

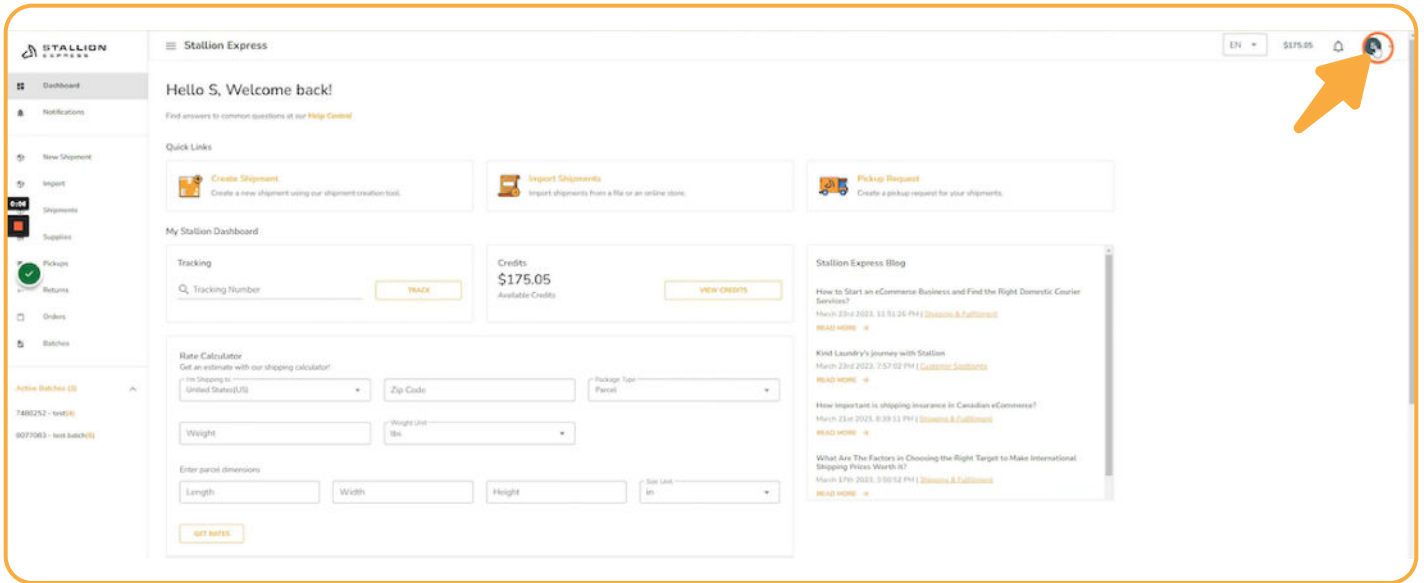
HOW TO SET-UP YOUR DIRECT PRINTING SETTING





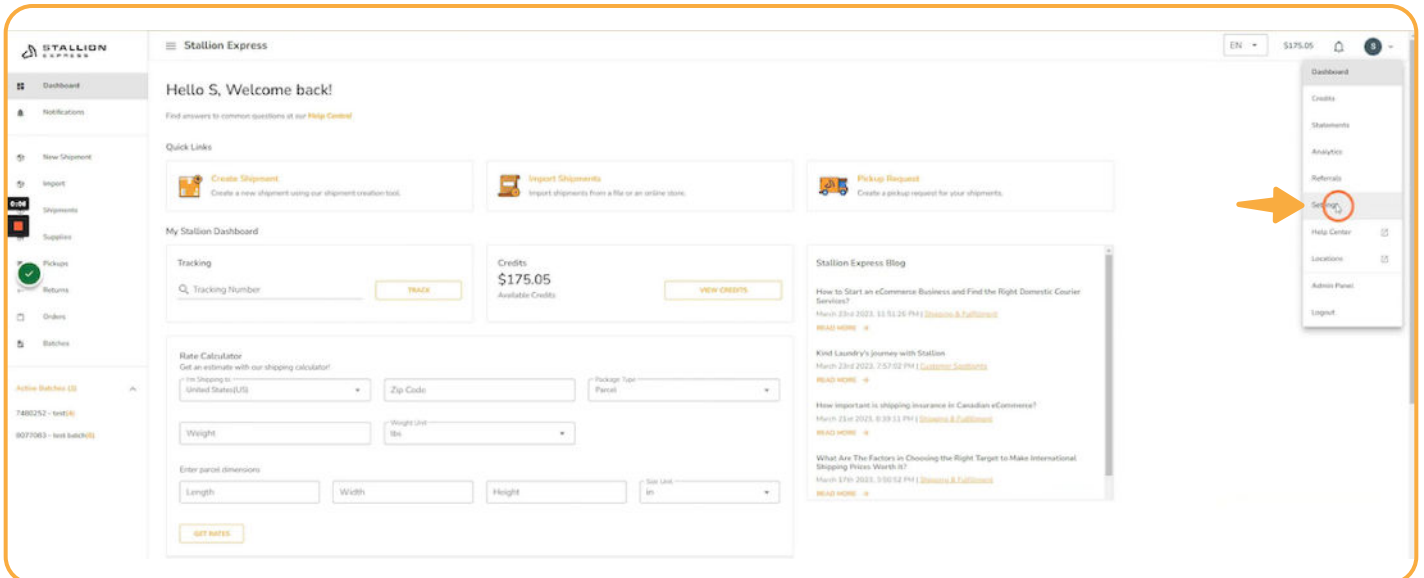
STEP 1

From your Stallion account, click **your profile icon**.



