## **Thermal Printing Tutorial**

A Thermal Printer is required to print thermal labels. We accommodate two types of thermal labels:

- 1. PDF Labels in Thermal Label Sizes (used by Purolator)
- 2. ZPL (Zebra Printer Language) Labels (used by FedEx, DHL, CanPar and others)

This document covers producing ZPL / Zebra labels using a Zebra Thermal Label printer.

# **Administrative Setup**

Activating Thermal Labels for a customer is done by visiting "Configure Courier



Accounts".

Here you can select the appropriate label format for each carrier:



The "ZPL" labels will require the additional configuration covered by this document.

# **Printing Thermal Labels**

When viewing the completed shipment, in the Label section if Thermal Labels are present you will see a "Print Thermal Labels" button.

B	Print Waybills and Documents *		
Ť	PRINT THERMAL LADELS	Please Print 3 Copies of each Waybill	

When you click on this button you will see the Thermal Printing Page for the

Print Labels		
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Connecting to Printer		
PRINT SELECTED LA	TES406730996 REFURN TO STATUS	

shipment.

This page allows you to select the labels and the target printer. When this page loads it delivers a Java Applet that will communicate with the locally installed Zebra Printer. If you see "Connecting to Printer..." without resolving to printer names, then the Java Applet is not functioning correctly. If that happens, see the Configuring Java Section.

From here, check the labels you want to print and click Print Selection. Your Thermal Printer should immediately produce the labels.

### **Configuring Java**

It is necessary to have a functioning Java framework installed. A number of steps need to be taken to properly prepare Java.

### **Internet Explorer**

Internet Explorer is required. Currently Java only functions with Internet Explorer. We recommend using the latest version available, currently Internet Explorer 11.

### **Installing Java**

If you do not have Java installed, please follow these steps.

Visit **java.com** and find the appropriate download page.



#### **Configure Java Security**

If upon visiting the Thermal Printing Page you see a warning or pop-up from Java you will need to approve it and configure the Java Security options to allow the plugin to execute.



To configure Java Security use Windows Search to find the **Configure Java** applet.



When running the **Configure Java** applet you should see the following dialog.



Find the Security tab and look for the **Exception Site List**.

💰 Java Control Panel	-		×
General Update Java Security Advanced			
C gnable Java content for browser and Web Start applications			
Security level for applications not on the Exception Site list			
○ Very High			
Only Java applications identified by a certificate from a trusted author and only if the certificate can be verified as not revoked.	ority are allow	ed to run	
Java applications identified by a certificate from a trusted authority a the revocation status of the certificate cannot be verified.	are allowed to	o run, eve	nif
Exception Site List Applications launched from the sites listed below will be allowed to run i	after the app	ropriate s	scurity
Click Edit Site List			
to add items to this list.	Edit S	ite List	
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Click on Edit Site List...

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FILE and HTTP protocols are considered a security risk. We recommend using HTTPS sites where available.	<u>A</u> dd	ිලා	ove

Here you should add the URL of the site you wish to access. Ensure that the prefix http:// or https:// match the Noviship site. You only need the name of the site (for example "http://site.noviship.ca").

Click **OK** to save the changes. You may see a warning if the site is "http" and not "https" but you should approve anyway.

🔓 Java Control Panel			-		×
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고 gnable Java content for browser an	d Web Start applications				
Security level for applications not on th	he Exception Site list				
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Ensure the site has been correctly added.

Now click **OK**. It is necessary to entirely restart Internet Explorer for these changes to take place and this may require a computer restart. Please do this and return to the Thermal Printing Page.