

WorldShip® Thermal Label Printer Set Up



The following instructions pertain to setting up a Zebra thermal label printer for use with WorldShip®. These instructions may also be used for other printer manufacturers with some variations. If you encounter any difficulties or have questions about installing a different printer, please call the WorldShip Help Desk at 1-888-553-1118.

Please follow the steps below:

1. WorldShip requires the user to perform thermal printer set up from within the WorldShip application and these instructions assume that the user has already powered on the printer, loaded labels, and connected the printer to the PC running WorldShip. If you have not completed these steps, please follow the manufacturer's printer set-up instructions for operating the printer and loading labels before you follow the instructions in this document.

For Zebra printers, the manufacturer printer set-up instructions can be found here: <http://www.zebra.com>. Adhere to the instructions in the following Zebra tutorials in the order listed below:

- * How to Connect to Power
 - * How to Load Media
 - * How to Connect the Printer to Your Computer
2. If you previously set-up and installed a thermal printer, you must first uninstall the existing printer drivers. For directions on uninstalling existing printer drivers, proceed to page 8.
 3. If this is your first thermal printer set up, you may proceed to page 2.

Go to the appropriate page for a discussion on the following procedures:

| Procedure | Page |
|----------------------------|------|
| Install a Printer Driver | 2 |
| Print a Test Label | 7 |
| Uninstall a Printer Driver | 8 |

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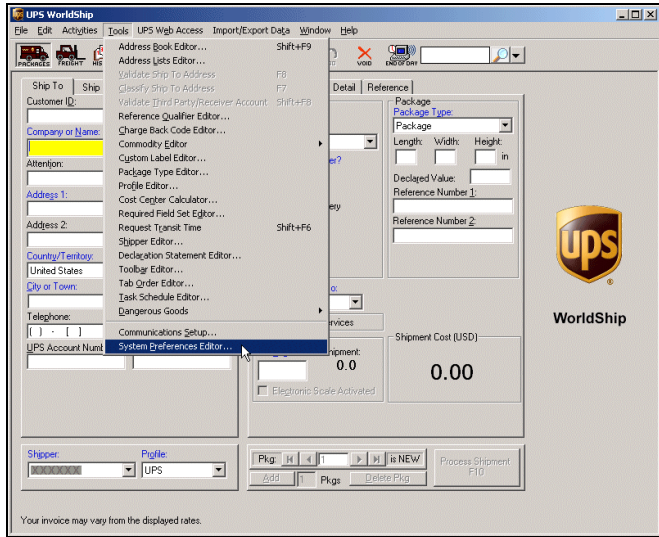
Install a Printer Driver

Before installing a printer driver, ensure that you:

- Connect the printer to a power source. The printer turns on automatically, and a green light appears when the printer is ready.
- Ensure that labels are loaded
- Connect the printer to your PC.

Note: Once connected, a Found New Hardware message appears followed by the Found New Hardware Wizard. Click the Cancel button. **Do not install the printer driver using this wizard.**

To install a printer driver:

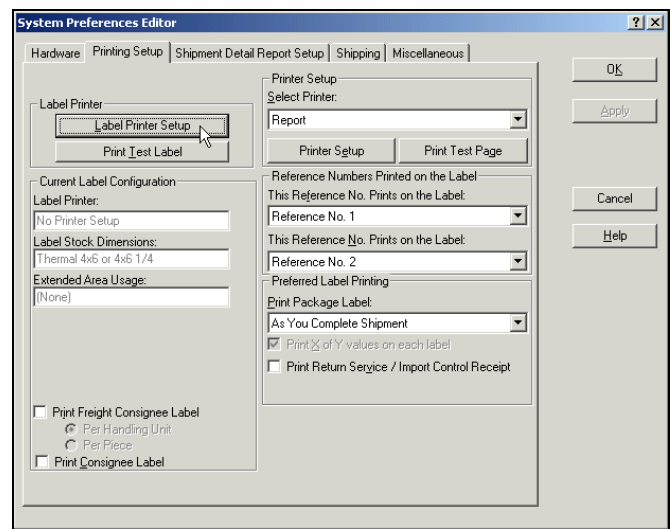
| Step | Window (if available) |
|---|--|
| 1. On the Tools menu in WorldShip, click System Preferences Editor. |  <p>The screenshot shows the WorldShip application window. The 'Tools' menu is open, and 'System Preferences Editor...' is highlighted. Other menu items include 'Address Book Editor...', 'Address Lists Editor...', 'Validate Ship To Address', 'Classify Ship To Address', 'Validate Third Party/Receiver Account...', 'Reference Qualifier Editor...', 'Charge Back Code Editor...', 'Commodity Editor', 'Custom Label Editor...', 'Package Type Editor...', 'Profile Editor...', 'Cost Center Calculator...', 'Required Field Set Editor...', 'Request Transit Time', 'Shipper Editor...', 'Declaration Statement Editor...', 'Toolbox Editor...', 'Tab Order Editor...', 'Task Schedule Editor...', 'Dangerous Goods', 'Communications Setup...', and 'System Preferences Editor...'. The main window displays shipping details for a package, including 'Ship To' information, 'Package' details (Length, Width, Height), 'Declared Value', 'Reference Number 1', 'Reference Number 2', and 'Shipment Cost (USD)' of 0.00. The UPS logo and 'WorldShip' text are visible in the bottom right corner of the window.</p> |

