



stallionexpress.ca



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# HOW TO SET-UP YOUR DIRECT PRINTING SETTING





## STEP 1

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

This screenshot shows the Stallion Express dashboard. The top right corner features a user profile icon with a yellow arrow pointing to it. The dashboard includes a "My Stallion Dashboard" section with tracking information, a "Rate Calculator" for shipping estimates, and a "Stallion Express Blog" section with several articles. The left sidebar contains navigation links for Dashboard, Notifications, New Shipment, Import, Shipments, Supplies, Pickups, Returns, Orders, and Batches. Active batches are listed as 7480252 - test[0] and 8077063 - test batch[0].

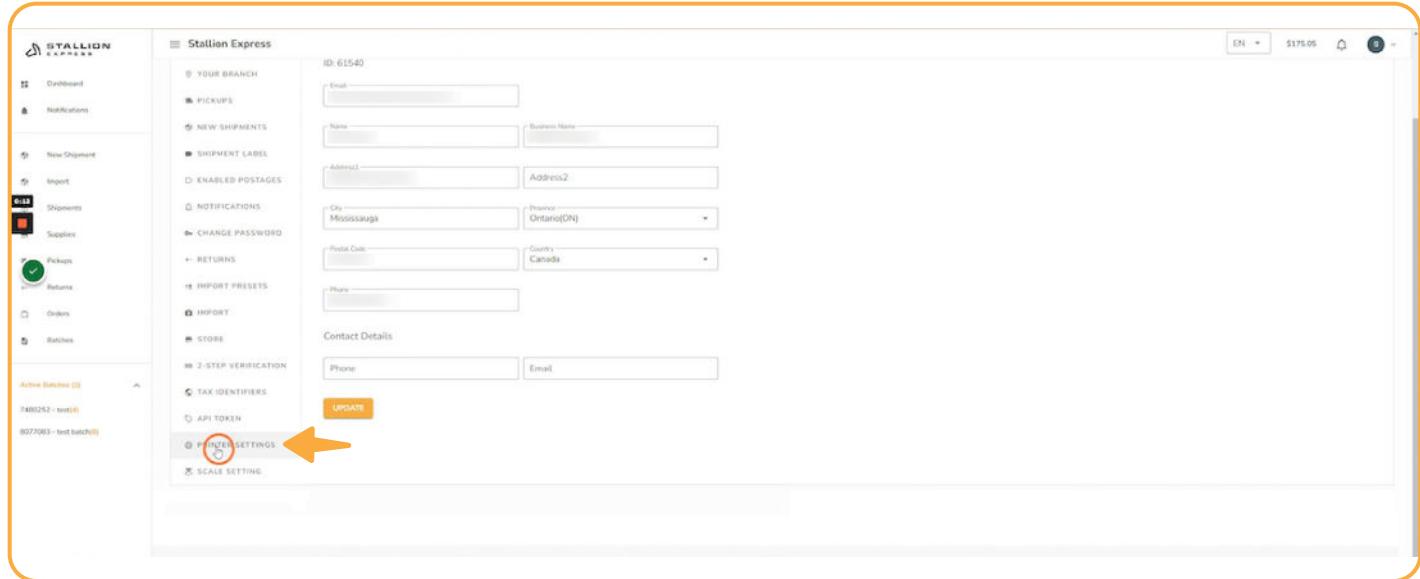
## STEP 2

Click **Settings**.

This screenshot shows the same Stallion Express dashboard as the previous one, but with a yellow arrow pointing to the "Settings" link in the sidebar menu. The sidebar also includes links for Credits, Statements, Analytics, Referrals, Help Center, Locations, Admin Panel, and Logout.