STEP 2

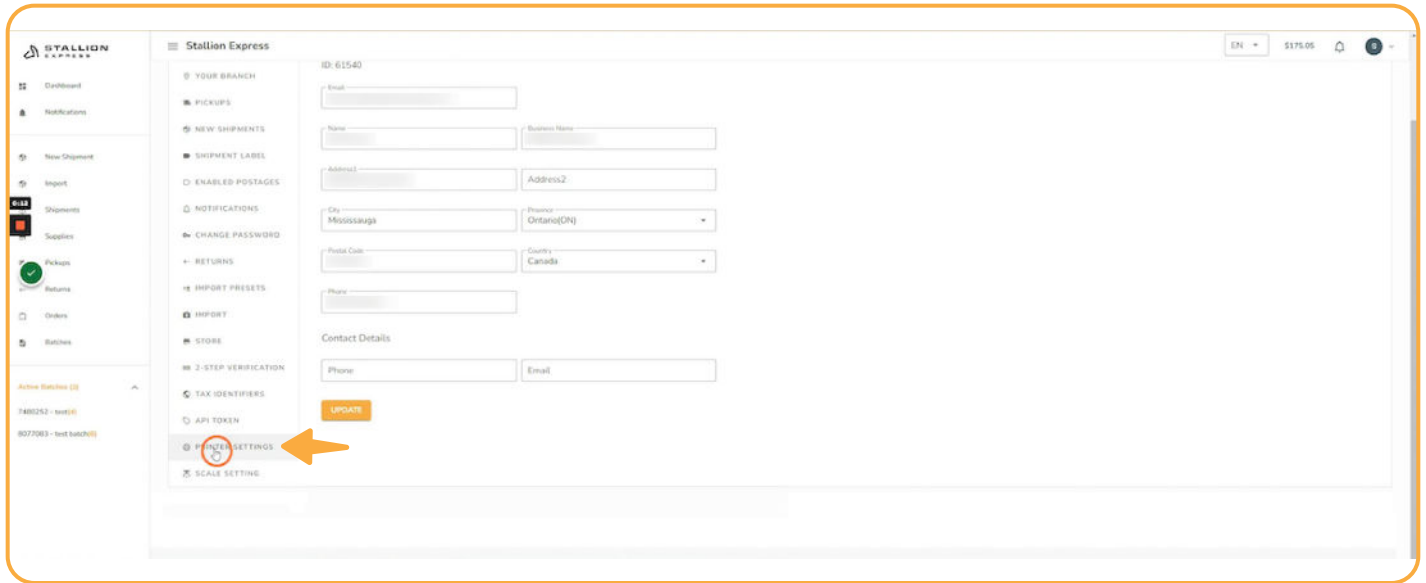
Click **Settings**.





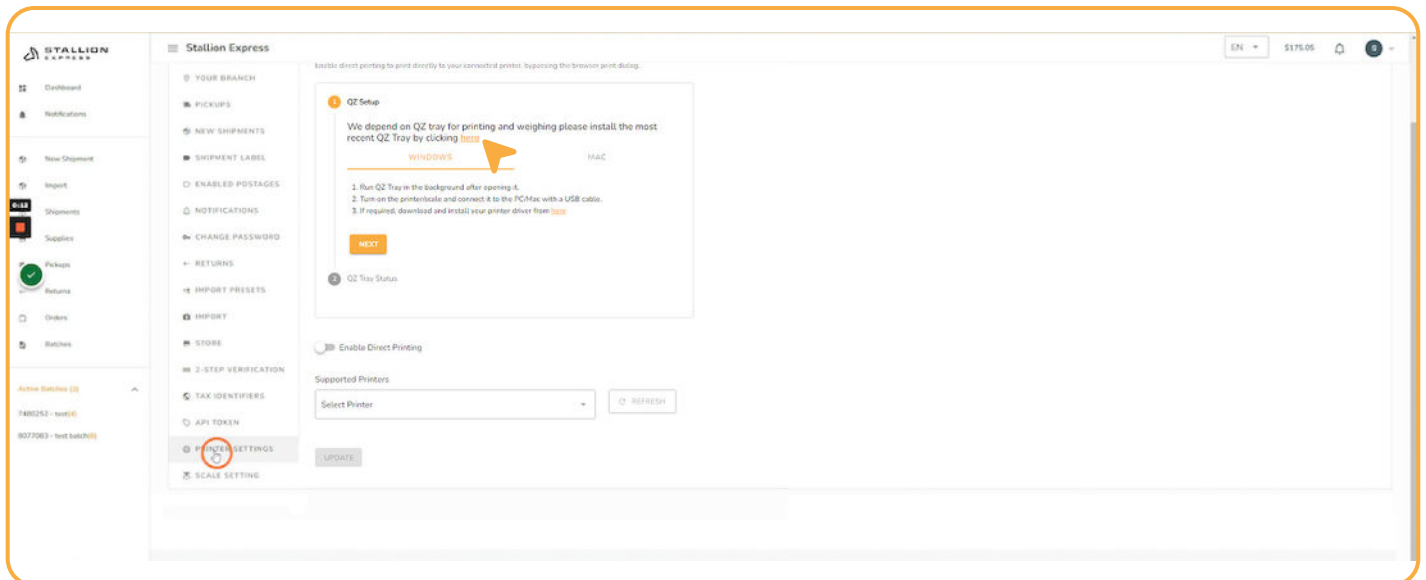
STEP 3

Click **Printer Settings**.



STEP 4

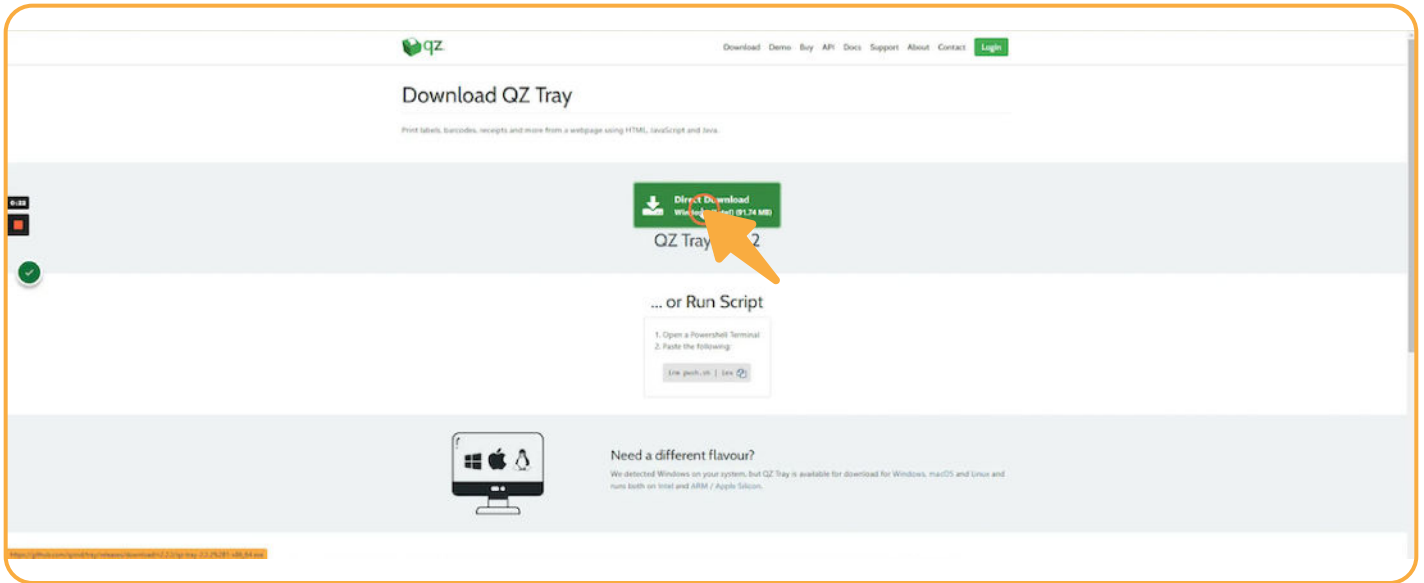
Click **here** to download the most recent QZ Tray.





