

*ShipStation*  *n*®

ShipStation Connect

Which scenario works for you?

# ShipStation Connect.... what is it?

ShipStation Connect is an application you install on the computer with your **Printers** and/or **Scales** directly connected to it (network or wireless printers not currently supported). ShipStation refers to this as the ***Printer Workstation***.

## **What does it do?**

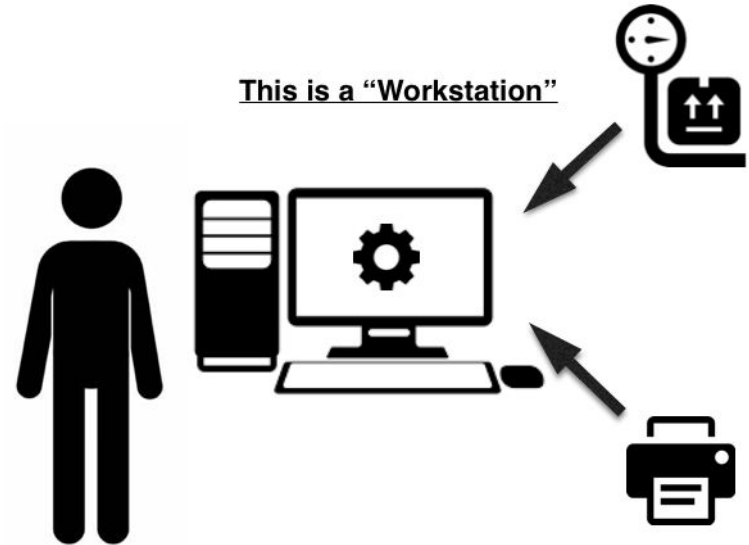
Connect is the conduit that passes print jobs from your ShipStation account to your printer hardware. It allows you to print directly to your printer of choice from ShipStation, as well as pull the weight from a scale into ShipStation at the click of a button.

## **Features:**

- Connects scales and printers for use with your ShipStation account
- Shares devices with other users on the account across networks and locations
- Supports both thermal and standard desktop printers
- Supports most USB scales for easy measuring of package weights
- Configures sharing preferences directly through ShipStation settings

# What do we consider a “WorkStation”?

A *workstation* is the computer the printers and scales are physically plugged into via USB. ShipStation Connect is installed on this computer and a user has signed into ShipStation Connect.



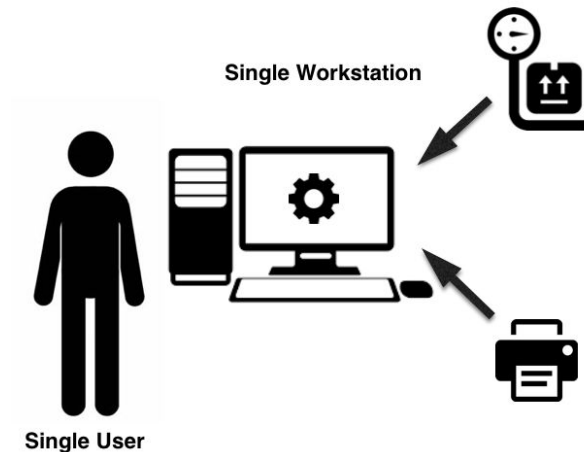
# Scenario 1:

## Single User - Single Workstation

This is the most common use case. This means one ShipStation user is using one workstation (most commonly Starter, Bronze, and sometimes Silver Plan level accounts).

In this scenario, simply install ShipStation Connect and sign into it using the same ShipStation username and password you use to login to ShipStation. You can then print labels, packing slips, or other documents to the workstation printers directly from your ShipStation account.

*Printers must already be configured through your operating system printer preferences.*



# Scenario 2:

## Multi User - Single Workstation

In this situation, there will be more than one ShipStation user but only **one workstation**. With this setup, the user that signs into ShipStation Connect on the printer workstation will *share* the printers/scales in the ShipStation Connect Settings so that other users can also use them.

To do this, check the *Shared* box in the ShipStation Connect settings\* for that device.

\*To access these settings, you must be signed into ShipStation using the same username and password used to sign into ShipStation Connect. Users *not* signed into ShipStation Connect will **not** see the list of connected devices in **Settings > Printing > ShipStation Connect**, and will not be able to make changes to them.

