

Zebra 620/621 Printer Network Setup

Click on the Zebra Setup Utilities Icon on your desktop



If not already installed: Download the “Zebra setup utility” from our support page <https://hartfordrents.com/support/>

Run the installation, follow the prompts, accept all defaults and install.

Wired installation: (Network)

- Prior to beginning, confirm your printer is hardwired /connected to the same network your laptop is on. Once confirmed write down the IP address displayed on your printer’s screen

Example: 192.168.1.110



- Please be sure to load your printer with badge stock prior to beginning (instructions located at the bottom of this document)

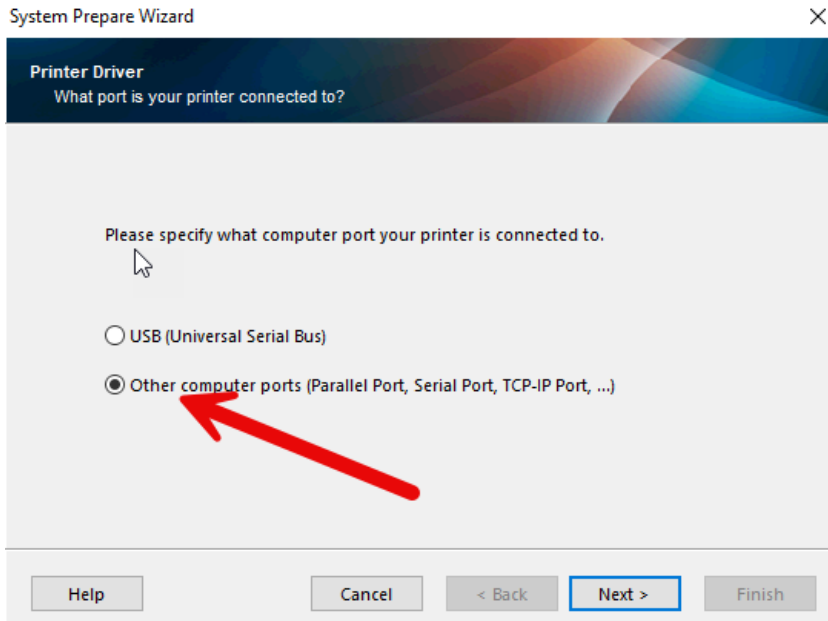
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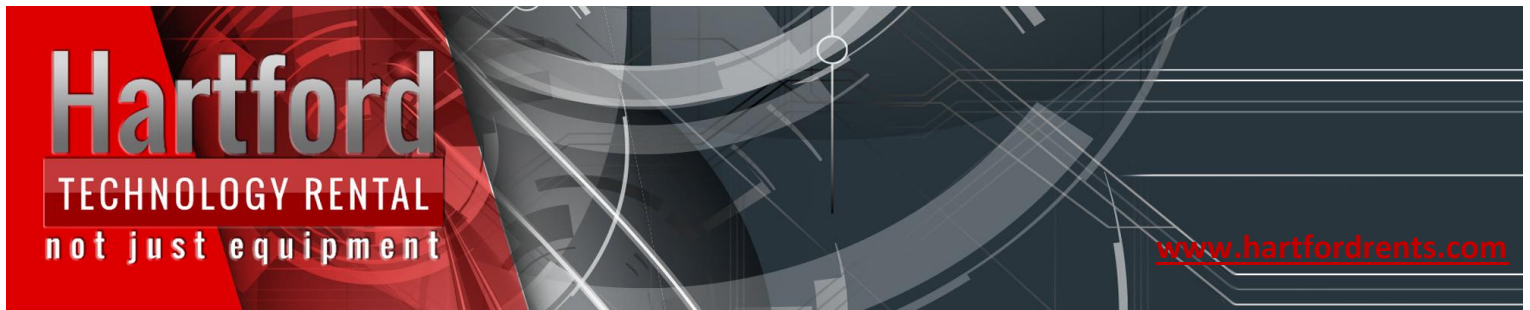
Double click on the Zebra Setup Utilities icon on your desktop and select “yes” to the prompt. If no printers are installed you will see a screen like the below.

