and shipment plan reports, navigate to the **User** page in the Settings section of the left menu.



From the Select Time Zone drop-down menu, select your preferred time zone for reporting purposes. The default time zone is **(GMT -7:00) America/Los\_Angeles**.



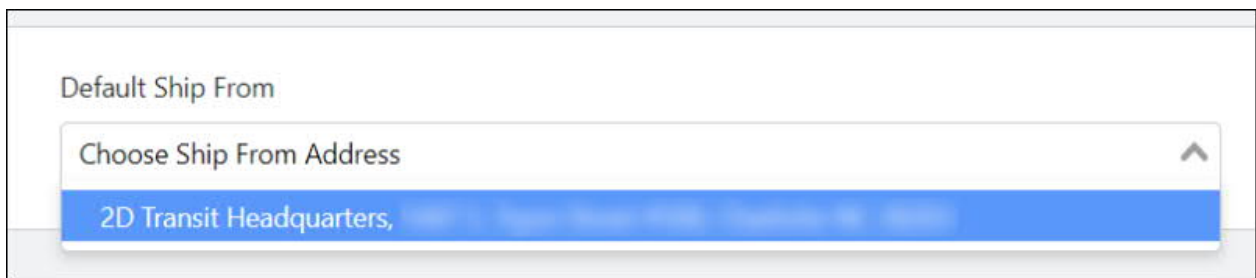
The screenshot shows a 'User Settings' panel. At the top, there is a header with a person icon and the text 'User Settings'. Below this, the label 'Select Timezone' is positioned above a dropdown menu. The dropdown menu is currently open, displaying the selected option '(GMT-07:00) America/Los\_Angeles' and a small downward-pointing arrow on the right side. At the bottom of the settings panel, there is a blue button with a circular refresh icon and the text 'Update'.

Click the **Update** button when done.

## Setting your default ship-from address

Your default ship-from address will be automatically applied every time you generate or print a Combined 2D Label. Setting a default ship-from address will save you some time by preventing you from having to manually select a ship-from address every time you prepare a shipment.

To set a default ship-from address, navigate to the User page in the Settings section of the left menu. Locate the **Default Ship From** setting on the page and select an available address from the drop-down menu. If no addresses are available, you will need to add a custom shipping address. Follow the steps in [this guide](#) learn how to manage custom shipping addresses.