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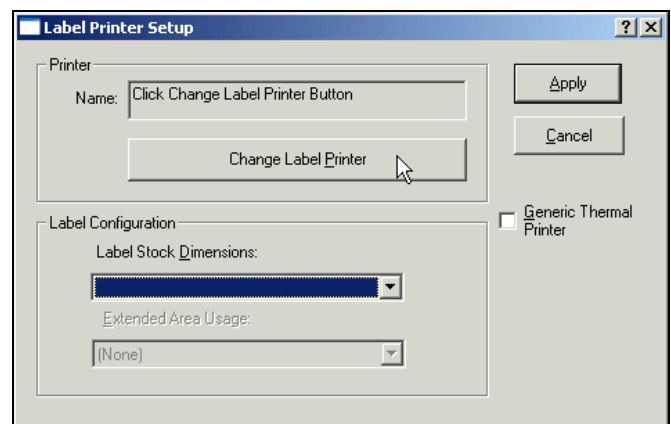
2. The System Preferences Editor window appears.

- Click the Printing Setup tab.
- Click the Label Printer Setup button.



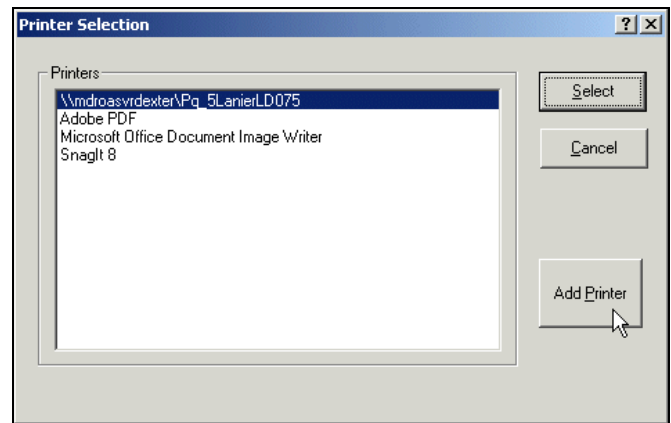
3. The Label Printer Setup window appears.

Under Printer, click the Change Label Printer button.



4. The Printer Selection window appears.

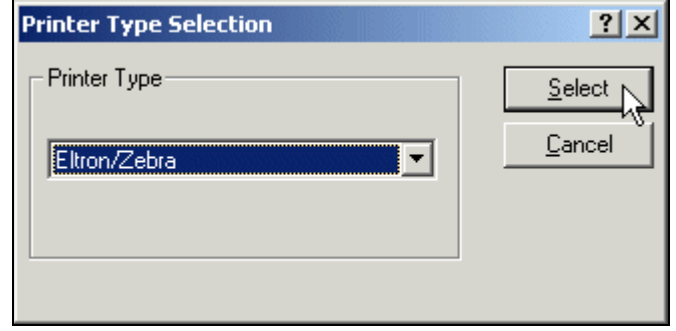
- To add a new printer, click the Add Printer button and continue with step 5.
- To begin using a previously installed printer, select it in the Printers box, click the Select button, and skip to step 12.