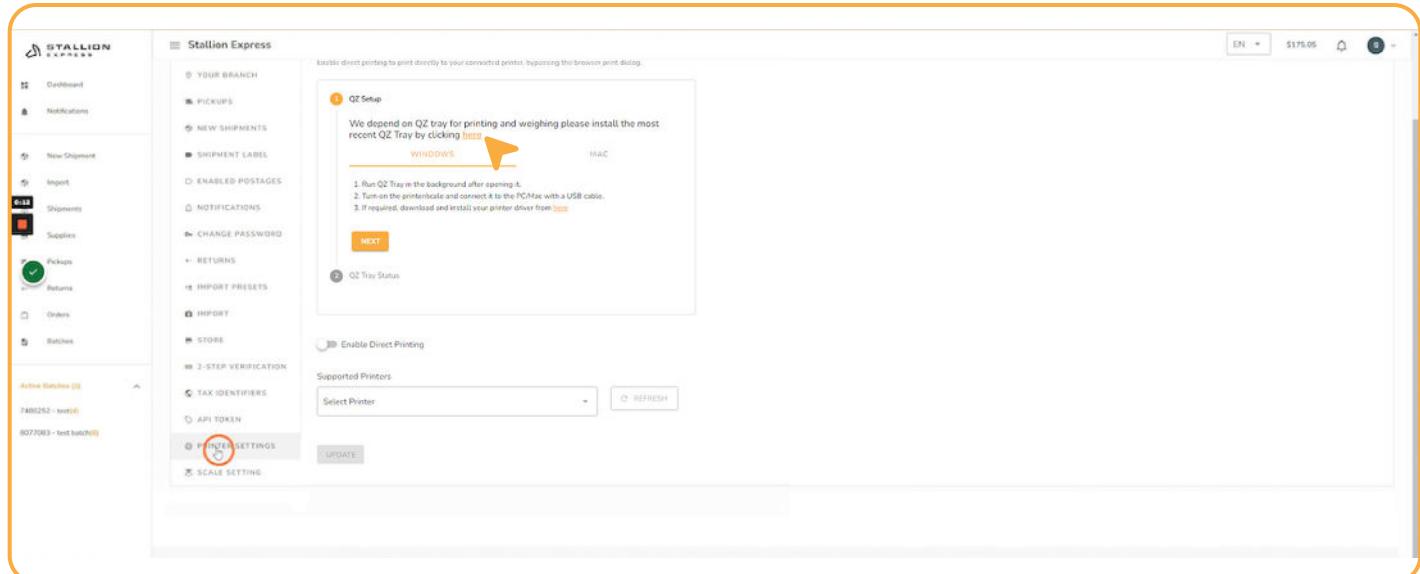
### STEP 3

Click **Printer Settings**.



### STEP 4

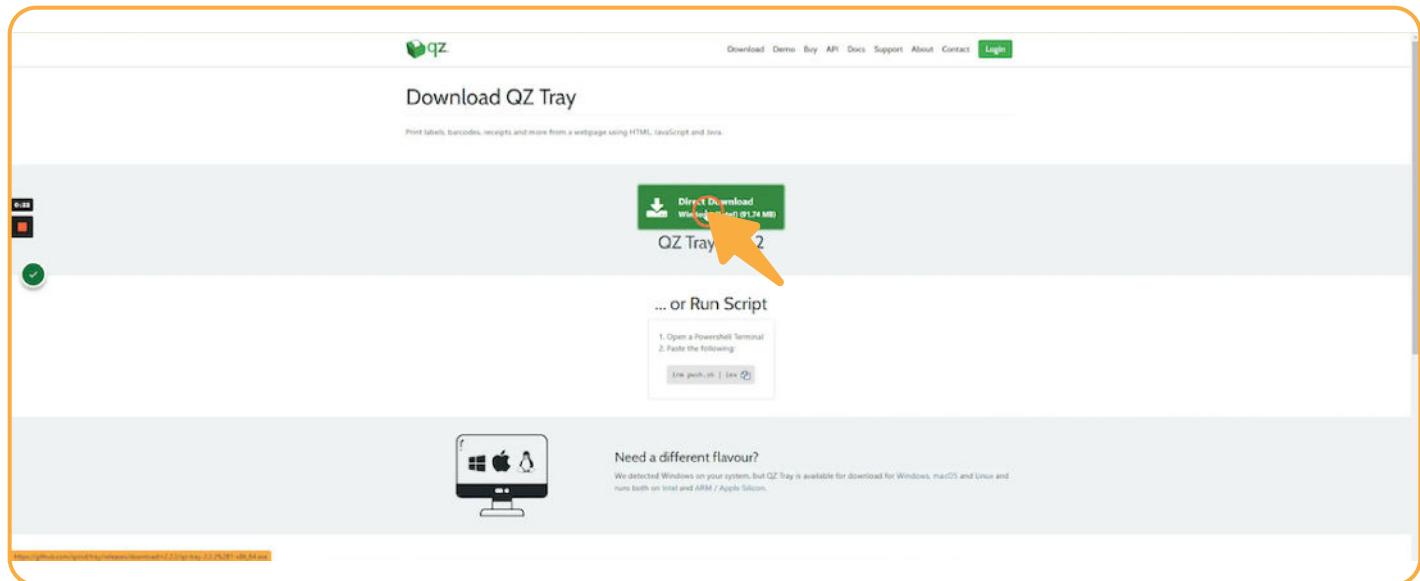
Click **here** to download the most recent QZ Tray.





