![FedEx]

Quick Installation Guide

ZP505 Thermal Printer

Step 1: Confirm Printer Kit Contents

Your printer kit contains:

1. Thermal Printer

2. Thermal Labels

3. Zebra™ ZP 505 and Z4Mplus DT™
   FedEx Shipping System Printers Mini-CD

4. USB Cable

Note: If you prefer to use the serial port instead of the USB port, you must obtain a null modem cable.

5. Power Cord

6. The Clean Penn™

With the Clean Penn you can preserve print quality and extend print head life. You should use it to clean residue on the thermal print head whenever you are replacing a roll of labels.

Step 2: Install Printer Labels

Install the printer labels as indicated in the steps below. The instructions can also be found in the inside of the top of the printer cover.

1. Open the printer by applying pressure to the release levers located on the sides of the printer, toward the front. Remove any test bar code labels if present.

2. Move the left media hanger to the side.

3. Position the media roll so that the printing surface faces up as it exits the printer. Place the roll between the hangers and release the left media hanger to hold the core. Remove the first 2 to 3 labels from the roll.

4. Make sure that the core is resting on the hangers and that the roll turns freely. The roll must not sit in the bottom of the media compartment.

5. Close the printer cover. Connect the power cord to the printer first and then to the power source (e.g., wall outlet). Ensure that the labels are installed correctly.

Feed Button

Note: You can obtain additional labels for the thermal printer by utilizing the Order Supplies Online application on **fedex.com** *or by calling* **1.800.GoFedEx 1.800.463.3339**. *Label part numbers are preprinted on labels in purple or orange ink. FedEx Ship Manager Software supports several part numbers. FedEx Ship Manager at fedex.com supports only non-doc-tab labels (item # 156297-435).*

Step 3: Connect the Printer to Your Computer

Turn off your computer and the printer before connecting the supplied USB cable to a dedicated USB port on the printer.

Be sure to thread the USB cable through the strain relief clip before connecting it to the printer. Then connect the USB cable from the printer to a dedicated USB port on the computer.

Step 4: Turn Your Computer On

After connecting the printer, turn your computer on, but do not turn the printer on yet.

Step 5: Install the Printer Driver

If you previously installed a thermal printer with FedEx Ship Manager at fedex.com or FedEx Ship Manager Software, follow the Remove Legacy Zebra Printer Driver procedure first.
Then follow the appropriate Install ZP 505 Thermal Printer Driver procedure for plug and play or no plug and play. If you do not need to remove the legacy Zebra printer driver, proceed to the appropriate Install ZP 505 Thermal Printer Driver procedure.

If you are using Microsoft® Windows® 7 (32-bit and 64-bit) operating systems, you must install the designated Zebra printer driver designed for those operating systems. Refer to the Printer Support Guide for current installation procedures.

Remove Legacy Zebra Printer Driver

1. Insert the Zebra™ ZP 505 and Z4Mplus DT™ FedEx Shipping System Printers Mini-CD into your CD drive. If the Autoplay screen displays, double-click **Run RunCD.exe**. The Zebra Printers for FedEx Shipping Applications screen displays.

2. Click the ZP 505 icon. The ZP 505 installation screen displays.

3. In the Software and Maintenance section, click **Install Windows Driver Suite**. The Chilkat Zip Self-Extractor popup displays.

4. Rename the current directory (c:\temp) to **C:\Zebra**.

5. Click **Unzip**. The Zebra Printer Driver Installation popup displays.

6. Click **Remove All** Zebra Printers and then click **OK** when the "Are you sure?" popup displays. This removes **all** installed Zebra and Eltron printers.

7. When the printer removal process finishes, click **Close** to close the Chilkat Zip Self-Extractor popup.

8. Close the Zebra Printers for FedEx Shipping Applications screen.

9. When you have completed this process, reboot your computer. When it restarts, the Zebra Printers for FedEx Shipping Applications screen displays, so you can install the ZP 505 thermal printer driver.

*Note: If the Zebra Printers for FedEx Shipping Applications screen does not display, navigate to the CD drive and double-click the **Setup.exe** file. The Zebra Printers for FedEx Shipping Applications screen displays.*

Install ZP 505 Thermal Printer Driver (for Plug and Play)

1. Insert the Zebra ZP 505 and Z4Mplus DT FedEx Shipping System Printers Mini-CD into your CD drive. If the Autoplay screen displays, double-click Run RunCD.exe. The Zebra Printers for FedEx Shipping Applications screen displays.

2. Click the ZP 505 icon. The ZP 505 installation screen displays.

3. In the Software and Maintenance section, click **Install Windows Driver Suite**. The Chilkat Zip Self-Extractor popup displays.

Step 5: Install the Printer Driver (cont.)

4. Rename the current directory (c:\temp) to **C:\Zebra**.

5. Click **Unzip**. The Zebra Printer Driver Installation popup displays.

6. Click **Prep Computer for Plug and Play**. The Preload screen displays.

Note: If the Program Compatibility Assistant screen displays, click **This Program Installed Correctly**.

Note: If you receive a message that a driver package is already on your system, contact the FedEx Ship Manager Technical Support Center at **1.877.FDX Assist 1.877.339.2774**. *Since this system is voice-activated, say* "**FedEx Ship Manager Software**" *when prompted.*

7. Click **Close** to close the Chilkat Zip Self-Extractor popup.

8. Close the Zebra Printers for FedEx Shipping Applications screen.

9. If the system preparation process completed successfully, connect the printer cable to your computer and the printer (printer must be turned off).

10. Turn on the printer.

11. To test the printer, click **Start > Devices and Printers**. The connected printer displays. A sample printer model is Zebra ZP 500 (ZPL).