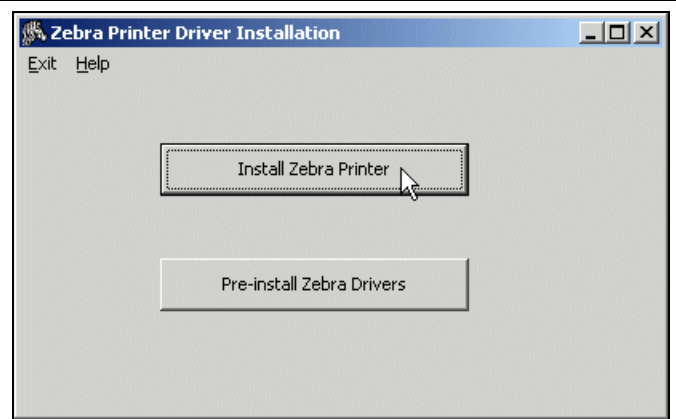
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5. The Printer Type Selection window appears.
- Click the down arrow and select the printer type (that is, Eltron/Zebra or Other).
 - Click the Select button.
 - Continue to the appropriate step based on your selection:
 - Eltron/Zebra – step 6.
 - Other – step 11.

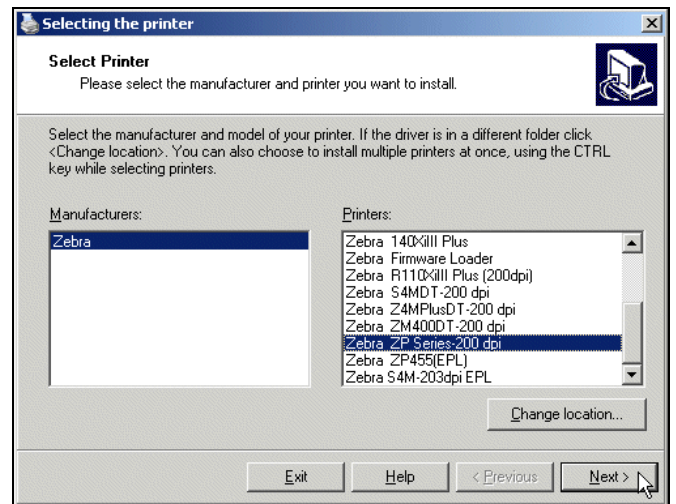


6. The Zebra Printer Driver Installation window appears.
- Click the Install Zebra Printer button.



7. The Selecting the Printer window appears and shows the manufacturers and printers that are available.
- Select the printer manufacturer in the Manufacturers box.
 - Select the desired printer model in the Printers box.
- Tip:** Use the scroll bar as needed to find your printer model.
- Click the Next button.

Important Note for Zebra ZP 450 Label Printer Users: Users of the ZP 450 Printer must install and configure the printer driver for Zebra ZP Series-200 dpi.

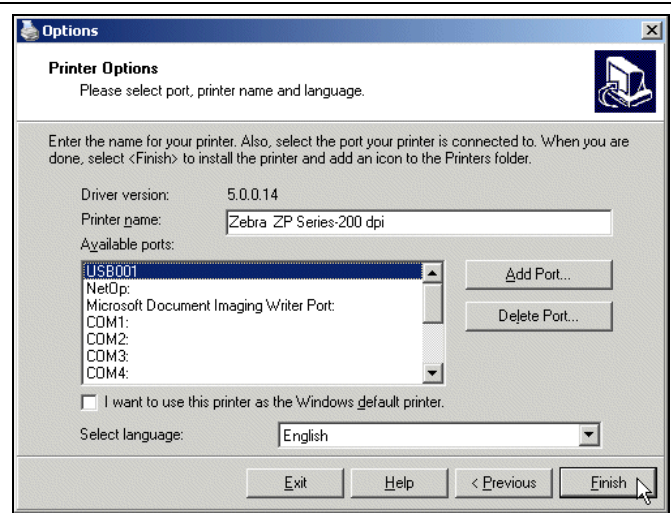


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8. The Options window appears.
- Select the communication port for your printer connection.
- Tip:** A USB cable should be included with your Zebra printer. If your printer has a USB cable, choose USB001 as your communication port, and proceed now to step 9. Serial ports use COM1 through COM4; parallel ports use LPT1 through LPT3.
- Click the down arrow in the Select Language box and select a language.
 - Click the Finish button.