### ShipStation Connect

#### Your Devices

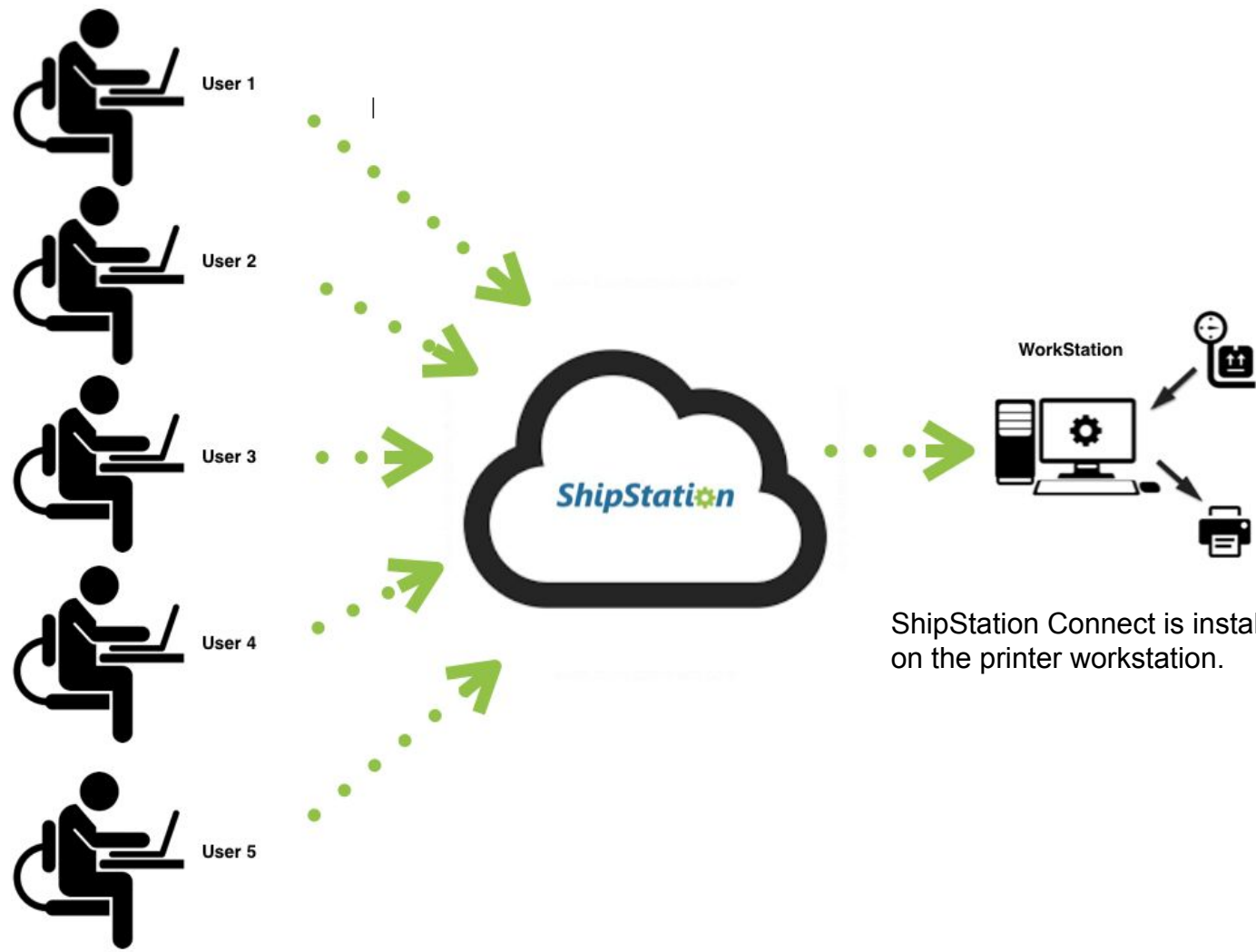
The following workstations were activated by you and can be managed by you as well as other account administrators.

Sarahs-MacBook-Pro.local	Disabled ?	Shared ?
Printers		
EPSON ET-4550 Series	<input type="checkbox"/>	<input type="checkbox"/>
Zebra Technologies ZTC GX420d	<input type="checkbox"/>	<input type="checkbox"/>
Scales		
Apple Internal Keyboard / Trackpad	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apple Mikey HID Driver	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apple Inc. Apple Keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apple Magic Trackpad 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Check to share!