- Select the “Other computer ports...” radio button for a (network installation)

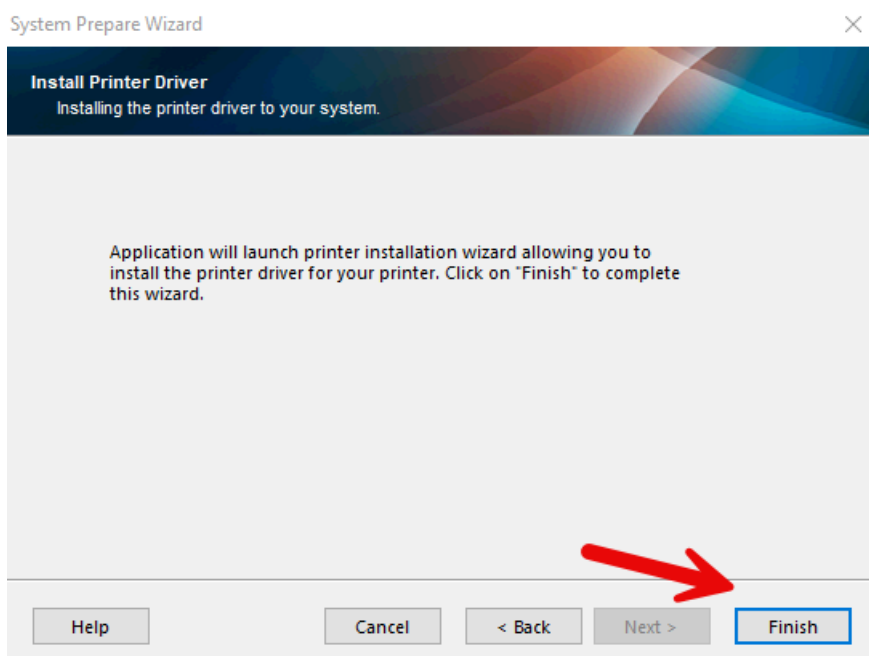


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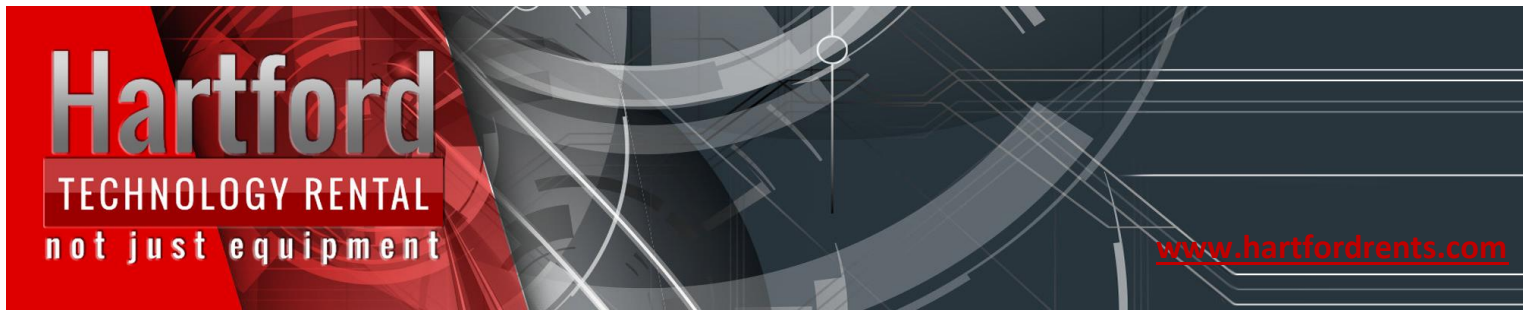


- Click next, follow the prompts and click “Finish”



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- Click next and select "Install Printer"

PnmInst - Options

Installation Options

Please select what kind of installation/uninstallation you wish to choose



→ Install Printer
Installs one or multiple printers on the system.

→ Uninstall Printer
No installed printer found.