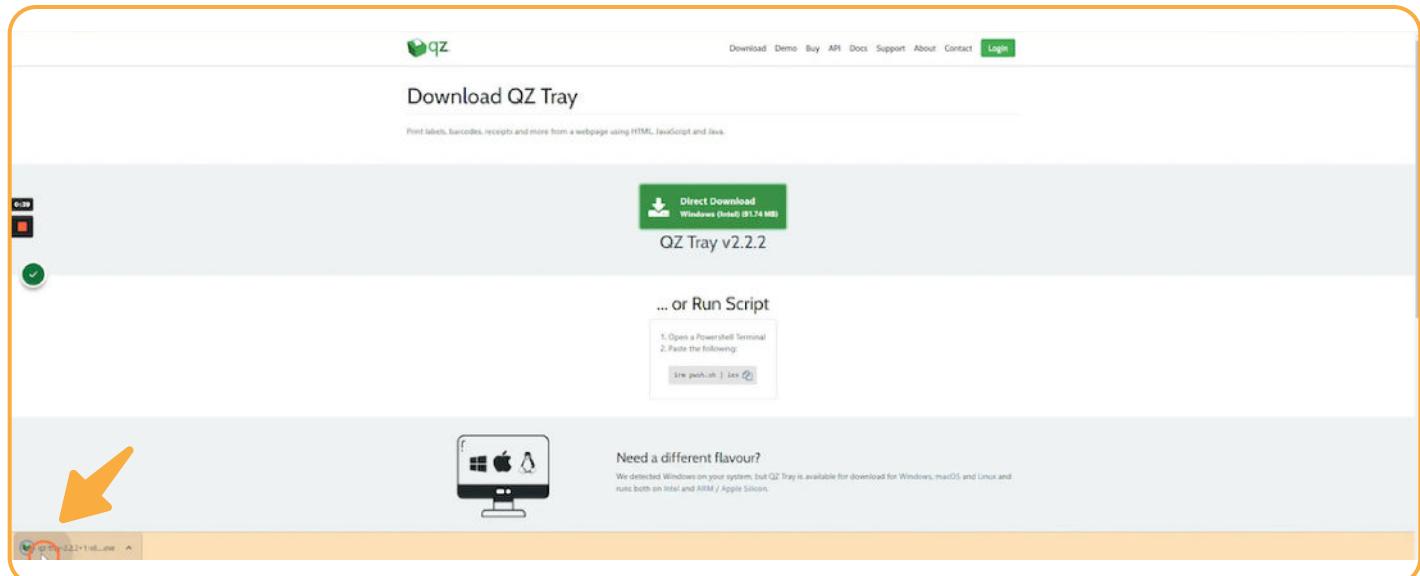
## STEP 5

Download QZ Tray.