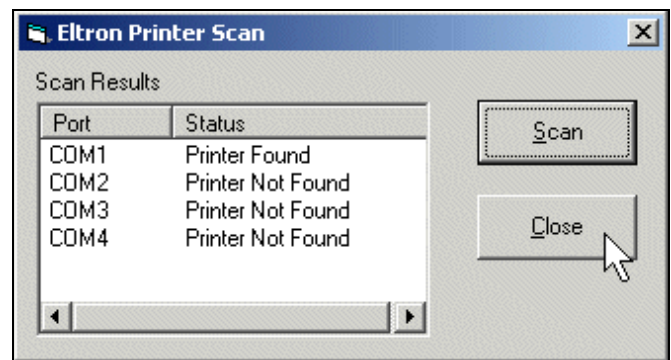
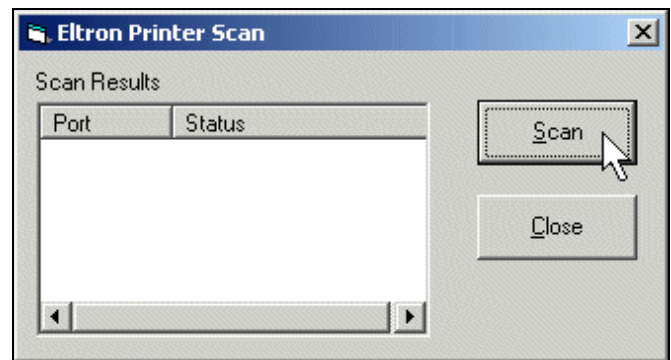
Tip: If you are connecting your printer via a serial port and do not know the communication port (COM port) for your printer connection, the UPS Support Utility provides a feature to scan and indicate the communication port as follows:



- Click the Start button on the Windows taskbar, point to Programs and then to UPS, and click UPS WorldShip Support Utility. The User Diagnostic Support window appears.
- On the Tools menu, click Eltron Printer Scan. The Eltron Printer Scan window appears.
- Click the Scan button. The status of each port appears, and the status of the correct COM port shows Printer Found.

Tip: The printer must be connected and turned on.

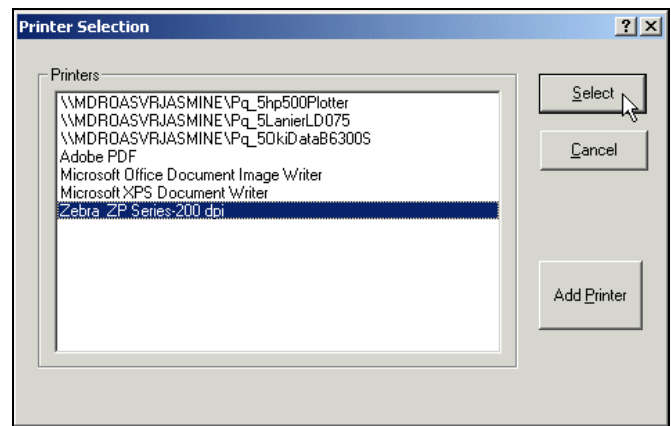
- Note which port shows Printer Found, click the Close button, and restart step 8 again.