→ Remove Preloaded Drivers
Removes previously preloaded drivers from the system.



Exit

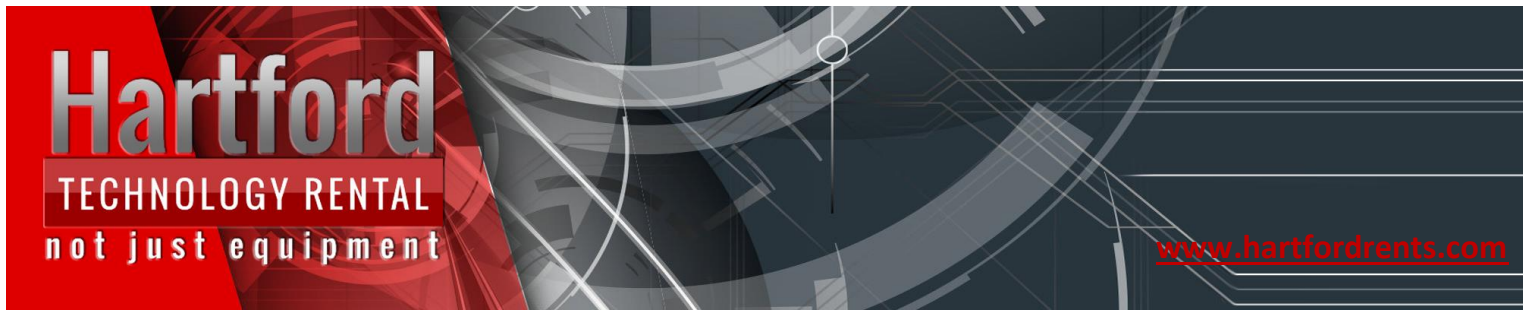
Help

< Previous

Next >

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- Accept the terms and click “Next”

PrnInst - License Agreement

License Agreement
Please read the following license agreement carefully.

**END USER LICENSE AGREEMENT
(UNRESTRICTED SOFTWARE)**

IMPORTANT PLEASE READ CAREFULLY: This End User License Agreement (“EULA”) is a legal agreement between you (either an individual or a company) (“Licensee”) and Zebra Technologies Corporation (“Zebra”) for Software, owned by Zebra and its affiliated companies and its third-party suppliers and licensors, that accompanies this EULA. For purposes of this EULA, “Software” shall mean machine-readable instructions used by a processor to perform specific operations. BY USING THE SOFTWARE, LICENSEE ACKNOWLEDGES ACCEPTANCE OF THE TERMS OF THIS EULA. IF LICENSEE DOES NOT ACCEPT THESE TERMS, LICENSEE MAY NOT USE THE SOFTWARE.

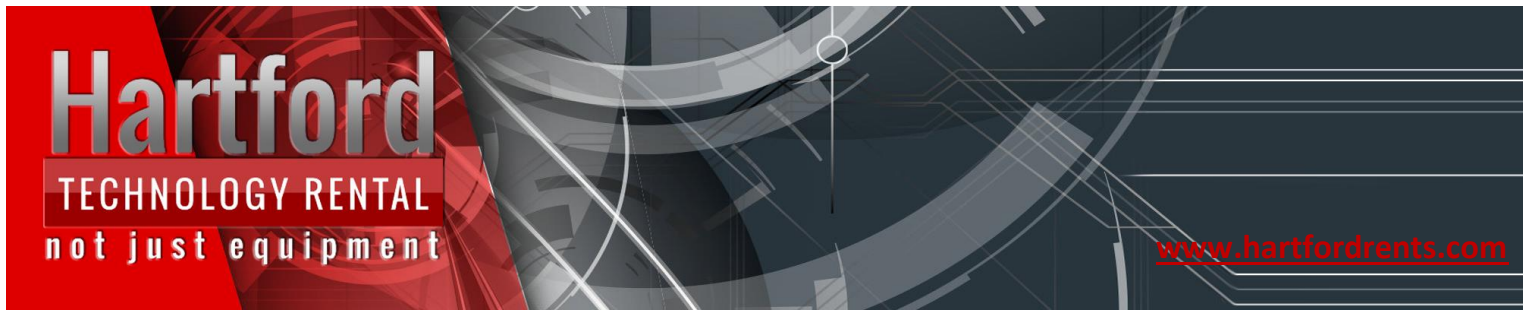
☒ I accept the terms in the license agreement

