

Getting you started

Thank you for opting to use Royal Mail’s Click & Drop system. To help get you started successfully please use this guide to ensure you get your printer installed and set up correctly.

NOTE: Zebra Printing is only supported on Mac OSX 10.5 or higher.
This guide is based on OSX 10.10, there may be a few aesthetic differences if you have a different OSX version

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LABEL SIZE & STOCK

Royal Mail hold 2 thermal labels stock types:

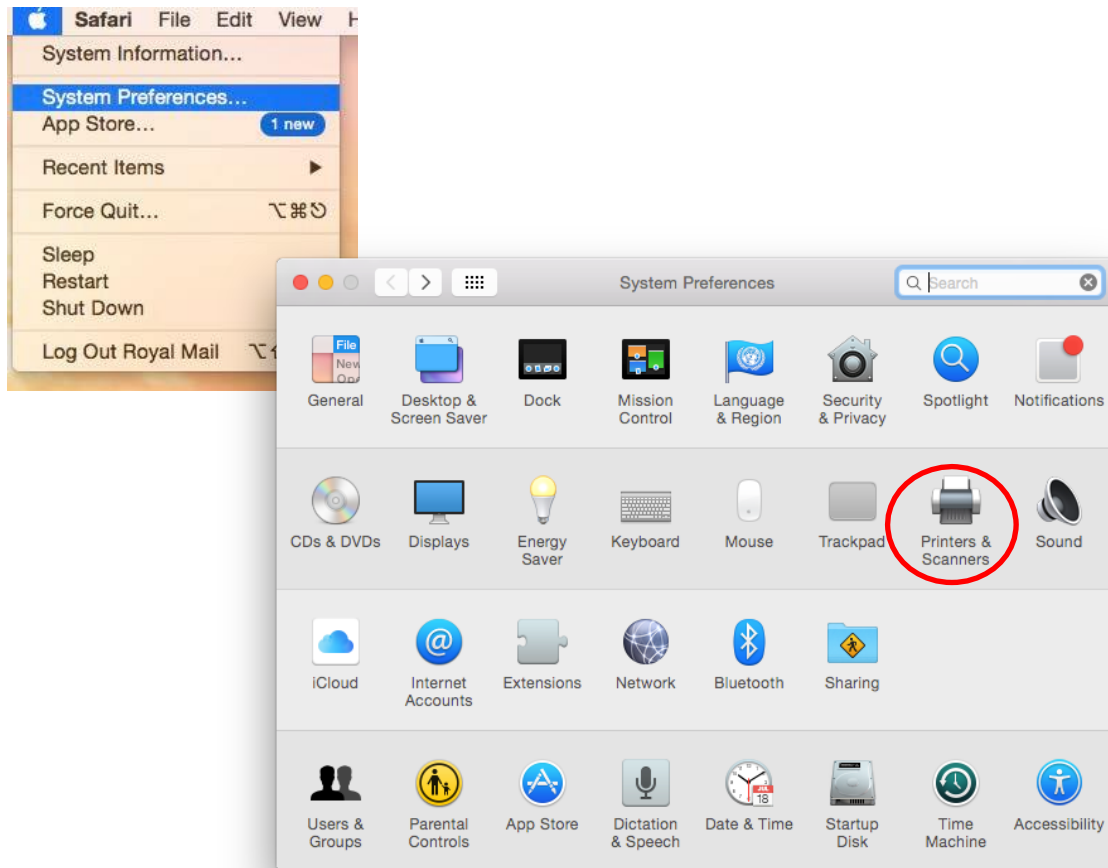
- 1) Stock code (P6557) – 110mm X 83mm
- 2) Stock code (P6709) – 156mm X 103mm

For iMac and Mac Book users please use the larger stock size (P6709).

Supplies of labels can be ordered www.royalmail.com/mailsupplies. To login, simply use your OBA profile email address and password.