Note: If the printer icon displays in the Unspecified area of the Devices and Printers screen, contact the FedEx Ship Manager Technical Support Center at **1.877.FDX Assist 1.877.339.2774**. *Since this system is voice-activated, say* "**FedEx Ship Manager Software**" *when prompted.*

12. Right-click the designated printer and select **Printer properties**. The appropriate Properties screen displays. A sample Properties screen is Zebra ZP 500 (ZPL) Properties.

13. Click **Print Test Page**. The test label prints and the appropriate printer popup displays. A sample printer popup is Zebra ZP 500 (ZPL).

14. Click **Close** to close the appropriate printer popup.

15. Click **Close** to close the Printer properties screen.

16. Close the Devices and Printers screen.

17. When you have completed this process, reboot your computer again. The ZP 505 thermal printer driver is now installed on your system.

Install ZP 505 Thermal Printer Driver (No Plug and Play)

1. Install the printer labels and close the printer cover. Connect the power cord to the printer first and then to the power source (e.g., wall outlet). Ensure that the labels are installed correctly.

2. Turn off your computer and the printer before connecting the supplied parallel cable to a dedicated parallel port on the printer. Then connect the parallel cable from the printer to a dedicated parallel port on the computer.

3. After connecting the printer, turn on your computer.

Step 5: Install the Printer Driver (cont.)

4. Insert the Zebra ZP 505 and Z4Mplus DT FedEx Shipping System Printers Mini-CD into your CD drive. If the Autoplay screen displays, double-click **Run RunCD.exe**. The Zebra Printers for FedEx Shipping Applications screen displays.

5. Click the ZP 505 icon. The ZP 505 installation screen displays.

6. In the Software and Maintenance section, click **Install Windows Driver Suite**. The Chilkat Zip Self-Extractor popup displays.

7. Rename the current directory (c:\temp) to **C:\Zebra**.

8. Click **Unzip**. The Zebra Printer Driver Installation popup displays.

9. Click **Install Zebra Printer**. The Selecting the printer screen displays.

10. Select the printer model in the Printers section. A sample printer model is Zebra ZP 500 (ZPL).

11. Click **Next**. The Options screen displays.

12. Select the appropriate communication port that you are connected to (e.g., **COM1**).

13. Click **Finish**. The Install Printer screen displays.

14. After the printer driver is installed, the Printer Installation Complete popup displays. Click **OK**.

15. Close the Chilkat Zip Self-Extractor popup.

16. Close the Zebra Printers for FedEx Shipping Applications screen.

17. Turn on the printer.

18. To test the printer, click **Start > Devices and Printers**.

19. Right-click the designated printer and select **Printer properties**. The appropriate Properties screen displays. A sample Properties screen is Zebra ZP 500 (ZPL) Properties.

20. Click **Print Test Page**. The test label prints and the appropriate printer popup displays. A sample printer popup is Zebra ZP 500 (ZPL).

21. Click **Close** to close the appropriate printer popup.

22. Click **Close** to close the Printer properties screen.

23. Close the Devices and Printers screen.

24. When you have completed this process, reboot your computer again. The ZP 505 thermal printer driver is now installed on your system.

If you have any questions about downloading, installing or removing a Zebra printer driver, please call the FedEx Ship Manager Technical Support Center at **1.877.FDX Assist 1.877.339.2774**. Since this system is voice-activated, say "**FedEx Ship Manager Software**" when prompted.

Step 6: Complete Setup

Now that you have installed the ZP 505 thermal print driver, follow the procedure below to complete the setup of your thermal printer driver with the appropriate FedEx Ship Manager® solution.

If you are using FedEx Ship Manager at fedex.com:

1. Log in to FedEx Ship Manager at fedex.com. (Go to **fedex.com**, place your cursor over the **Ship** tab and select **Create Shipment** from the drop-down menu. The fedex.com Login screen displays.)

2. Click **Preferences** at the top of the screen.

3. In the Printer and Scale Options area of the Preferences screen, click the **Thermal Printer** radio button or click **Set up thermal printer**. The Thermal printer setup instructions screen displays.

Note: If the Thermal printer setup instructions screen displays for the LP 2844 thermal printer, select ZP 500 from the Select thermal printer drop-down menu in Step 1.

4. Click **Done**, and then click **Save/Update** on the Preferences screen to save the ZP 500 printer as the default printer.

5. On the Preferences screen, click the **Thermal Printer** radio button or click **Set Up Thermal Printing**.

6. Click **Print Test Message** in step 5 of the online instructions to make sure the printer is properly set up.

7. Once you've completed the procedure, click **Done**, and then click **Save/Update** on the Preferences screen.

If you intend to use FedEx Ship Manager Software but you have not installed the software yet, insert the FedEx Ship Manager Software CD and follow the installation procedure.

If you are using FedEx Ship Manager Software and have already installed the software:

1. Launch FedEx Ship Manager Software.

2. From the tool bar, click **Customize** and select **System Settings**.

3. Select the appropriate system number and click **Modify**.

4. Select the **2— FedEx Customer Admin** tab.

5. At the bottom of the screen in the section labeled Set Default Printers, click the **Browse** button next to the Label Printer field. Select the ZP 500 thermal printer you just installed, such as **Zebra ZP 500 (ZPL)**, and click **OK**.

6. Click **OK** to exit System Settings. To verify that the printer is properly configured, click **Utilities** from the tool bar and select **Printer Setup**. The label printer you just installed should display in the Label Printer section. If not, select the label printer from the drop-down menu. Click **Test Printer** and then click **OK**.

Now you can begin printing using your ZP 505 Thermal Printer. Thank you for choosing FedEx.