☐ I do not accept the terms in the license agreement

Exit Help < Previous Next >

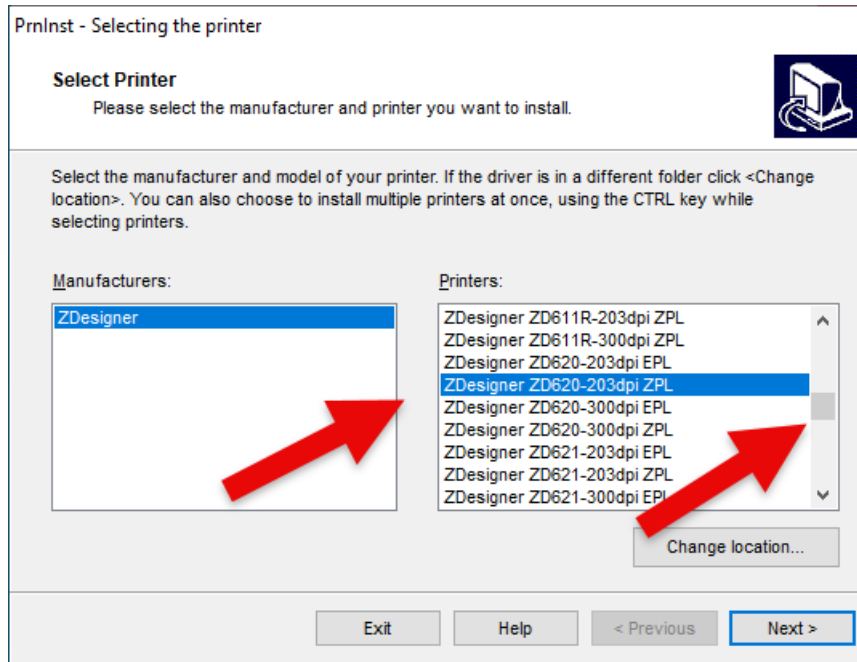
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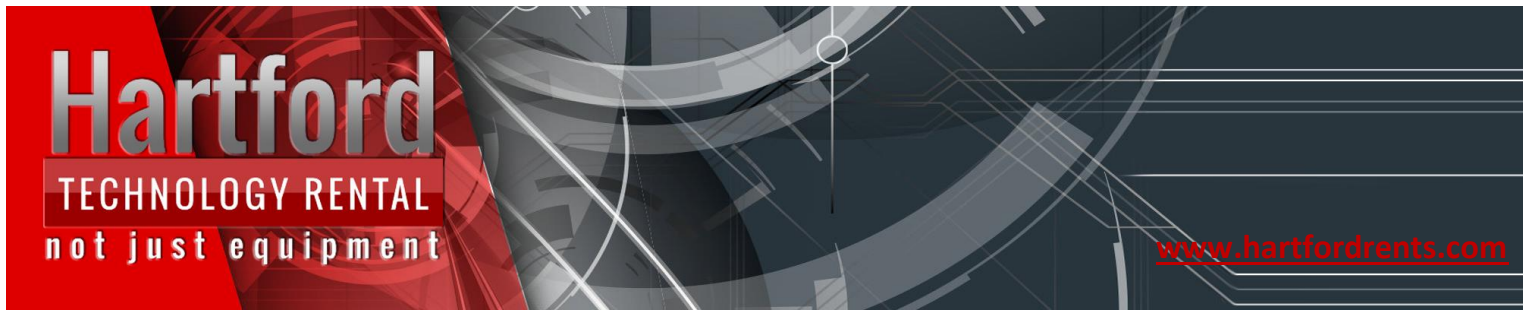
- Find the **ZDesigner ZD620-203dpi ZPL** driver (about half way down the list) then click next

*Note: Verify that it is the **ZPL** not the EPL version*



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- Click on “Add port:” and click “Next”

PmInst - Options

Printer Options
Please select port, printer name and language.