## STEP 6

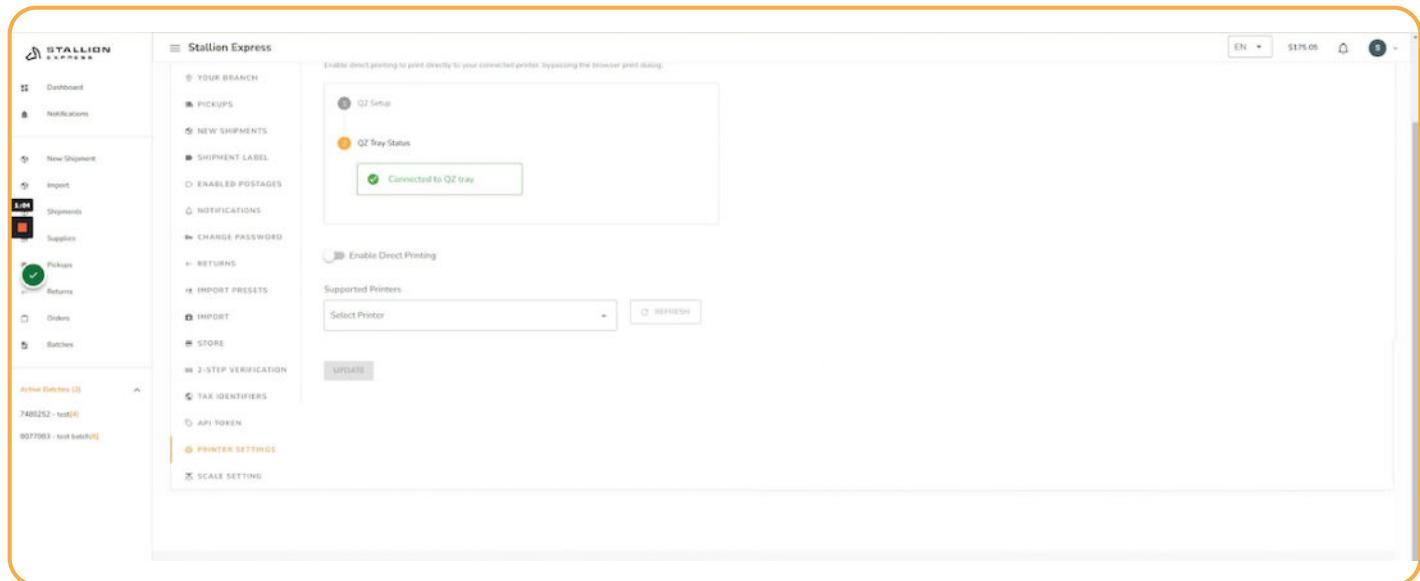
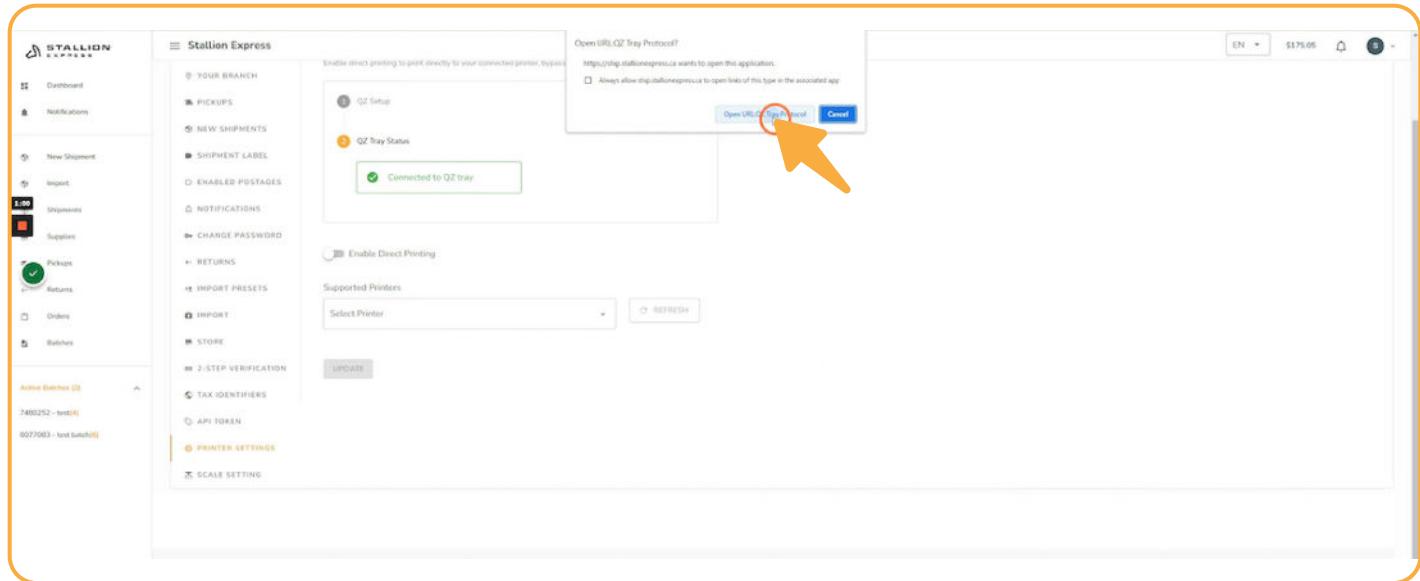
Open the file and install.