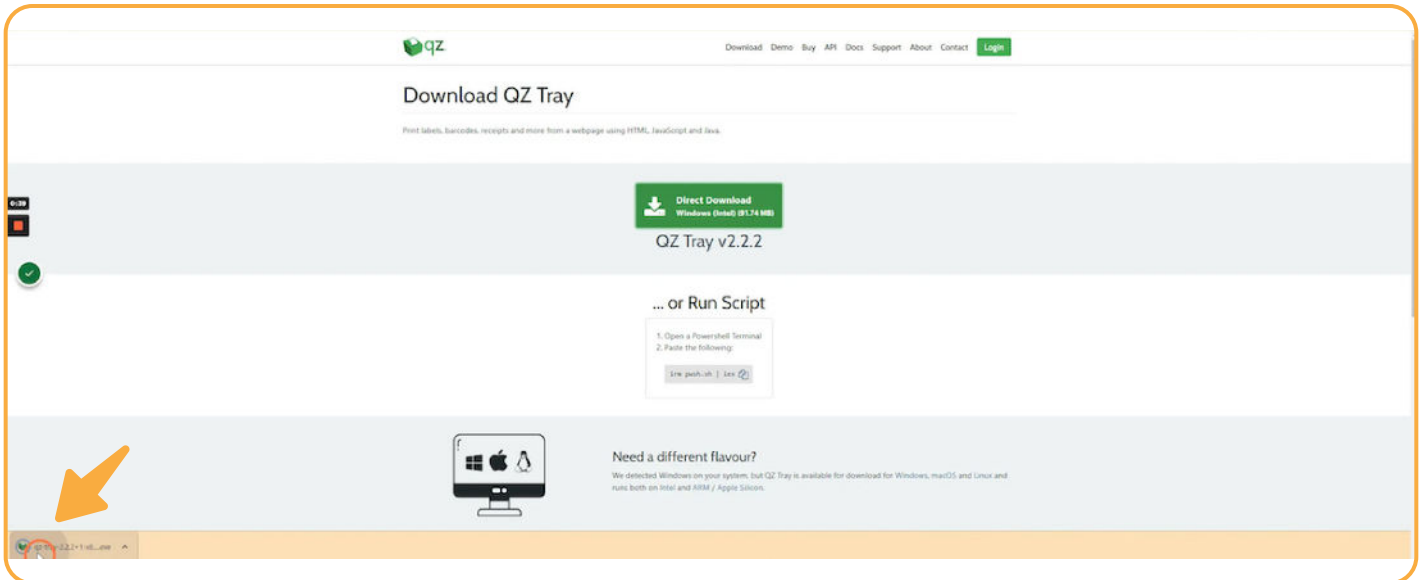
STEP 5

Download QZ Tray.



STEP 6

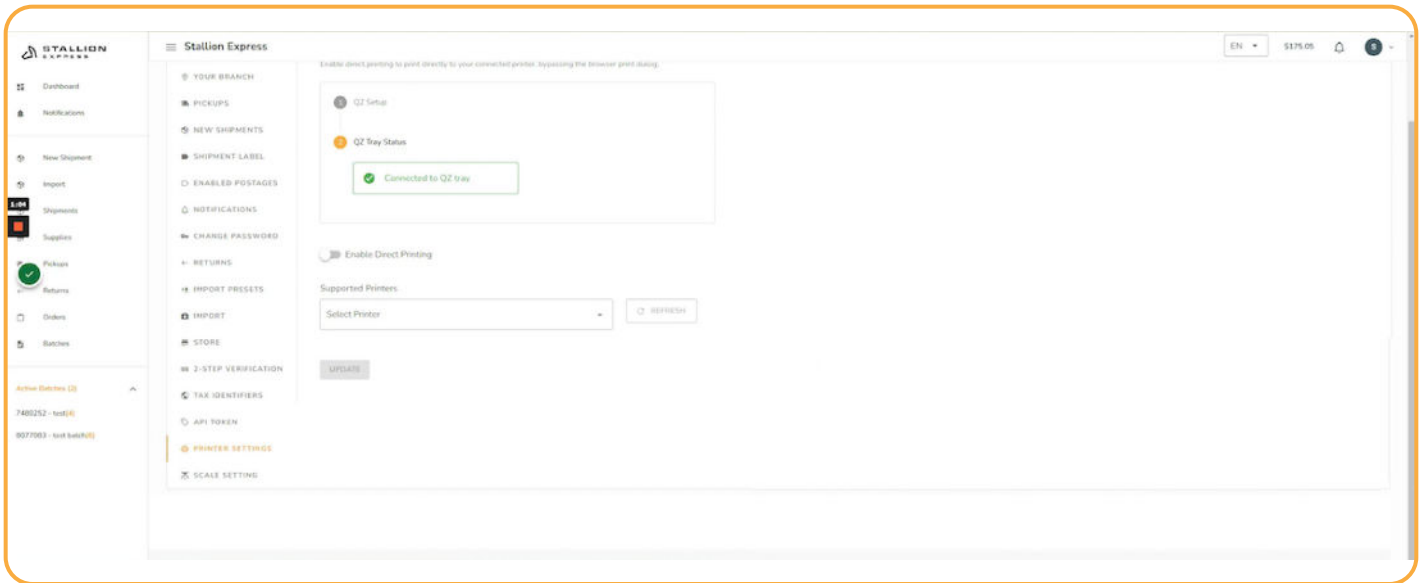
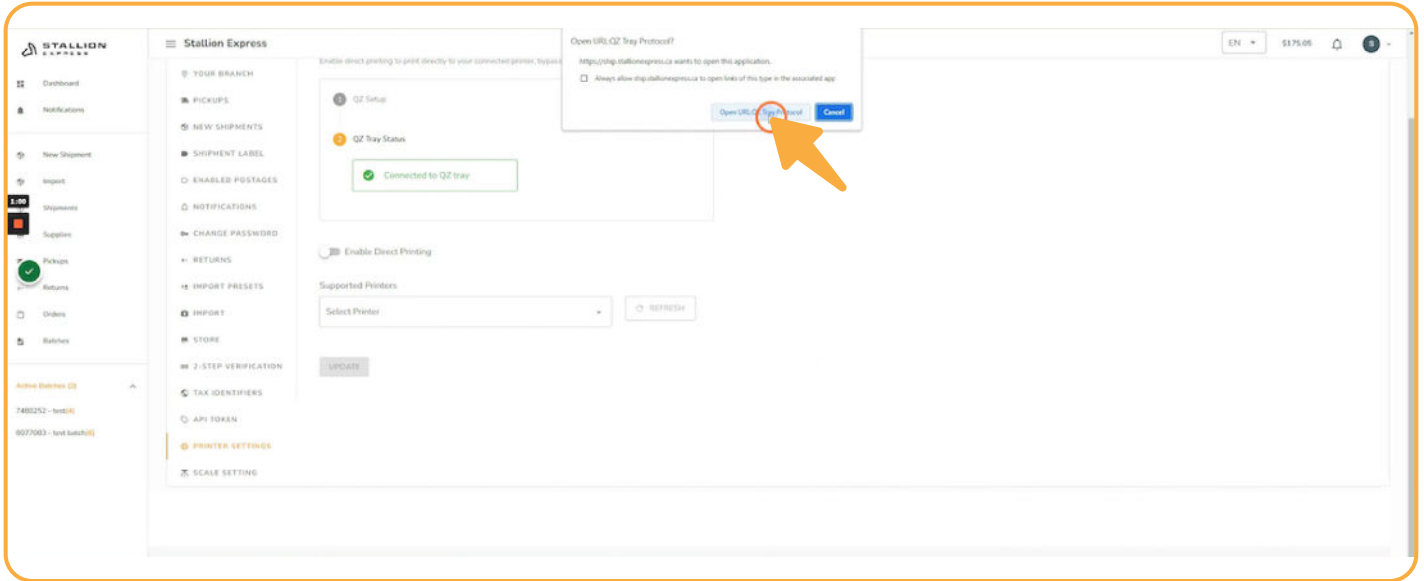
Open the file and install.