Enter the name for your printer. Also, select the port your printer is connected to. When you are done, select <Next> to install the printer and add an icon to the Printers folder.

Driver version: 5.1.17.7414

Printer name: ZDesigner ZD620-203dpi ZPL

Available ports:

- COM4:
- EP_10.1.10.3
- FILE:
- LAN_192.168.0.50
- LAN_ZD620
- LAN_ZD620_Printer_1
- LPT1:

☐ I want to use this printer as the Windows default printer.

Select language: English

Exit Help < Previous **Next >**

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- Type in your printers IP address in both the “Name” box and the “Printer Name or IP Address”. (In this case mine is 192.168.1.110)
- Verify that Port Number is set to 9100 click “Ok”

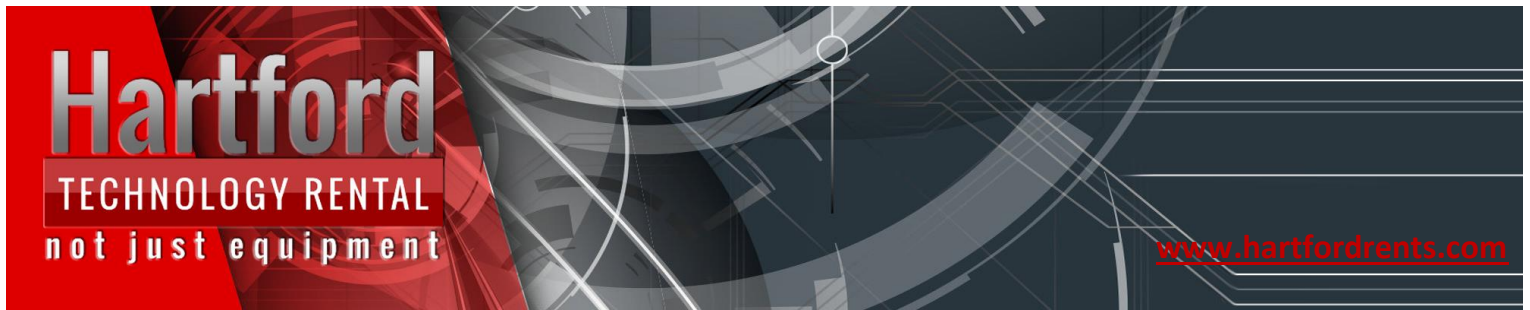
The image shows the "Advanced TCP/IP Port Configuration" dialog box. It has two main sections: "Port Name" and "TCP/IP Data". In the "Port Name" section, the "Name:" field is set to "LAN_192.168.1.110". In the "TCP/IP Data" section, the "Printer Name or IP Address:" field is set to "192.168.1.110" and the "Port Number:" field is set to "9100". Red arrows point to these fields. At the bottom, there are "OK" and "Cancel" buttons.

- You will now see your new port. Click “Next”