Activated by Sarah Holdgrafer. Deactivate this workstation

# Scenario 2 illustration.

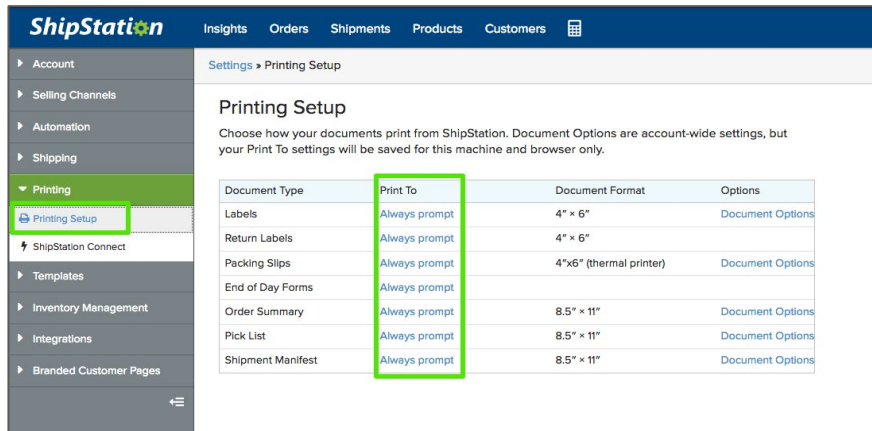


ShipStation Connect is installed only on the printer workstation.

# Scenario 2 continued:

Other things to note about this configuration...

- No other users need to install ShipStation Connect on computers that are not the Printer WorkStation.
- Remember, the *printer workstation* is the computer the printer and/or scale is connected to.
- Any user can set a *shared* workstation printer as their user's default printer. Go to **Settings > Printing > Printing Setup** and click in the "Print to" column for that document type. When choosing "Print via ShipStation Connect" the available shared printers will display.



ShipStation

Insights Orders Shipments Products Customers

Account  
Selling Channels  
Automation  
Shipping  
Printing  
ShipStation Connect  
Templates  
Inventory Management  
Integrations  
Branded Customer Pages

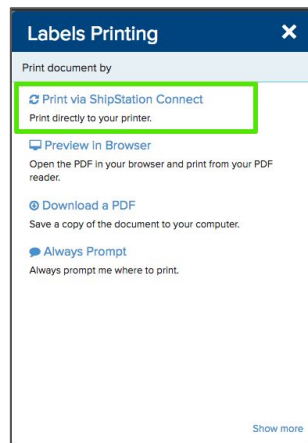
Settings > Printing Setup

### Printing Setup

Choose how your documents print from ShipStation. Document Options are account-wide settings, but your Print To settings will be saved for this machine and browser only.

Document Type	Print To	Document Format	Options
Labels	Always prompt	4" x 6"	Document Options
Return Labels	Always prompt	4" x 6"	
Packing Slips	Always prompt	4"x6" (thermal printer)	Document Options
End of Day Forms	Always prompt		
Order Summary	Always prompt	8.5" x 11"	Document Options
Pick List	Always prompt	8.5" x 11"	Document Options
Shipment Manifest	Always prompt	8.5" x 11"	Document Options

1. Printing Setup Window > click Always Prompt



Labels Printing

Print document by

**Print via ShipStation Connect**  
Print directly to your printer.

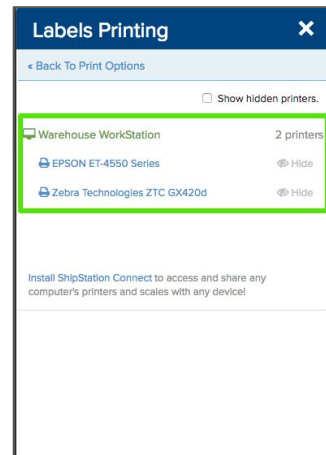
Preview in Browser  
Open the PDF in your browser and print from your PDF reader.

Download a PDF  
Save a copy of the document to your computer.

Always Prompt  
Always prompt me where to print.

Show more

2. Choose to print via ShipStation Connect



Labels Printing

< Back To Print Options

Show hidden printers.

Warehouse WorkStation 2 printers

EPSON ET-4550 Series Hide

Zebra Technologies ZTC GX420d Hide

Install ShipStation Connect to access and share any computer's printers and scales with any device!