STEP 7

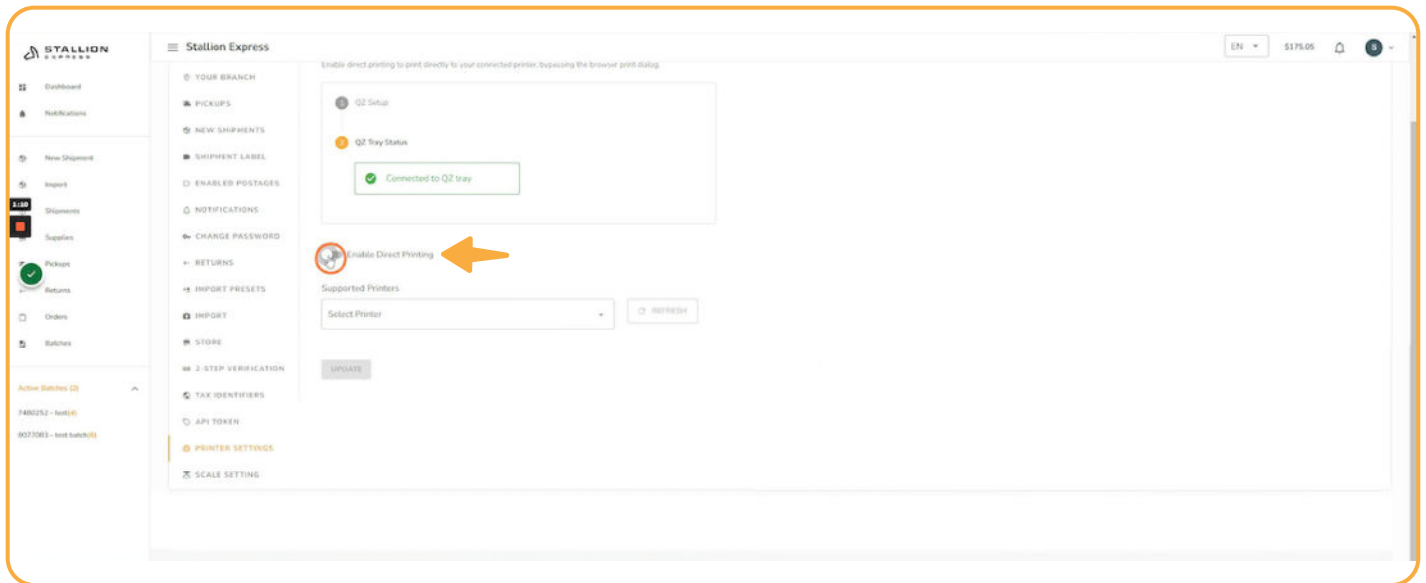
Click here to open QZ Tray.