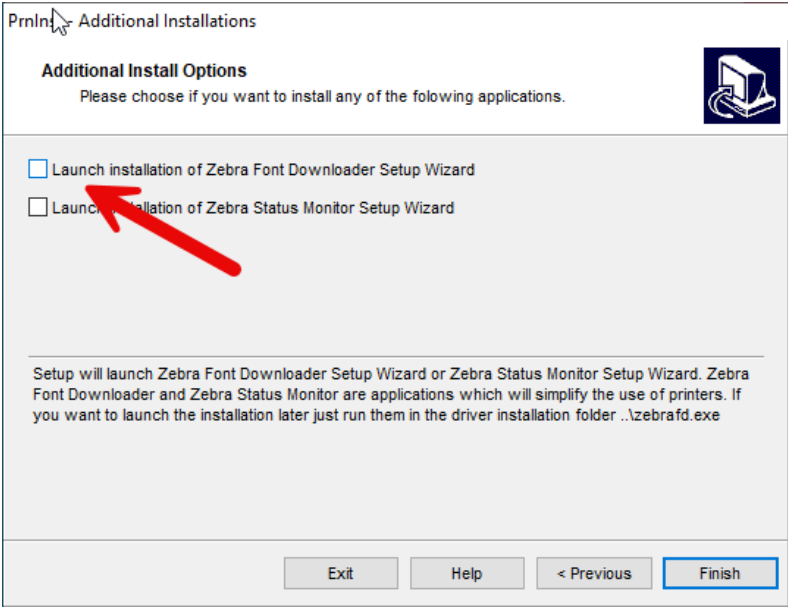
The image shows the "Printer Options" dialog box. It has a title bar "PmInst - Options" and a subtitle "Printer Options". Below the subtitle, it says "Please select port, printer name and language." There is a printer icon in the top right corner. The main area contains the following information: "Driver version: 5.1.17.7414", "Printer name: ZDesigner ZD620-203dpi ZPL", and "Available ports:" with a list box containing "COM2:", "COM3:", "COM4:", "EP_10.1.10.3", "FILE:", "LAN_192.168.0.50", and "LAN_192.168.1.110". The "LAN_192.168.1.110" port is selected. To the right of the list box are "Add Port..." and "Delete Port..." buttons. Below the list box is a checkbox "I want to use this printer as the Windows default printer." and a "Select language:" dropdown menu set to "English". At the bottom, there are "Exit", "Help", "< Previous", and "Next >" buttons. A red arrow points to the selected port in the list box.

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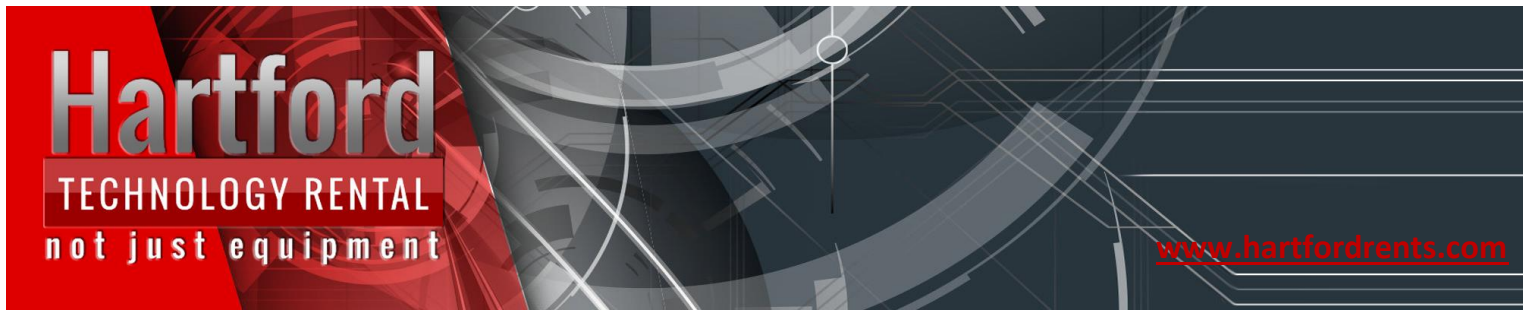


Uncheck “Launch installation of Zebra Font Downloader Setup Wizard”. And click “Finish”