INSTALLING THE ZEBRA PRINTER

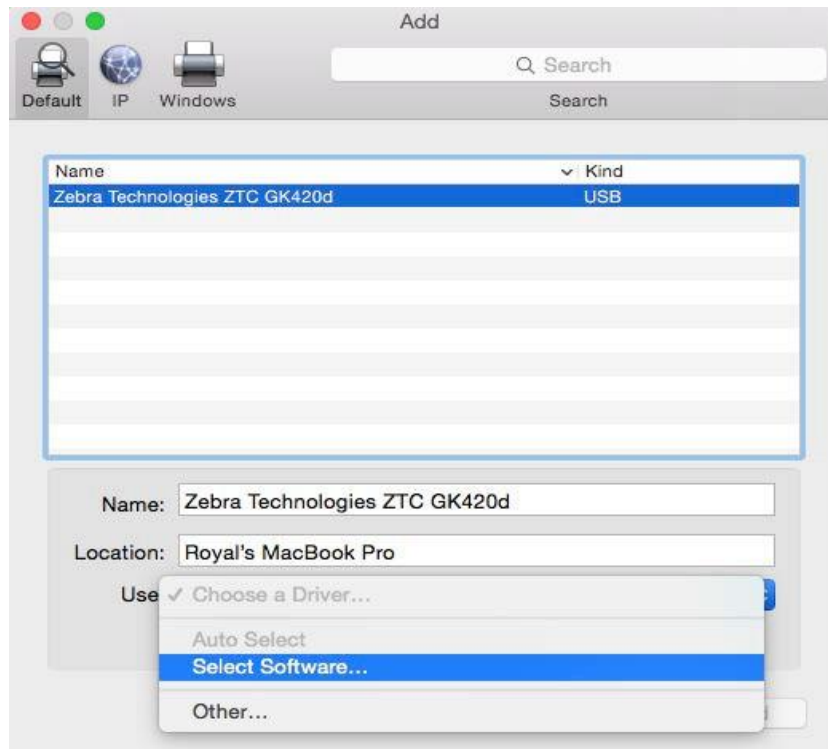
Once you have turned the printer on, go to Mac System Preferences (Apple>System Preferences) and select 'Printers & Scanners'



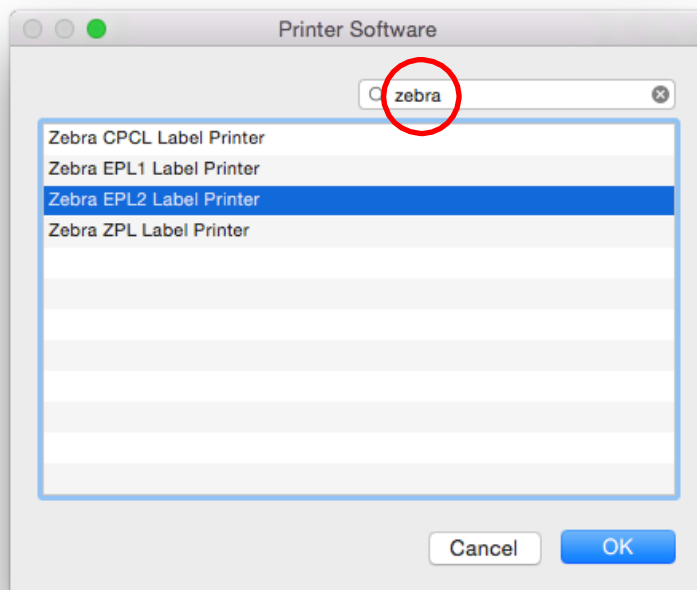
Click the "+" button to add a new Printer. Your new printer should be automatically detected. (If not, check that your printer is turned on and connected to your Mac)



Highlight the Zebra Printer and click on the 'Use' drop down menu and click 'Select Software'



Type 'Zebra' in the text field, when the list appears select 'Zebra EPL2 Label Printer' and then click 'OK'.