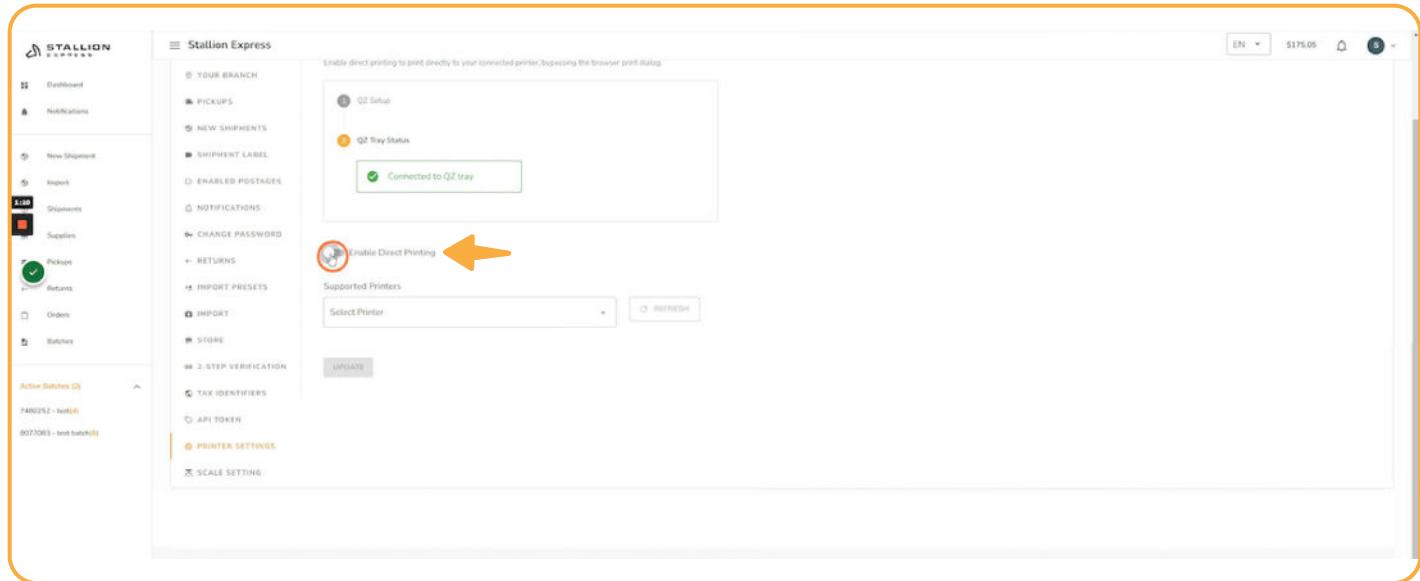
## STEP 7

Click here to open QZ Tray.



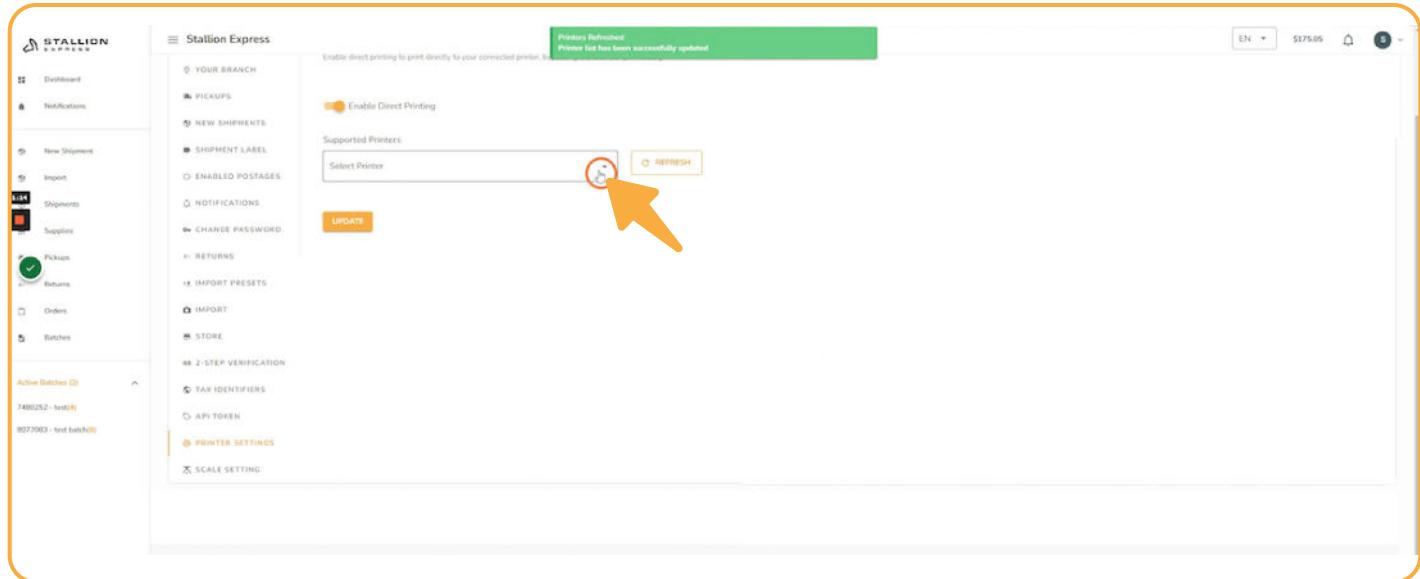
## STEP 8

Toggle on to Enable Direct Printing.