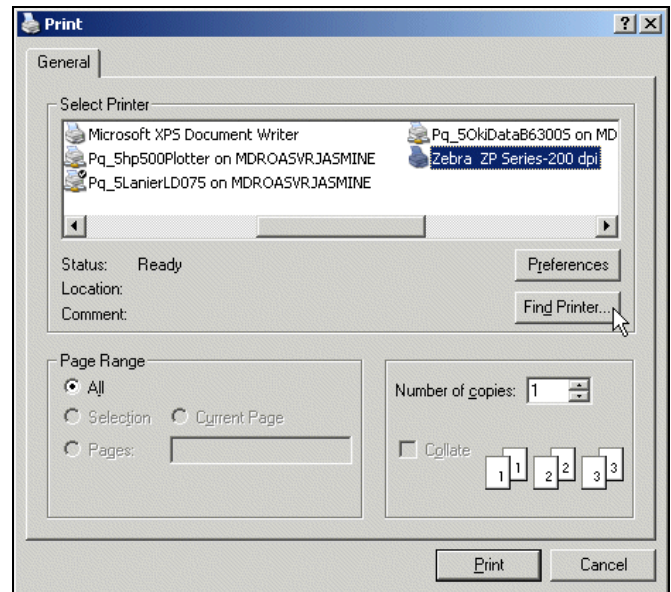
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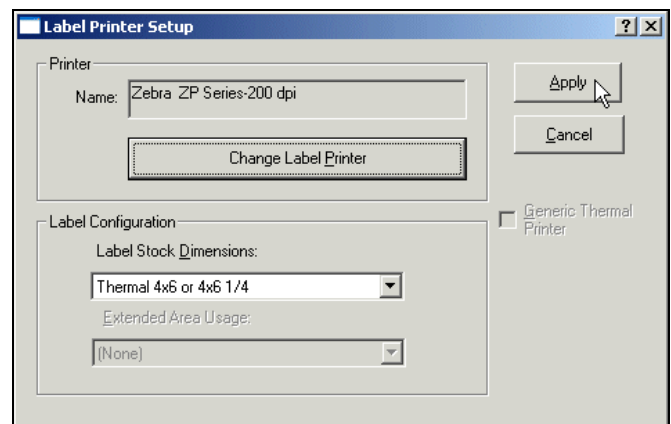
9. When the installation process is complete, the Printer Selection window appears.
- If not already selected, select the appropriate printer under Printers.
 - Click the Select button.
 - If the newly installed printer does not appear, click the Cancel button which will take you back to the Label Printer Setup window. From the Label Printer Setup window, click the Change Label Printer button to re-open the Printer Selection window pictured to the right.
 - Continue with step 11.



10. If you selected Other in the Printer Type Selection window (step 5), the Print window appears and provides a list of the printers that are connected to your computer, including network printers.
- If the desired printer appears in the Select Printer box, select the printer and click the Print button.
 - If the desired printer does not appear in the Select Printer box, click the Find Printer button and navigate to and select the desired printer.
 - Continue with step 11.



11. The Label Printer Setup window appears.
- Verify the printer name in the Name box.
 - Under Label Configuration, select the label stock dimensions currently loaded into the printer from the drop-down menu.
 - Click the Apply button.



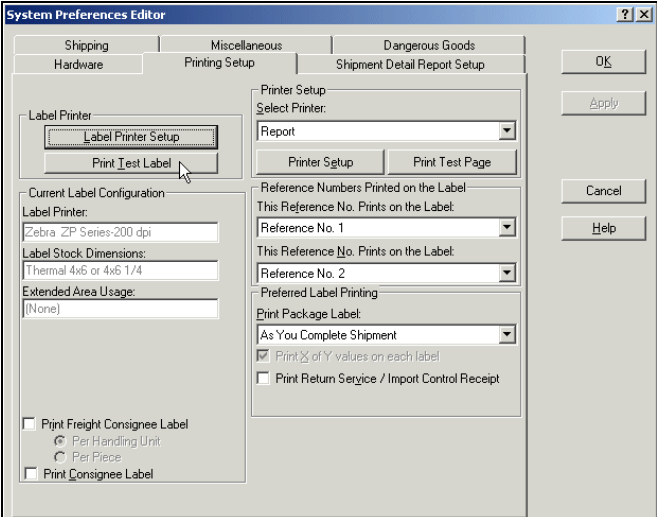
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Print a Test Label

Note: If you have not already done so, set up the label stock configuration before printing a test label. See step 11 on page 6.

To print a test label:

| Step | Window (if available) |
|---|---|
| <p>1. On the Printing Setup tab in the System Preferences Editor window, click the Print Test Label button under Label Printer.</p> |  |

