



# How To

## Set-Up Auto Print



# Setting-Up Auto Print

- Go to “**Settings**” then “**Shipping Preferences**”
- Put a check mark beside “**Use Automatic Printing Functionality**”
- A message in red will appear to download **QZ** click on the URL

SETTINGS ▾ ADDRESSBOOK ▾ LISTS ▾ SHIP ▾ SHIPPING LISTS ▾ REPORTS ▾ | 📧 ▾ | 📧 ▾ | ?

Shipping Preferences  
Field Preferences

Settings \ Shipping Preferences

Default sender: Default CA - Unisource ▾

Labels size:  
 Laser (8.5 x 11 inches)  
 Thermal (4 x 6 inches)  
 Packing Slip (8.5 x 11 inches)

Packing Slip Type

Labels format:  
 PDF  
 PNG  
 ASCII  
 DPL  
 EPL2  
 ZPLII

Label doc tabs:  
 None  
 Top  
 Bottom  
 4x8 Label DocTab  
 Add Tracking Barcode

Use automatic printing functionality  
 Use weight scale integration

# Setting-Up Auto Print

- Follow the steps on the screen to download “**QZ**”
- Once QZ is downloaded click on “**Retry**”
- Select your labels printer and laser printer in the drop down
- For “**Labels Size**” click “**Thermal (4 x 6)**”
- For “**Labels Format**” select “**PDF**”
- If your label has a “**Doc Tab**” select the correct location of the doc tab (top or bottom)
- Click “**Save Preferences**” at the bottom of the screen

If you have any questions, please reach out to our support team directly through our [LiveHelp](#)



## Settings \ Shipping Preferences

Default sender: Default CA - Unisource  Use automatic printing functionality

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 Packing Slip (8.5 x 11 inches)

Packing Slip Type

Labels format:  PDF  PNG  ASCII  DPL  EPL2  ZPLII

Label doc tabs:  None  Top  Bottom  4x8 Label DocTab  Add Tracking Barcode



## Contact Us

Feel free to contact us if you have any questions



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