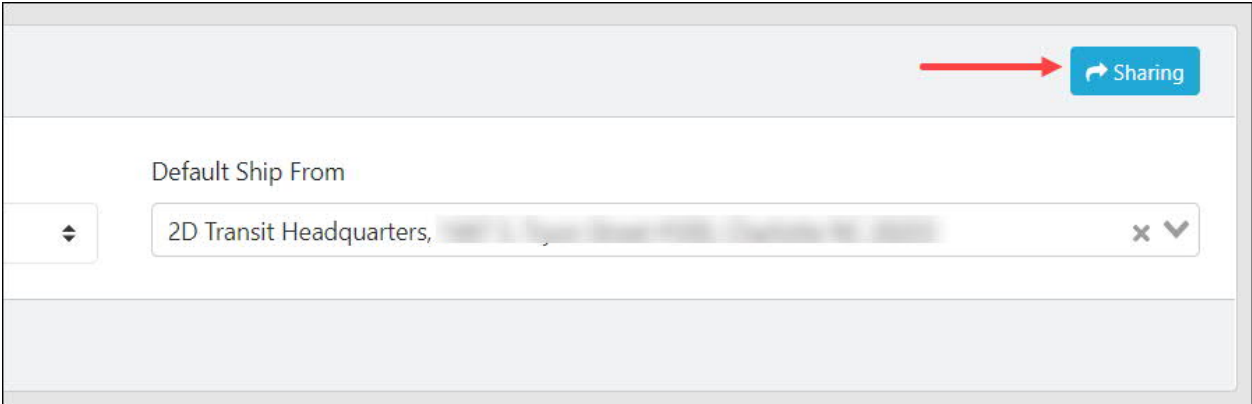


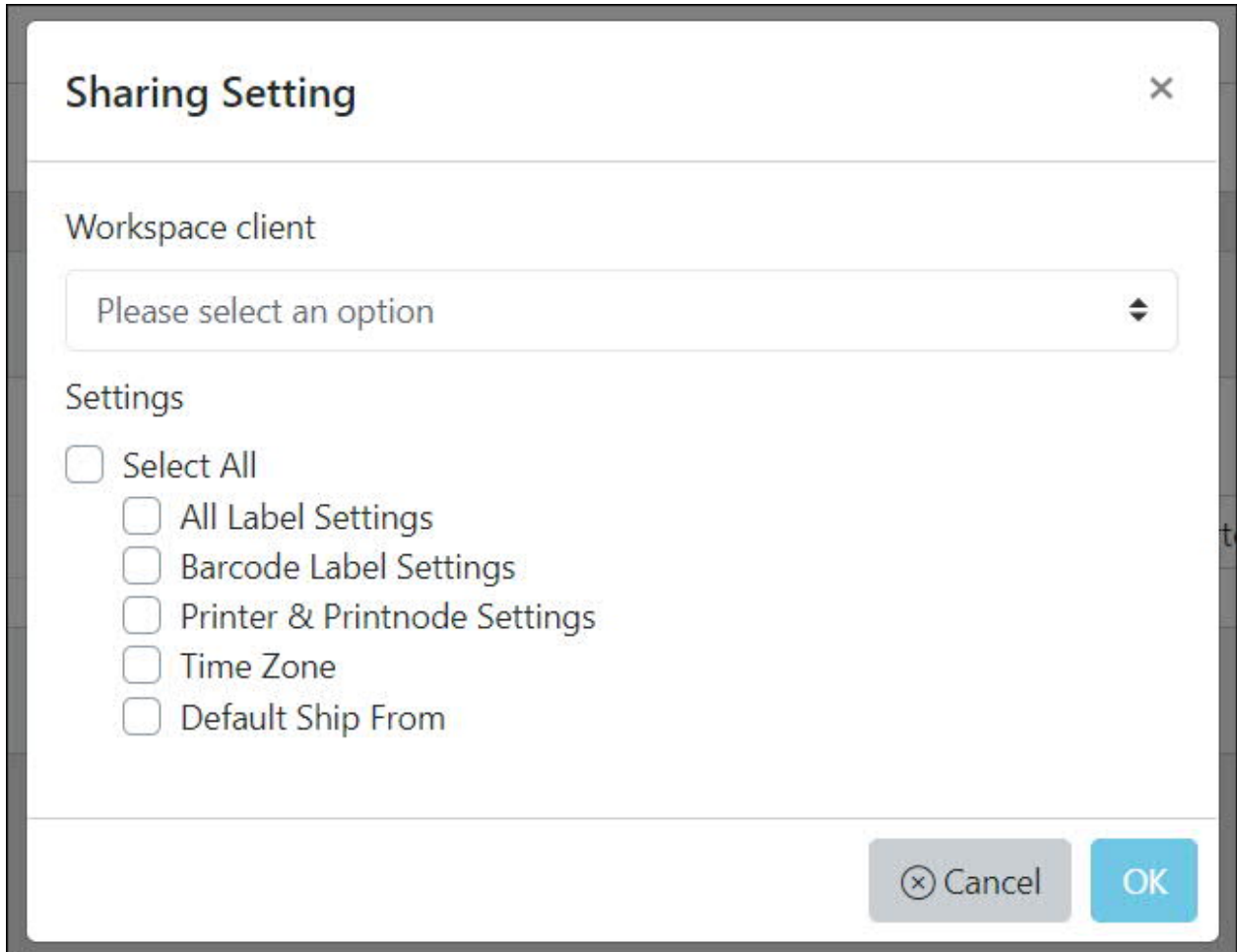
The screenshot shows a 'Default Ship From' dropdown menu. The menu is open, displaying a list of addresses. The top item is 'Choose Ship From Address' with an upward-pointing arrow on the right. Below it, the first address is highlighted in blue: '2D Transit Headquarters, ...'. The rest of the list is partially obscured by the blue highlight.

Once you've selected the address you want, click the **Update** button to continue.

# Sharing user settings to another workspace

To share default settings from one workspace to another, navigate to the User page from the Settings section of the left menu and click the **Sharing** button to open a small window where you can select a workspace and settings to share. Please keep in mind that this only applies if you have more than one workspace in your account.



A dialog box titled "Sharing Setting" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Workspace client" containing a dropdown menu with the text "Please select an option" and a downward arrow. Below this is a section labeled "Settings" containing a list of checkboxes: "Select All", "All Label Settings", "Barcode Label Settings", "Printer & Printnode Settings", "Time Zone", and "Default Ship From". At the bottom right of the dialog, there are two buttons: "Cancel" (with a close icon) and "OK".

Sharing Setting

Workspace client

Please select an option

Settings

- Select All
  - All Label Settings
  - Barcode Label Settings
  - Printer & Printnode Settings
  - Time Zone
  - Default Ship From

Cancel OK

Click the checkboxes to select the settings you want to share, and select the workspace you want to share to from the **Workspace client** dropdown. Then click the **OK** button and click the **Submit** button on the confirmation pop-up box to continue.

Please confirm



Do you want to share settings to workspace **Workspace 1**?

⊗ Cancel

Submit

- Un-select All
  - All Label Settings
  - Barcode Label Settings
  - Printer & Printnode Settings
  - Time Zone
  - Default Ship From

⊗ Cancel

OK