3. Select default printer

# Scenario 3:

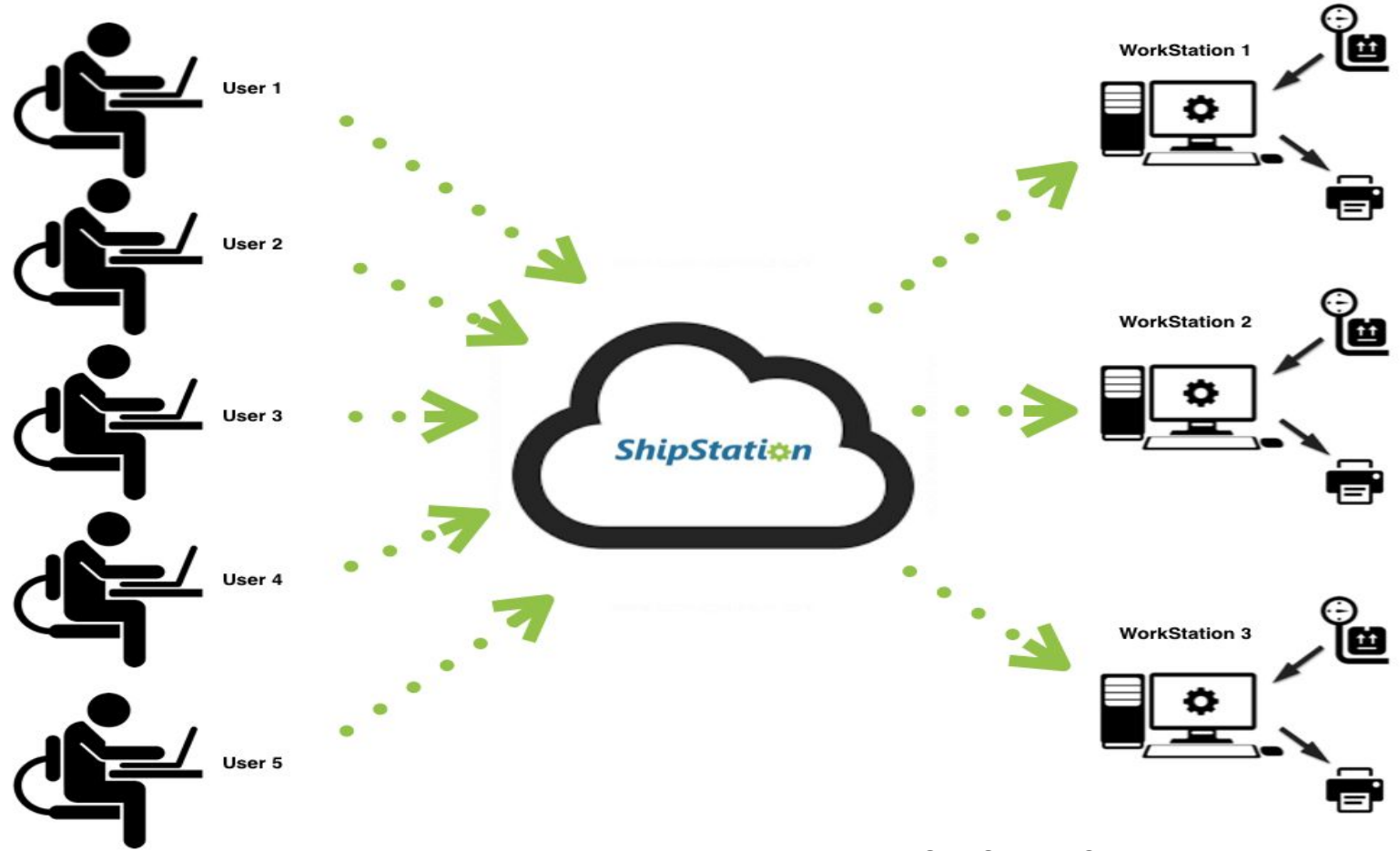
## Multi User - Multi Workstation (see next page for illustration)

In this situation, you'll have multiple users and multiple *workstations*. This can be configured in multiple ways, depending on your workflow needs.

- Each *workstation* must have ShipStation Connect installed and running for users to be able to print to its printers (computers with no devices connected do **not** need ShipStation Connect installed).
- If the *Shared* box is checked for a device, **all** users will be able to select that device for printing. If unchecked, only the user also signed into ShipStation Connect will have access to print to those printers.
- If you prefer a “Printer Admin” setup, meaning **one** user signs into ShipStation Connect on all *printer workstations* and shares the devices for all other users, be aware that no other users can access the printer list in the ShipStation Connect Settings window to make changes... Only the admin user signed into ShipStation Connect will have this ability.
- Ideally, each workstation would have a unique name to identify where that workstation is located, so each user can select the appropriate printer for the document they need to print.



# Scenario 3 illustration



Note: any of these users could also be working on a printer workstation.

ShipStation Connect is installed only on the printer workstations.