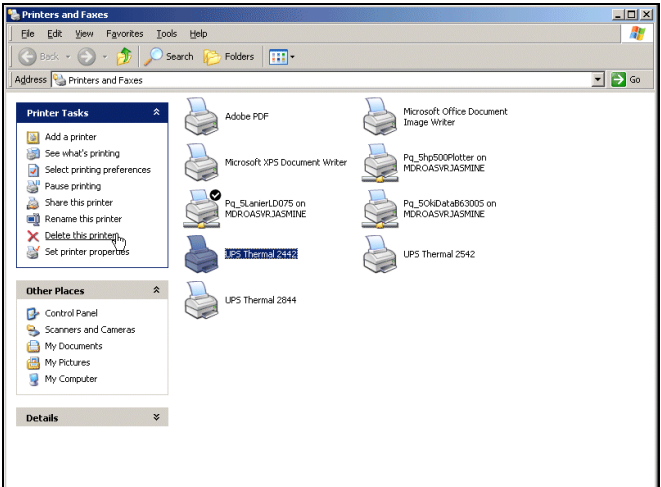
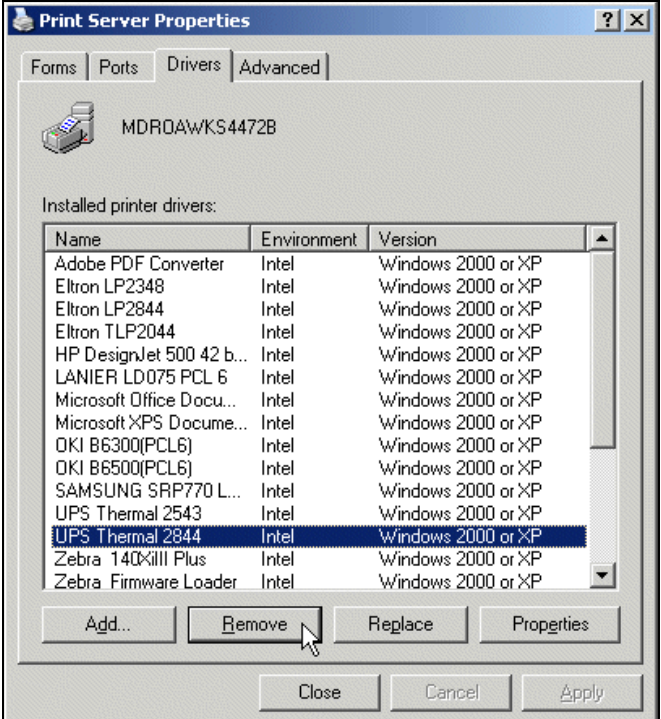
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Uninstall a Printer Driver

Before uninstalling a printer driver, be sure that you purge any pending print jobs to the existing thermal label printer

To uninstall a printer driver installed previously:

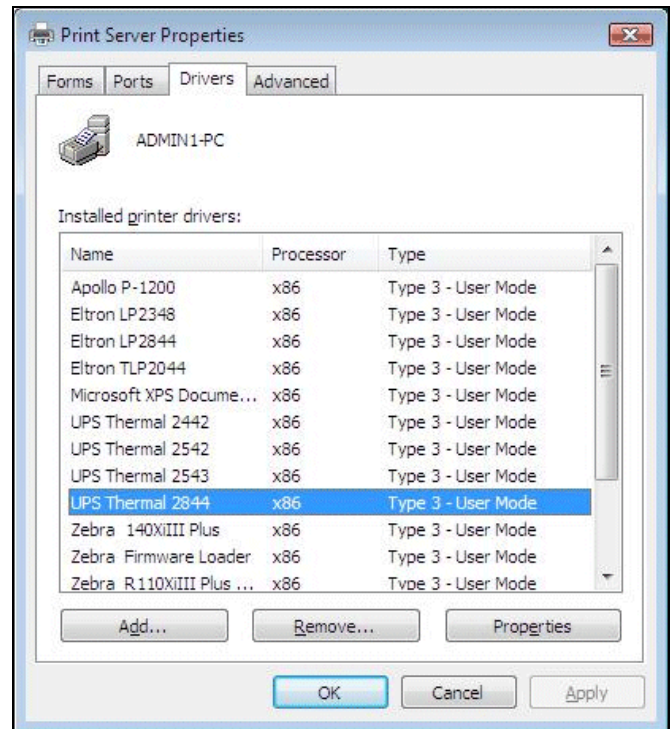
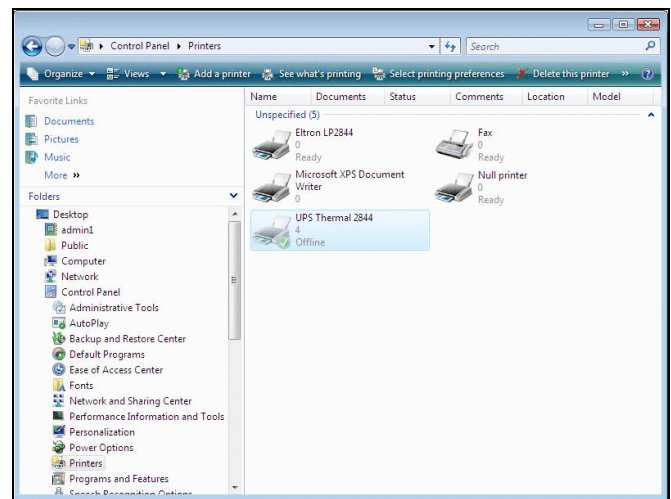
| Steps | Window (if available) |
|---|---|
| <p>Using Windows® XP operating system:</p> <ol style="list-style-type: none"> 1. Click the Start button on the Windows® taskbar. 2. Point to Settings and select Printers and Faxes. 3. In the Printers and Faxes window, select and delete each printer driver you want to uninstall. 4. Select Server Properties on the File menu. 5. In the Print Server Properties window, click the Drivers tab. 6. Select and remove each printer driver you want to uninstall. |   |