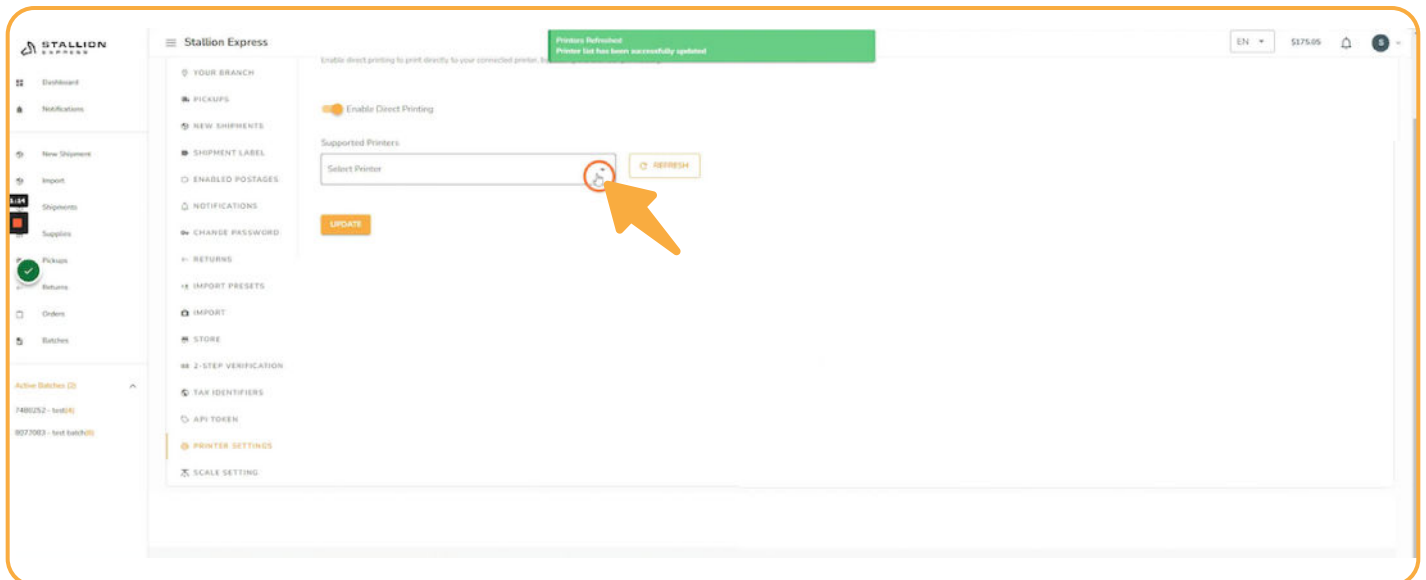
STEP 8

Toggle on to Enable Direct Printing.



STEP 9

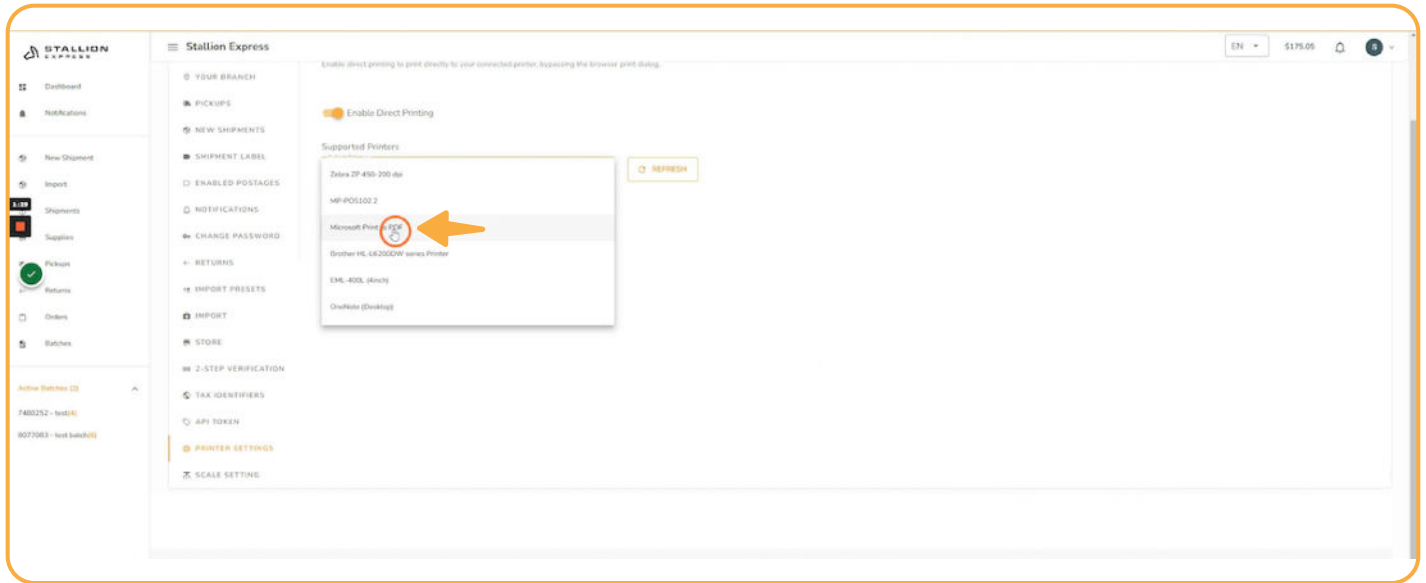
Click the drop-down menu.





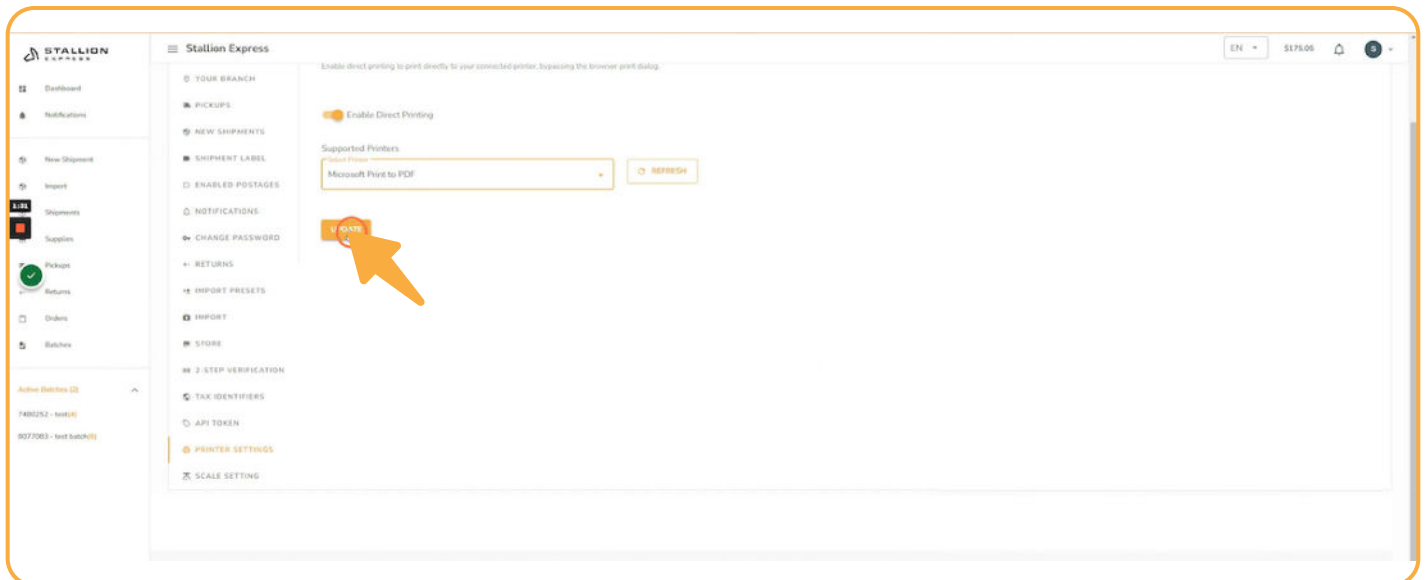
STEP 10

Select the printer from the drop-down menu that you'd like to print from.



