

ShipStation  [®]

ShipStation Connect

Which scenario works for you?

ShipStation Connect.... what is it?

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

What does it do?

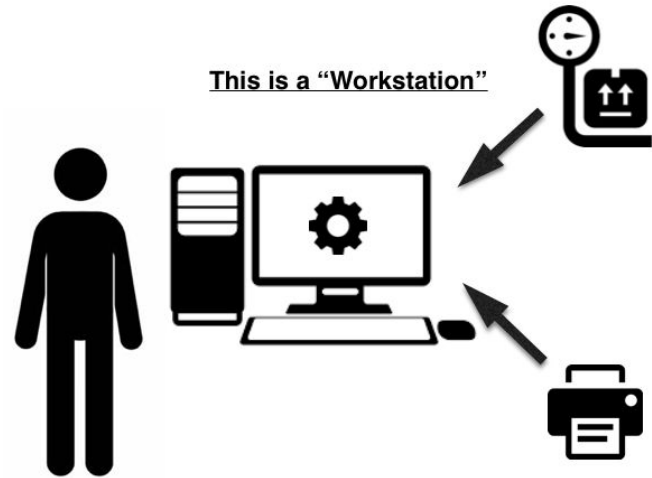
Connect is the conduit that passes print jobs from your ShipStation account over to your printer hardware. It allows you to print directly to your printer of choice from ShipStation, as well as pull the weight from a scale into ShipStation at the click of a button.

Features:

- Connects scales and printers for use with your ShipStation account
- Shares devices with other users on the account, even across networks
- Supports both thermal and regular “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”?

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



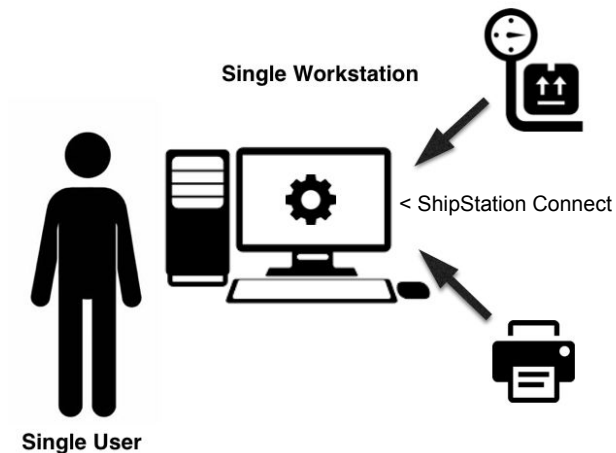
Scenario 1:

Single User - Single Workstation

This is the most common scenario. This means a single ShipStation user is using a single workstation.

In this scenario, you simply install Connect and sign into it using your same ShipStation username and password. Once that is complete, you will be able to send labels, packing slips, or other documents to your workstation printers through ShipStation.*

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



Scenario 2:

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

In this situation, you'll have multiple users (potentially on multiple computers), but only **one workstation**. With this setup, the username that signs into Connect on the workstation will then **share** the printers/scales so that other users can also print to them.

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

*To access these settings, you must be signed into ShipStation in your browser using the same username and password used to sign into Connect. Users *not* signed into 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

