

ShipStation®

Connect & Companion Guide *Printing, Scales, and Mobile*



What is ShipStation Connect?

- *ShipStation Connect* is a local-app separate from our web-app that communicates directly with your printers and scales and enables you to set direct-printing methods
- Enables the ability to share devices with other users and print remote or from mobile
- Allows for a fast 'click & print' workflow

ShipStation Connect

1. Setup Your Printer

- Install/adjust appropriate drivers and hardware
- Print a test page to ensure your printer is properly connected

2. Install *ShipStation Connect*

- Go to *Account Settings > Printing > ShipStation Connect*
- Click 'Download ShipStation Connect', open file and install
- Login to Connect with ShipStation username and password



Helpful Tips

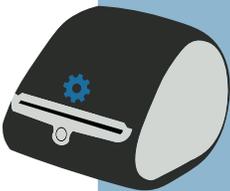
- *ShipStation Connect* should ONLY run on workstation(s) with printers & scales
- Set up "print to" preferences for fast "click & print" workflow
- Share devices to allow access to users and remote or mobile printing

3. Customize Workstation Settings

- Go to *Printing > ShipStation Connect*
- Name, share, or disable devices
- Set settings and test scale

4. Adjust Printing Settings

- Go to *Printing > Printing Setup*
- Adjust 'Document Options' to appropriate paper size for your printer(s)
- Set 'Print To' default printing method for each document type



Best Practices

- Have one **admin user** setup *ShipStation Connect* on the workstation(s) with devices
- Name the workstation(s) and devices to specify their physical location, ex. *back warehouse*
- Share the devices on each workstation and each user set "print to" preferences

ShipStation Companion

1. Setup Your Workstation

- Follow *ShipStation Connect* setup process
- Share the devices you want to use on mobile

2. Install *ShipStation Companion* for Mobile

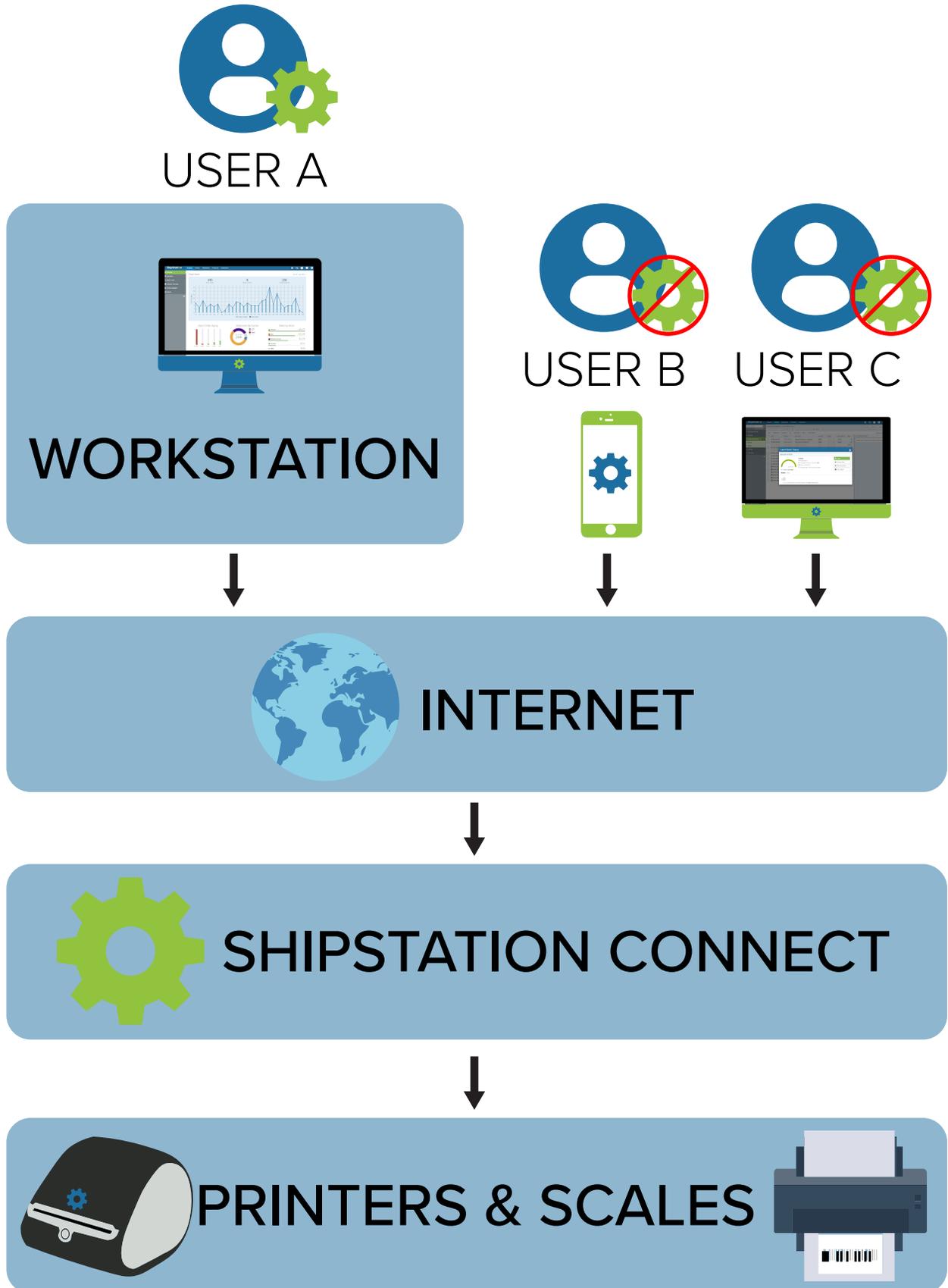
- Available in App Store and Android Marketplace
- Open app & login

3. Get Ship Done... On the Go

- Process an order & press 'create label'
- Print job is sent via *Connect* to printer



ShipStation[®] The Print Station



Need help? Go to help.shipstation.com