STEP 11

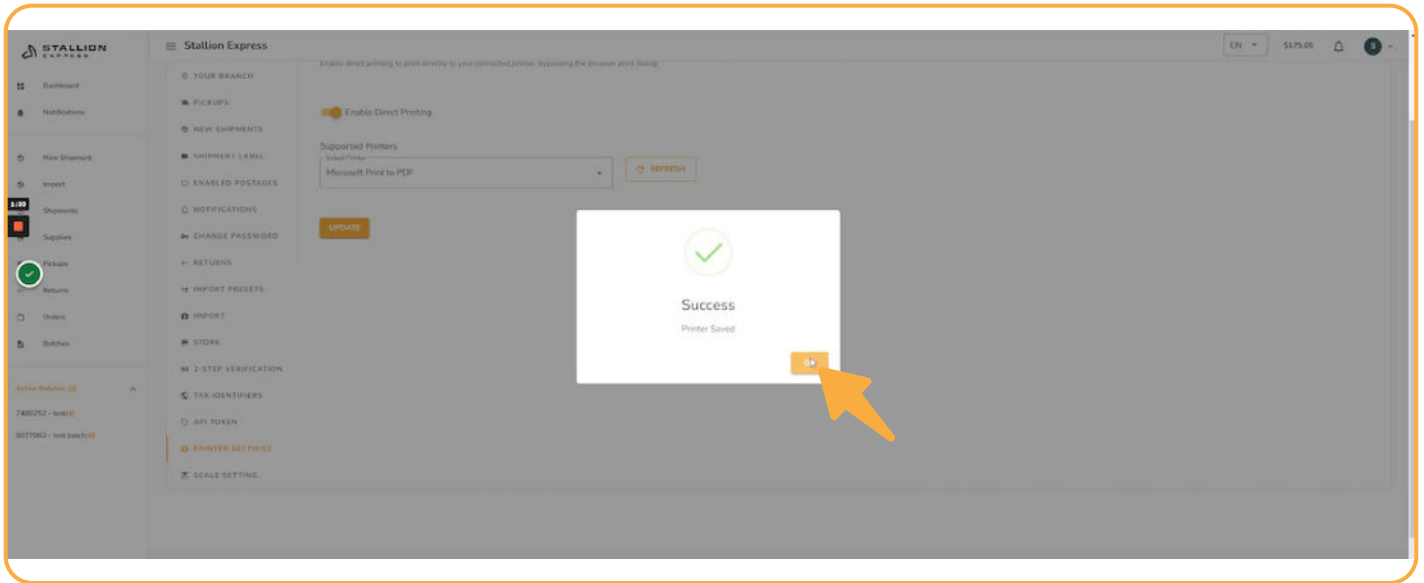
Click **Update**.





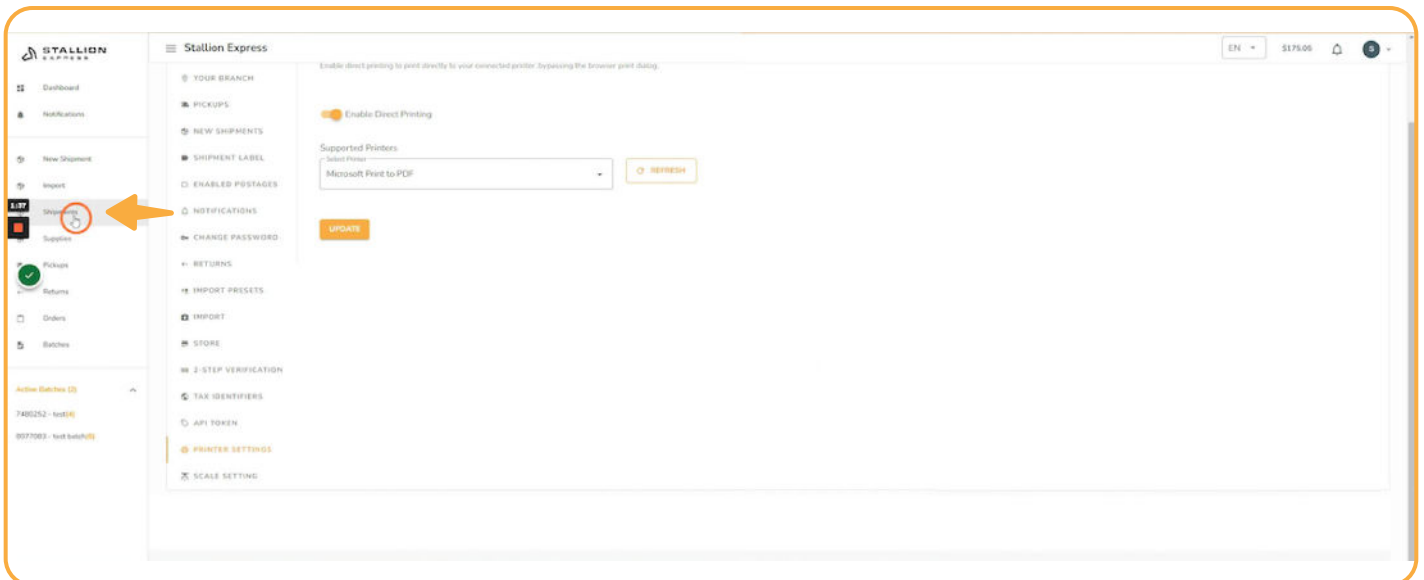
STEP 12

View this pop-up message, you're all set-up!