## STEP 9

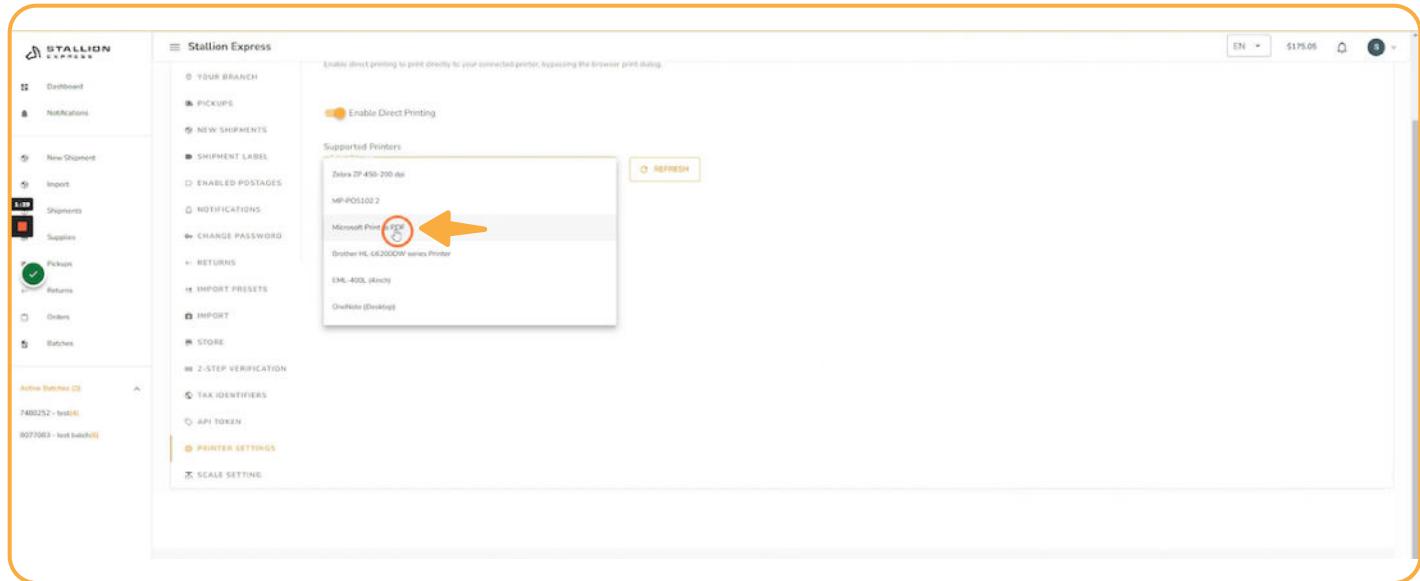
Click the drop-down menu.