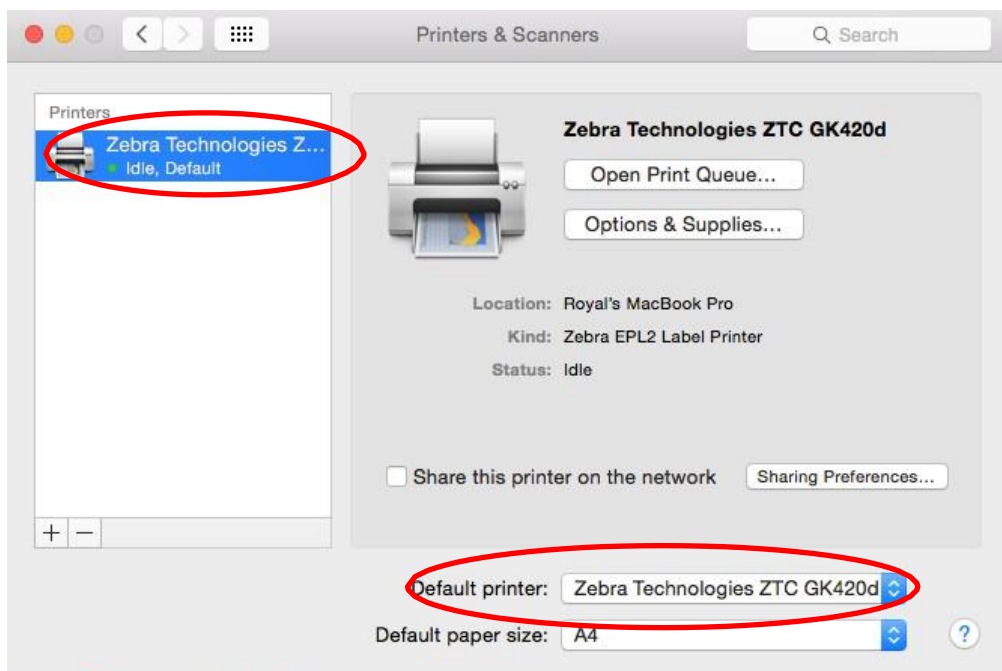


The Zebra Printer is now installed and you should see the Zebra printer in the list of printers as shown below.

*****IMPORTANT*****

If you do not intend to use your iMac or Mac Book for any other print jobs then please set the Zebra printer as your default printer as shown below.

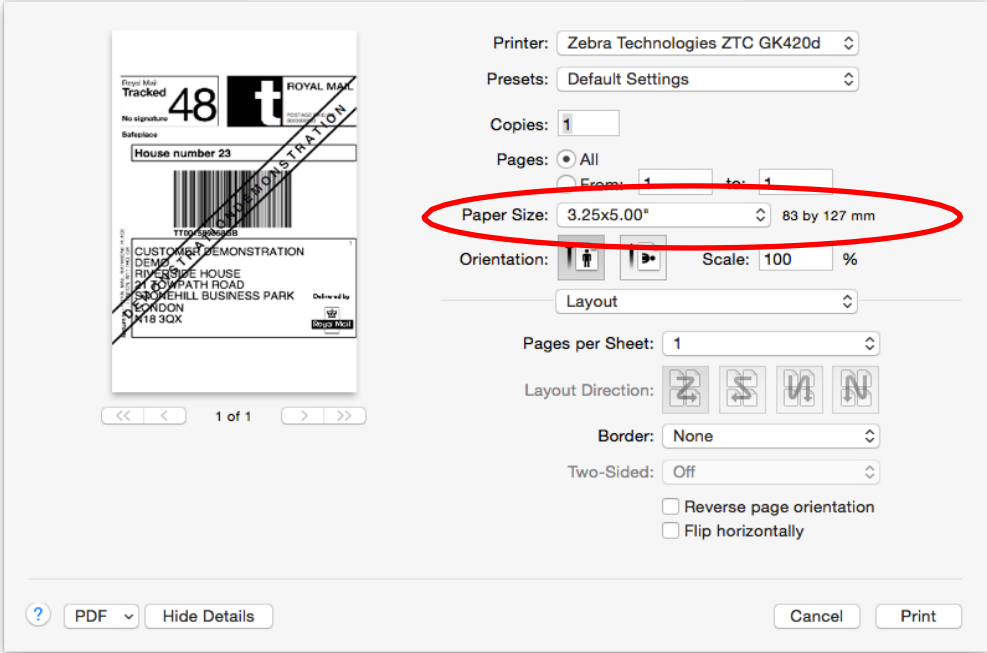
Please note that by doing this you will have to manually select your generic A4 printer for printing your Manifest on a daily basis.