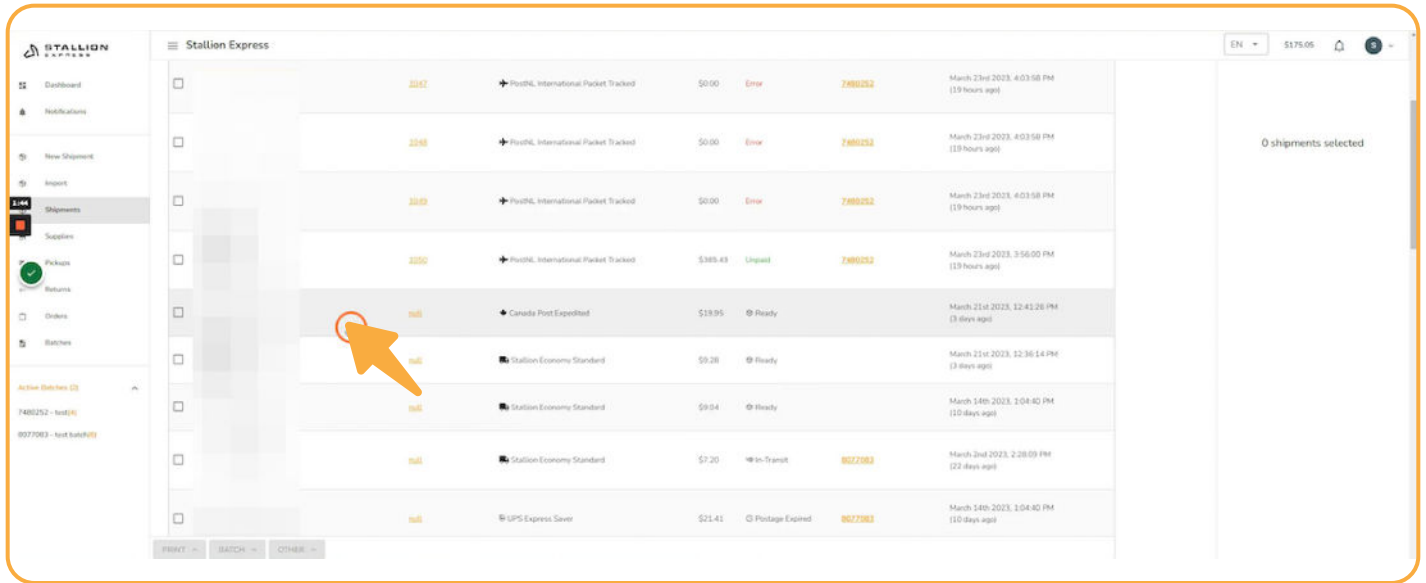
STEP 13

Now, let's test this with a shipment. Go to the **Shipments** page.



STEP 14

Select a shipment.

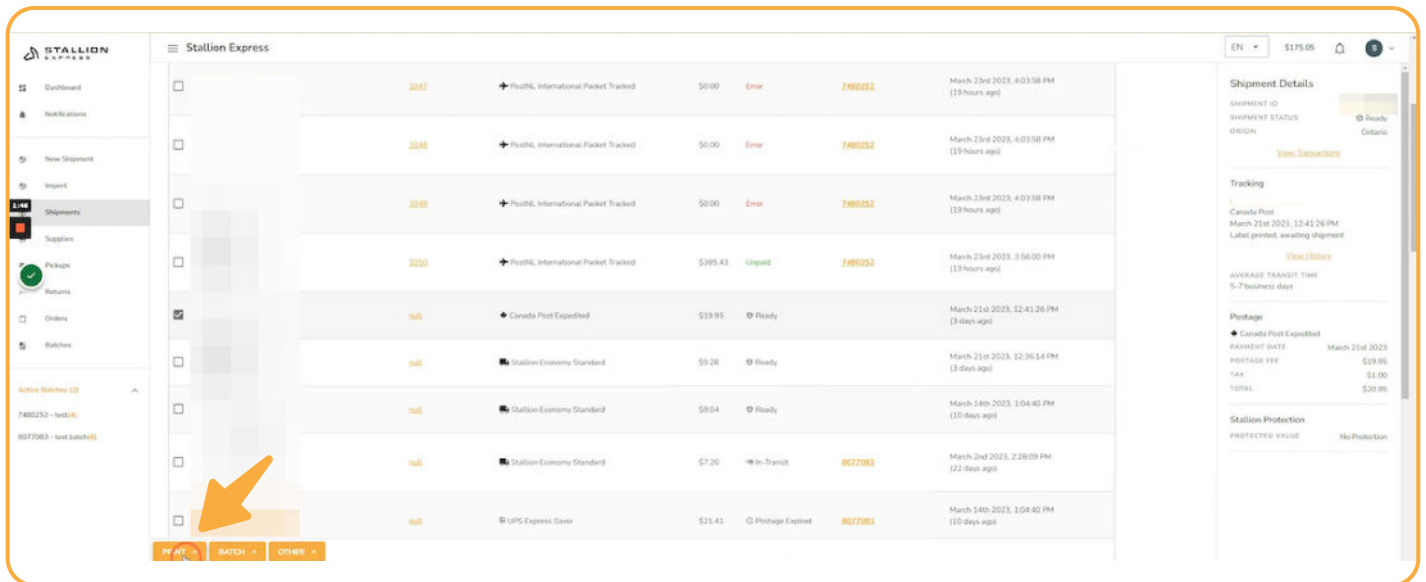


The screenshot shows the Stallion Express dashboard with a list of shipments. An orange arrow points to the 'Canada Post Expedit' shipment, which is highlighted in grey. The shipment details are as follows:

Shipment ID	Carrier	Service	Weight	Status	Tracking ID	Ship Date	Age
2057	PostNL	International Packet Tracked	\$0.00	Error	7480252	March 23rd 2023, 4:03:58 PM	(19 hours ago)
2248	PostNL	International Packet Tracked	\$0.00	Error	7480252	March 23rd 2023, 4:03:58 PM	(19 hours ago)
2049	PostNL	International Packet Tracked	\$0.00	Error	7480252	March 23rd 2023, 4:03:58 PM	(19 hours ago)
2250	PostNL	International Packet Tracked	\$395.43	Unpaid	7480252	March 23rd 2023, 3:56:00 PM	(19 hours ago)
na5	Canada Post	Expedit	\$19.95	Ready	8077083	March 21st 2023, 12:41:26 PM	(3 days ago)
na5	Stallion	Economy Standard	\$9.28	Ready	8077083	March 21st 2023, 12:36:14 PM	(3 days ago)
na5	Stallion	Economy Standard	\$9.04	Ready	8077083	March 14th 2023, 1:04:40 PM	(10 days ago)
na5	Stallion	Economy Standard	\$7.20	In-Transit	8077083	March 2nd 2023, 2:28:09 PM	(22 days ago)
na5	UPS	Express Saver	\$21.41	Postage Expired	8077083	March 14th 2023, 1:04:40 PM	(10 days ago)