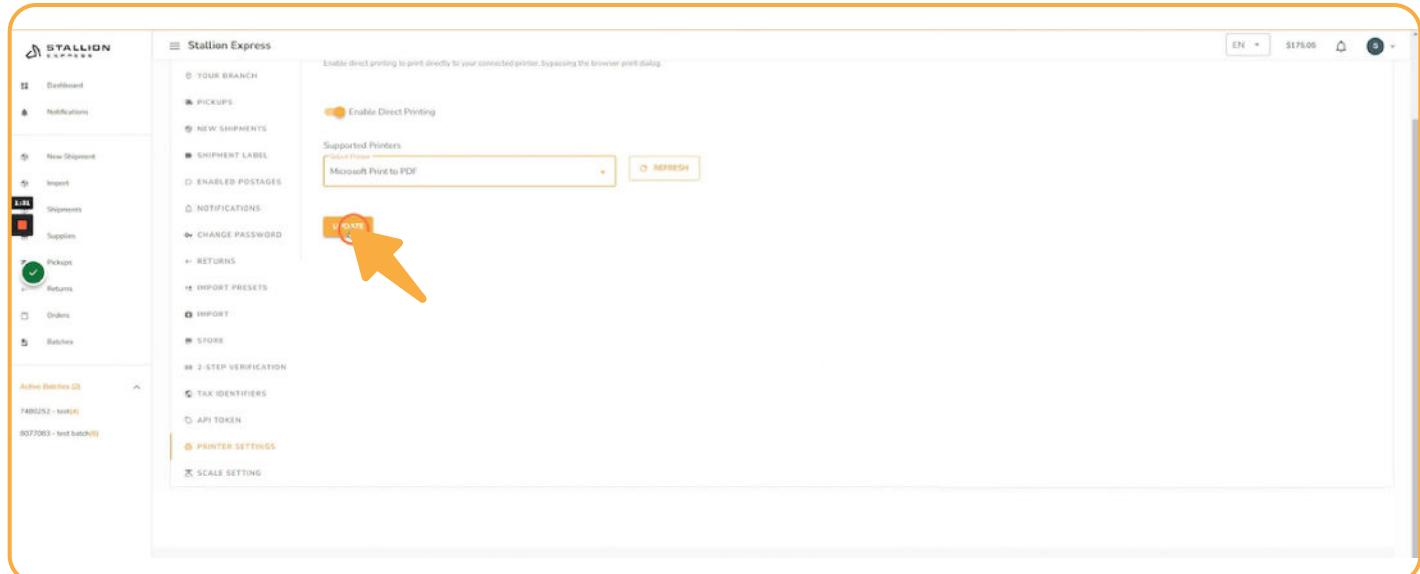
## STEP 10

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



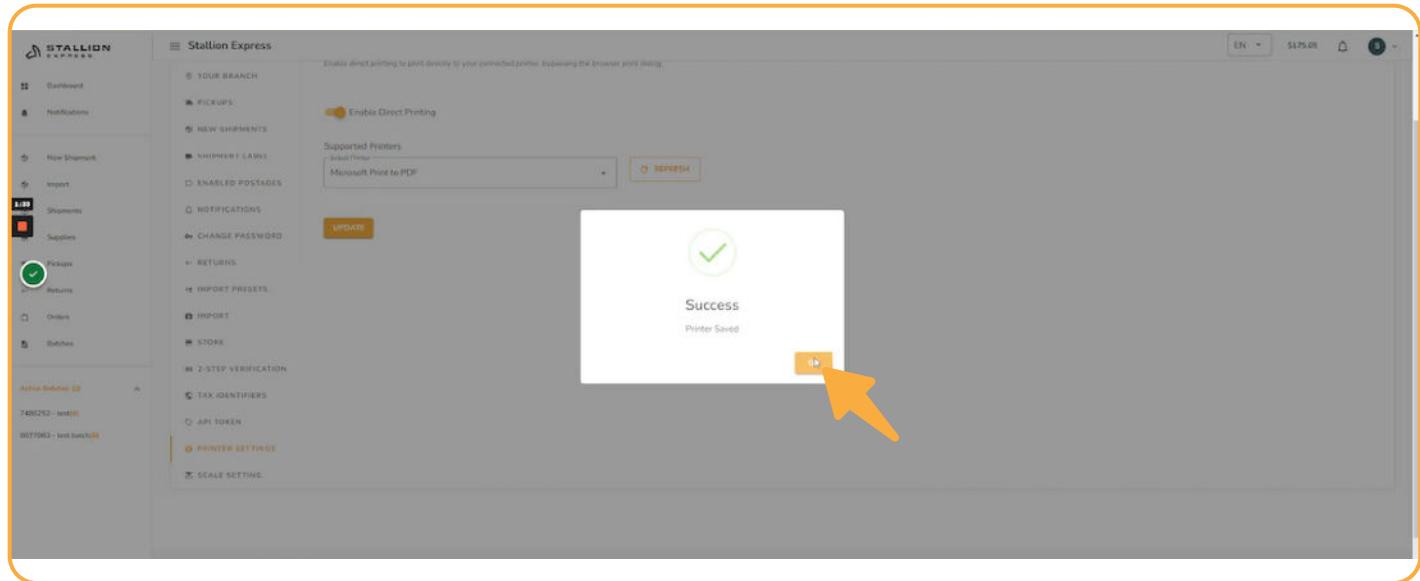
## STEP 11

Click **Update**.