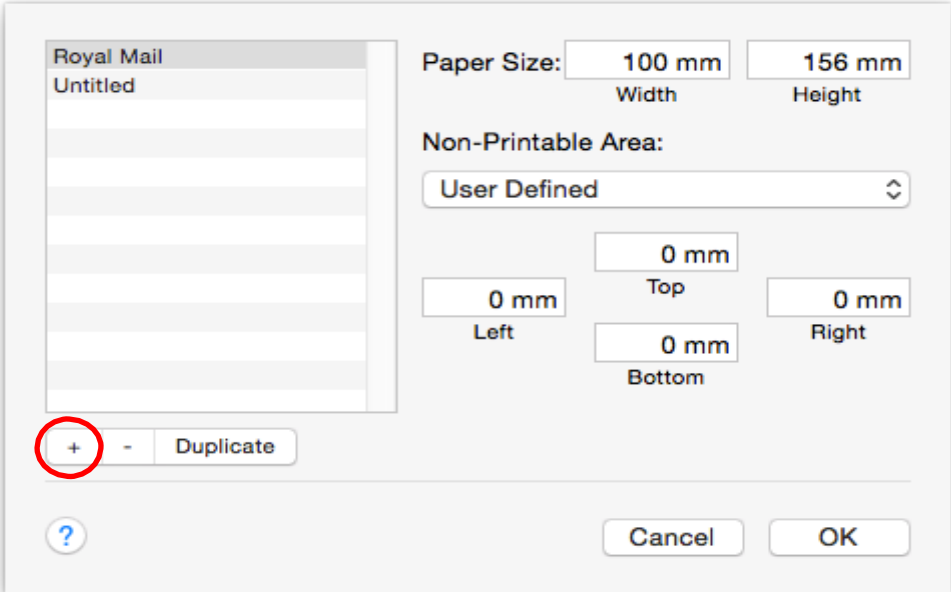
CONFIGURING YOUR PRINTER ON A MAC

Hold the Command and the P keys on your keyboard to print the label.

You will now be presented with the window below. Click on the 'Paper Size' drop down menu and choose 'Manage Custom Sizes'.

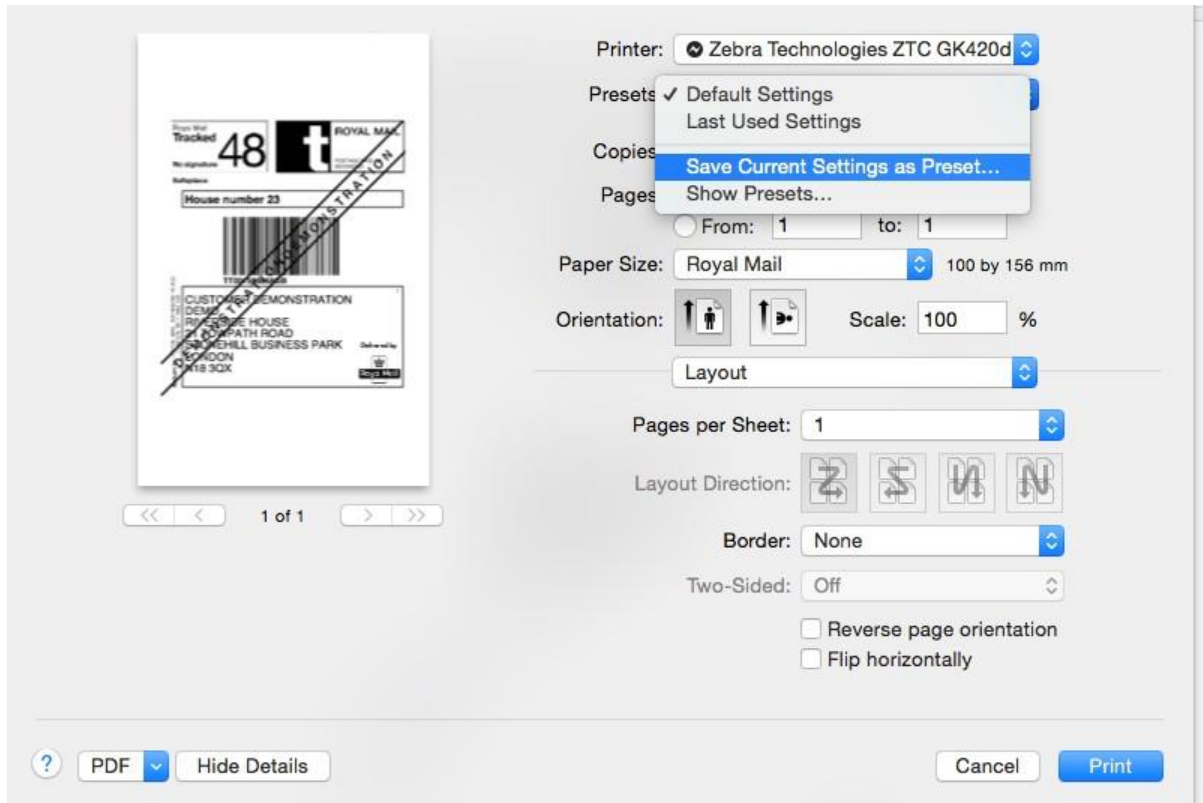


The 'Manage Custom Sizes' window is now open. Click the "+" button and create a paper size matching the dimensions below and name the paper size 'Royal Mail', click OK