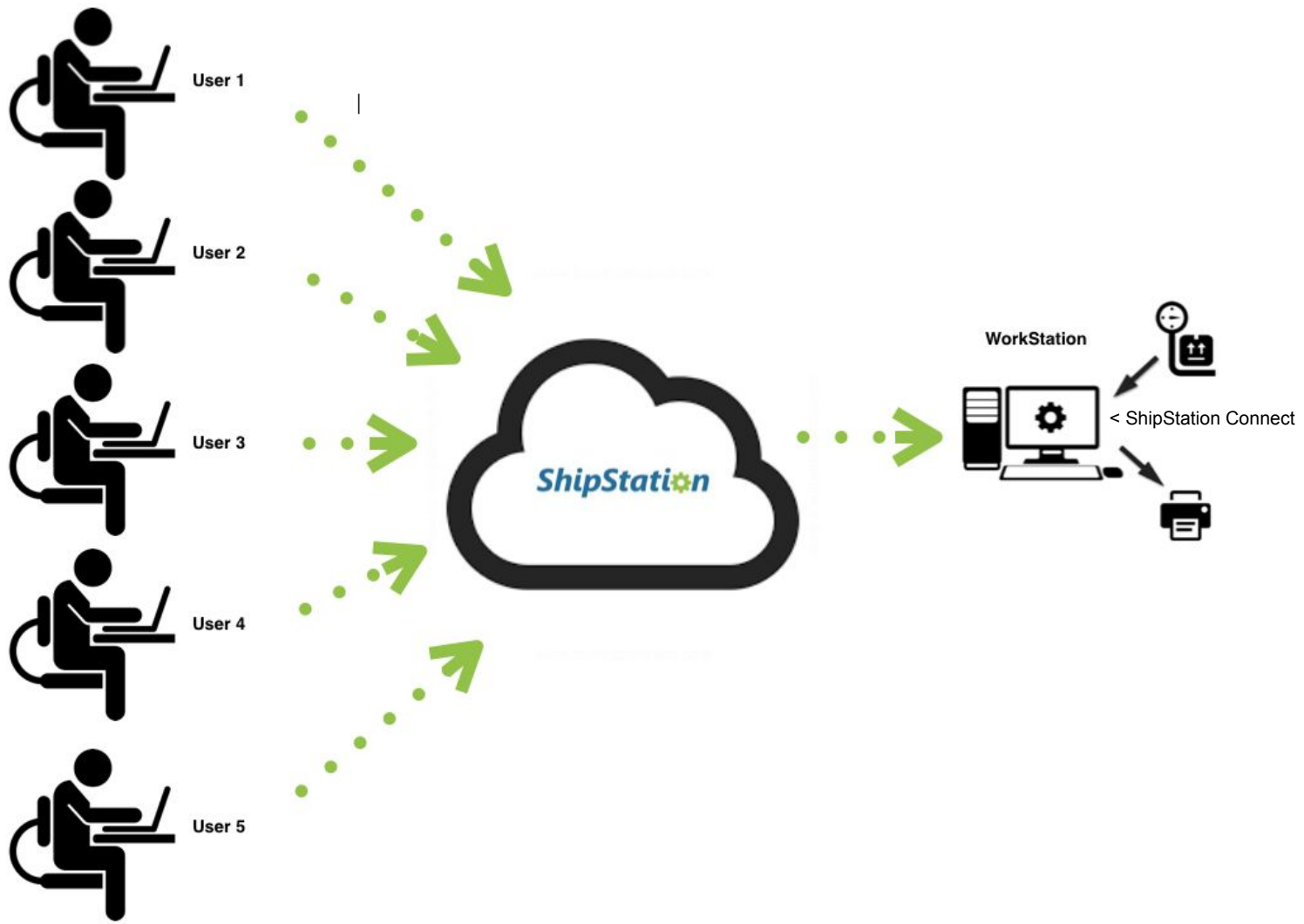
Your Devices

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!

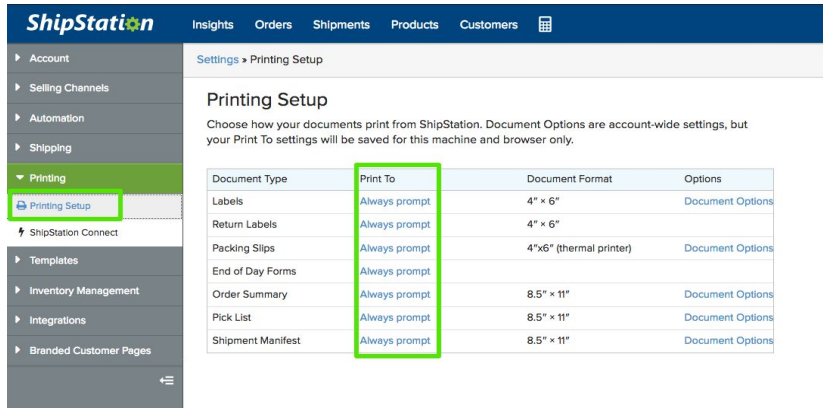
Activated by Sarah Holdgrafer. [Deactivate this workstation](#)



Scenario 2 continued:

Other things to note about this configuration...

- No other users need to install ShipStation Connect on their computers.
- Remember, the *workStation* is the computer the printers and/or scales are 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
Printing Setup
ShipStation Connect
Templates
Inventory Management
Integrations
Branded Customer Pages

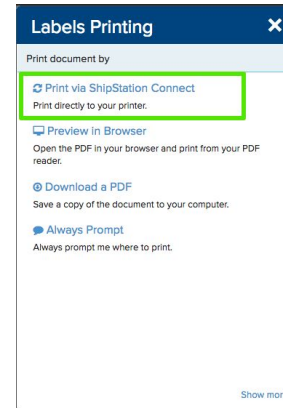
Settings > Printing Setup

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.

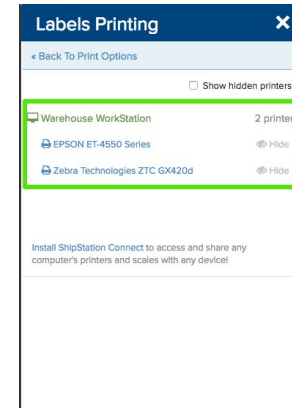
Preview in Browser
Open the PDF in your browser and print from your PDF reader.

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-450 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 Connect installed and running in order for users to be able to print to its printers (computers with no devices connected, do **not** need 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 username signed into Connect will have access to print to those printers.
- Some users prefer to use a “Printer Admin” setup, which means **one** user signs into ShipStation Connect on all *workstations* and shares the devices for all other users. In this case, no other users can access the printer list in the Connect Settings window to make changes... Only the admin username signed into Connect would 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.