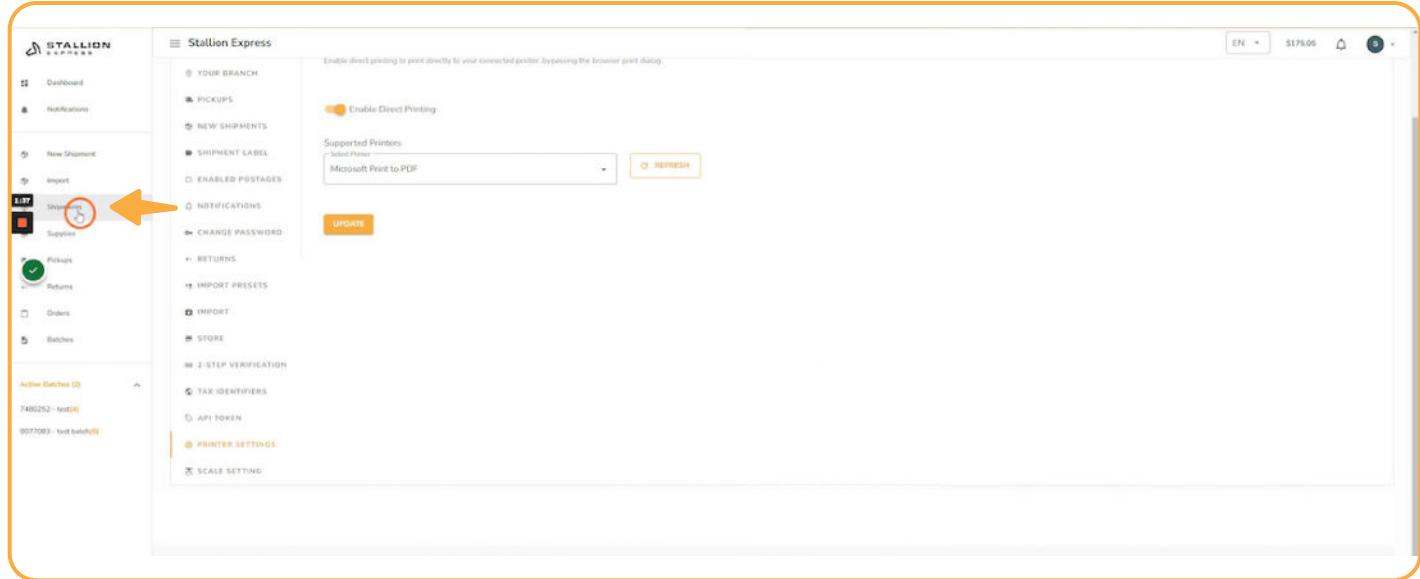
## STEP 12

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 software interface. The left sidebar has a navigation menu with "Shipments" selected. The main area displays a list of shipments. The first shipment in the list is highlighted with an orange circle and an orange arrow pointing to it. The shipment details are: Carrier: PostNL, International Packet Tracked, Status: Error, Shipment ID: 7480252, and Date: March 23rd 2023, 4:03:58 PM (19 hours ago). The list also includes other shipments from PostNL, Canada Post, and UPS.

## STEP 15

Click **Print**.

The screenshot shows the Stallion Express software interface with the "Shipments" menu selected. The main area displays the same list of shipments as the previous step. An orange arrow points to the "PRINT" button at the bottom left of the shipment list. The "PRINT" button is highlighted with a yellow background. The right sidebar shows "Shipment Details" for the selected Canada Post Expedited shipment, including the Shipment ID (7480252), Origin (Ontario), and Status (Ready). It also shows "Tracking" information, "Postage" details, and "Shipment Protection" settings.



## STEP 16

Click **Shipment Label**.

A screenshot of the Stallion Express dashboard. The left sidebar shows navigation options: Dashboard, Notifications, New Shipment, Import, Shipments (selected), Supplies, Returns, Orders, and Batches. Under Shipments, there are sub-options: Pickups, Returns, and the currently selected "Shipments". A context menu is open over a list of shipments, with the "Shipment Label" option highlighted by a yellow arrow. The main pane displays a list of shipments with columns for tracking number, service, cost, status, and timestamp. The right sidebar shows "Shipment Details" for the selected shipment, including Shipment ID (7480252), Shipment Status (Ready), Origin (Ontario), and a "Tracking" section. The "Postage" section shows a Canada Post Expedited payment of \$19.95 on March 21st, 2023. The "Shipment Protection" section indicates "No Protection".

## STEP 17

Click **Print**.

A screenshot of the Stallion Express dashboard, similar to the previous one but with a "Print" dialog box overlaid. The dialog box shows the message "1 shipment label ready to be printed" and has three buttons: "CANCEL", "DOWNLOAD", and "PRINT". A yellow arrow points to the "PRINT" button. The background shows the same list of shipments and sidebar details as the previous screenshot.