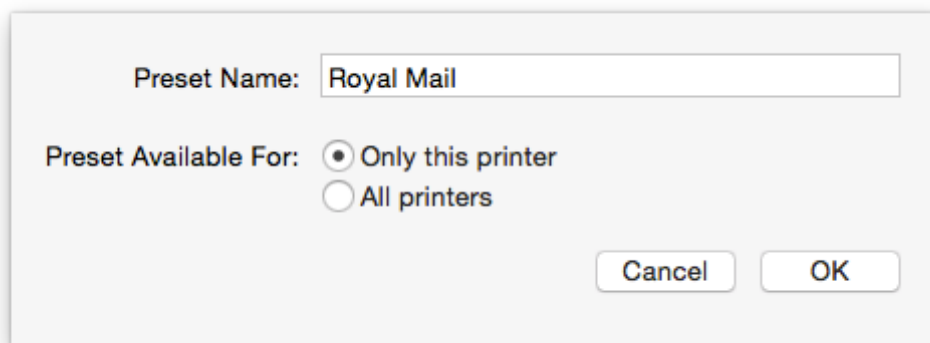


After creating your custom paper size, you will be taken back to the window below.

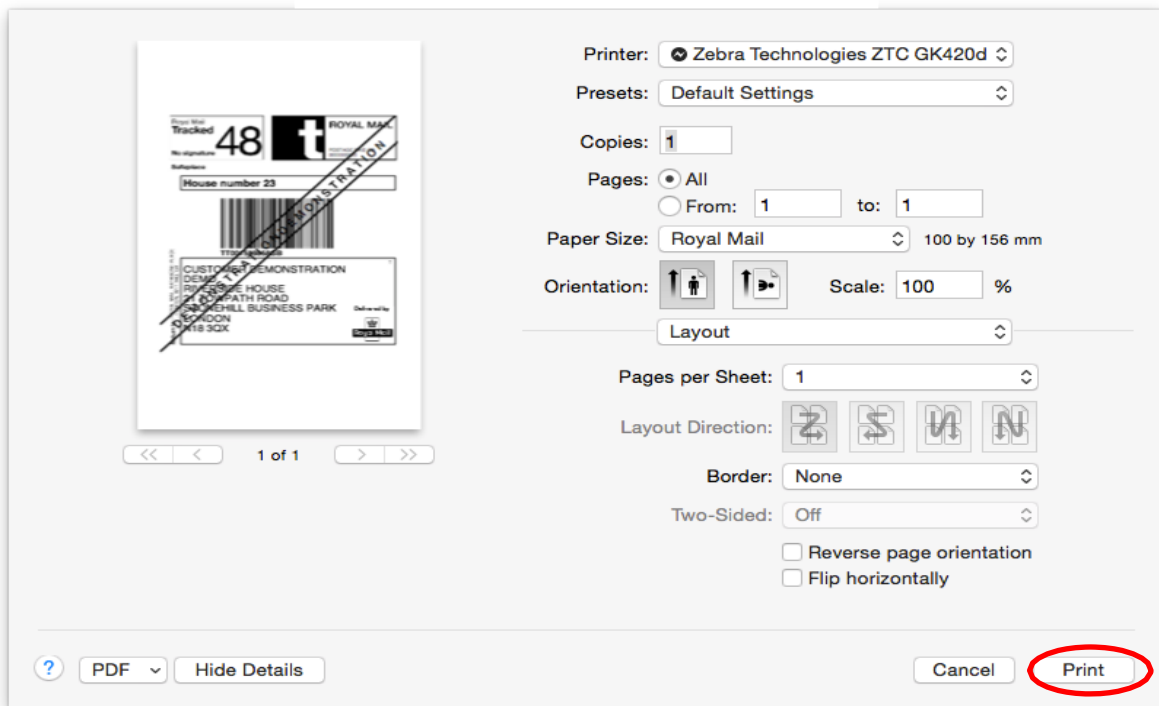
To save the settings that you have just created, click on the 'Presets' drop down menu and choose 'Save Current Settings as Preset'.



Please provide a preset name such as Royal Mail as shown below and then click 'OK'.



You will be returned to the main print window . Click 'Print' and check your label.



If there are any issues with the labels please double check your settings with this guide