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Using Windows Vista®:

1. Click the Start button on the Windows® taskbar.
2. Click Control Panel.
3. Click Hardware and Sound.
4. Click Printers.
5. Select and delete each printer driver you want to uninstall.
6. Right click below the printer list and select Server Properties.
7. In the Print Server Properties window, click the Drivers tab.
8. Select and remove each printer driver you want to uninstall.



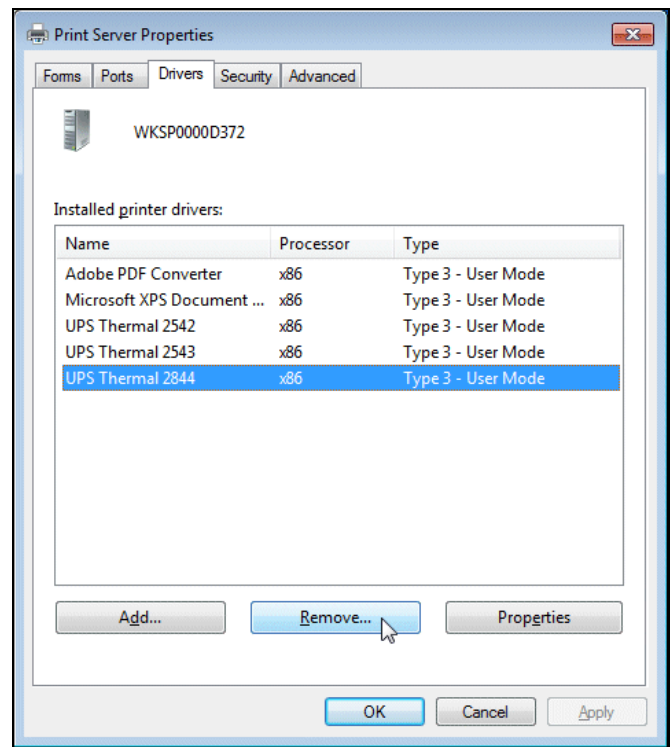
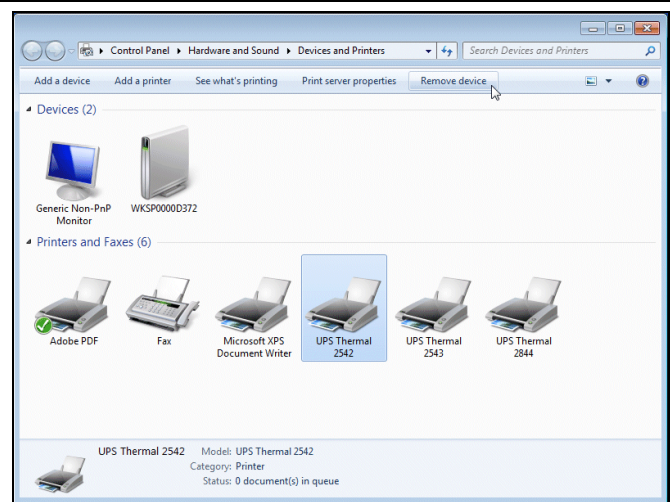
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Using Windows® 7 operating system:

1. Click the Start button on the Windows® taskbar.
2. Click Devices and Printers.
3. Select and delete each printer driver you want to uninstall.
4. Select one of the remaining printers and click Print Server Properties.
5. In the Print Server Properties window, click the Drivers tab.
6. Select and remove each printer driver you want to uninstall.

Note: Select Remove Driver and Driver Package.



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