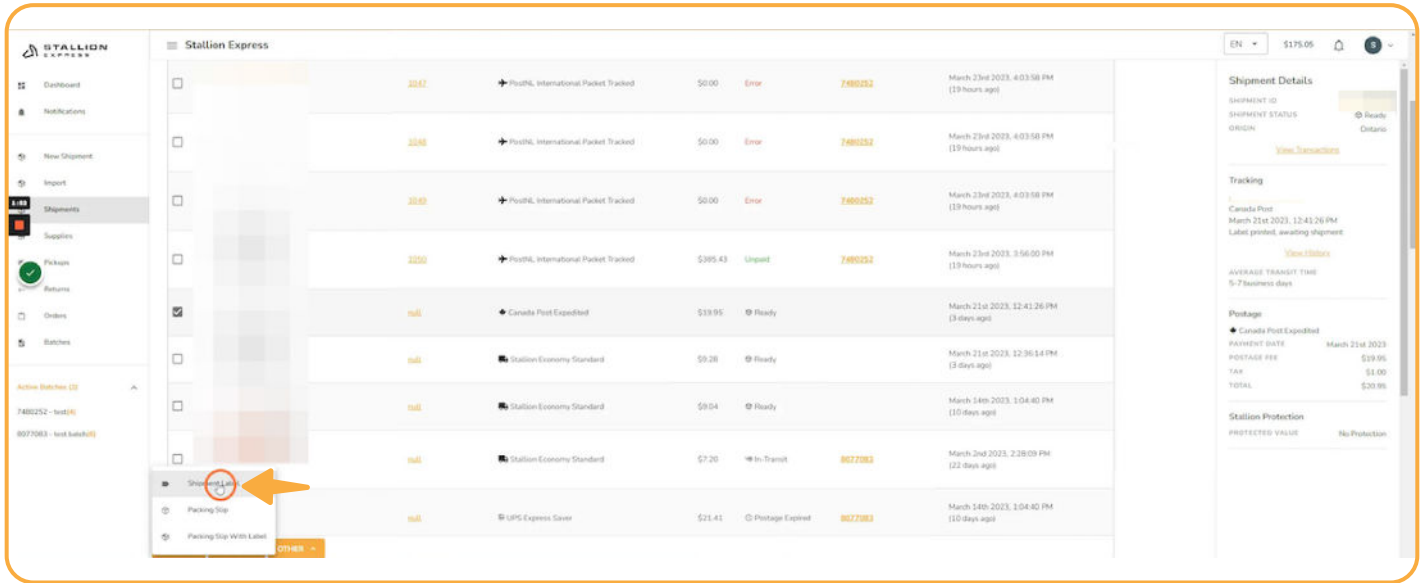
STEP 15

Click **Print**.



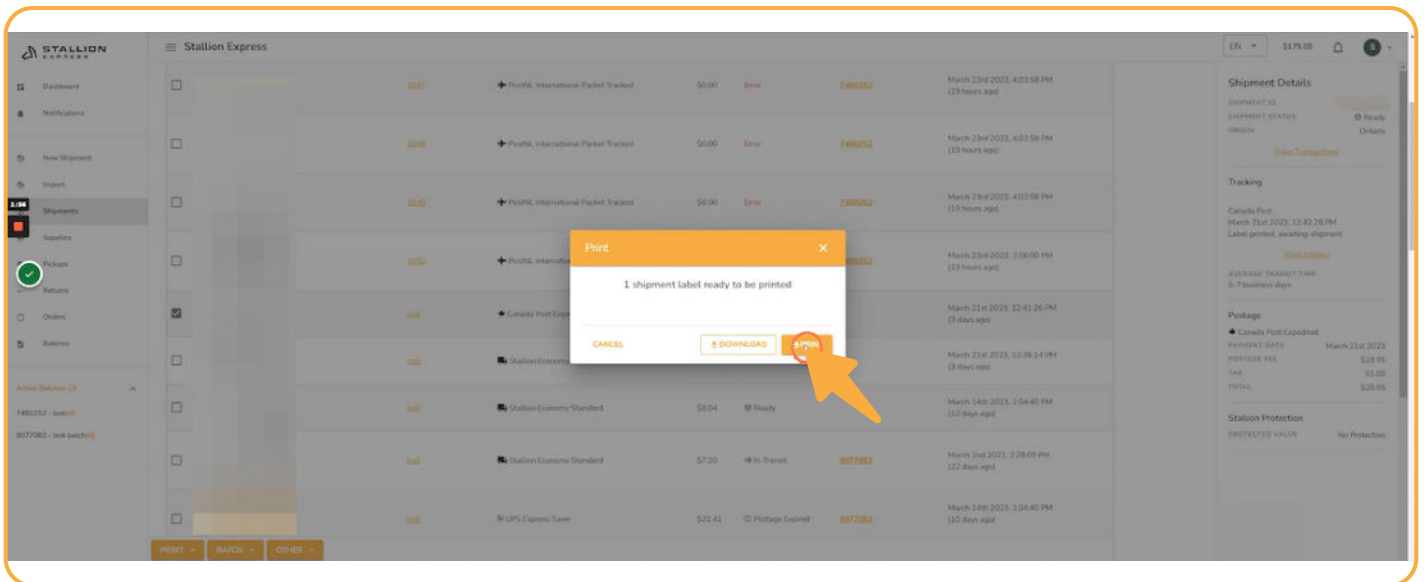
The screenshot shows the same Stallion Express dashboard as in Step 14. An orange arrow points to the 'PRINT' button at the bottom left of the shipment list. The 'Print' button is highlighted in orange, and the 'Batch' and 'Other' buttons are also visible.

STEP 16
Click **Shipment Label**.



Shipment ID	Carrier	Service	Weight	Status	Tracking Number	Ship Date	Ship Time
2247	PostNL	International Packet Tracked	\$0.00	Error	7480252	March 23rd 2023	4:03:58 PM (19 hours ago)
2248	PostNL	International Packet Tracked	\$0.00	Error	7480252	March 23rd 2023	4:03:58 PM (19 hours ago)
2049	PostNL	International Packet Tracked	\$0.00	Error	7480252	March 23rd 2023	4:03:58 PM (19 hours ago)
2250	PostNL	International Packet Tracked	\$395.43	Unpaid	7480252	March 23rd 2023	3:56:00 PM (19 hours ago)
na5	Canada Post	Expedited	\$19.95	Ready		March 21st 2023	12:41:26 PM (3 days ago)
na5	Stallion	Economy Standard	\$5.38	Ready		March 21st 2023	12:36:14 PM (3 days ago)
na5	Stallion	Economy Standard	\$8.04	Ready		March 14th 2023	1:04:40 PM (10 days ago)
na5	Stallion	Economy Standard	\$7.20	In Transit	8077083	March 2nd 2023	2:28:09 PM (22 days ago)
na5	UPS	Express Saver	\$21.41	Postage Expired	8077083	March 14th 2023	1:04:40 PM (10 days ago)

STEP 17
Click **Print**.



Print

1 shipment label ready to be printed

CANCEL DOWNLOAD PRINT