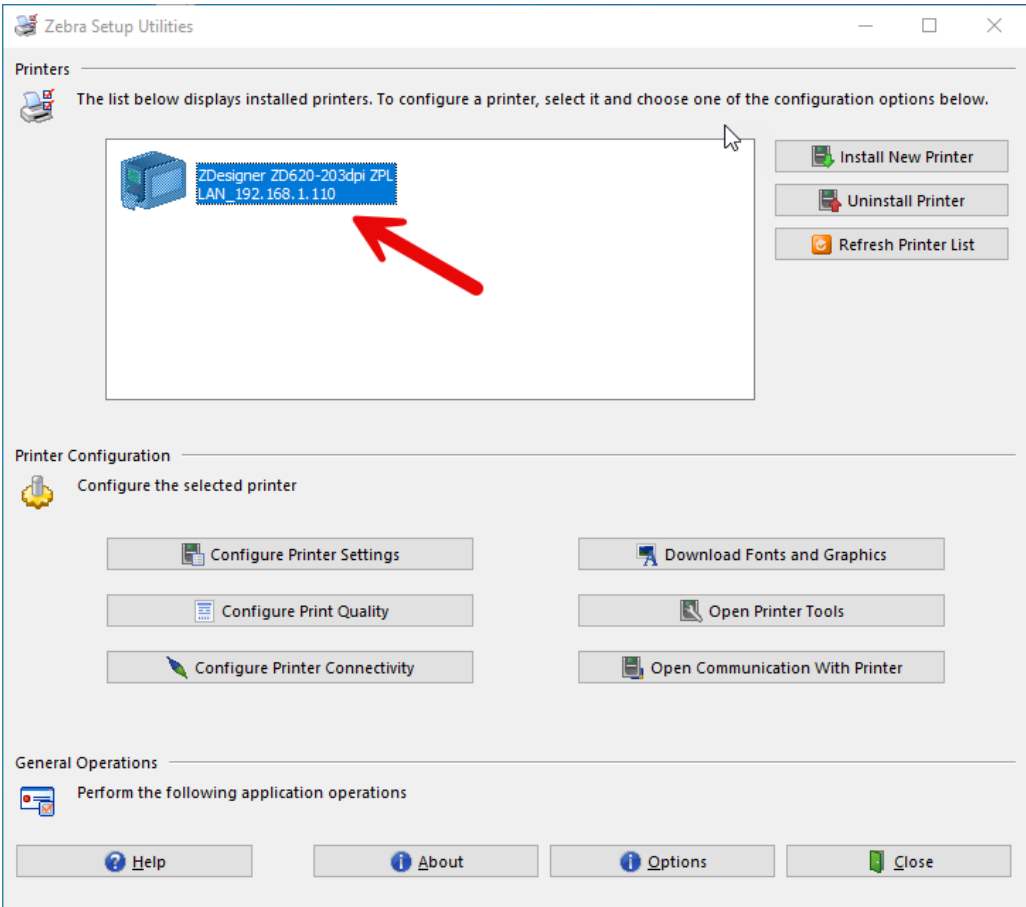


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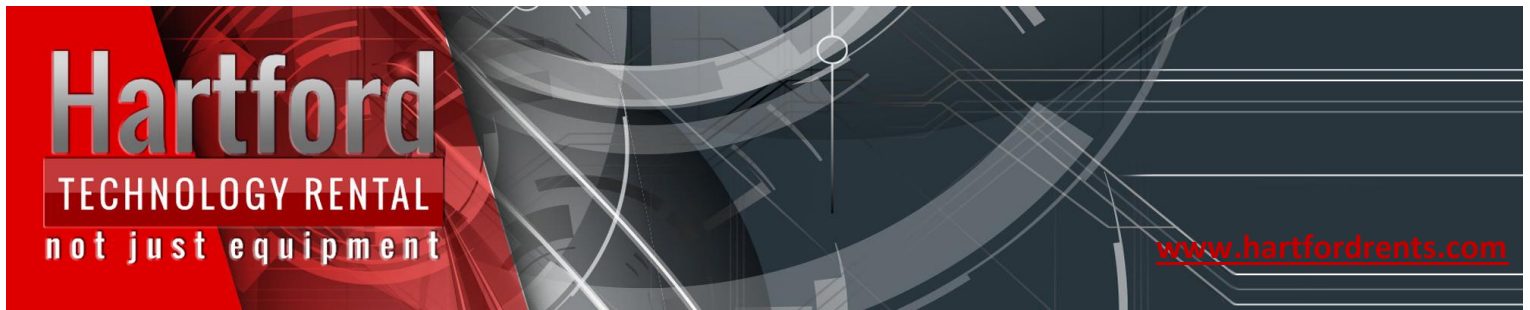


This will open the Zebra utility where you can see your newly installed printer



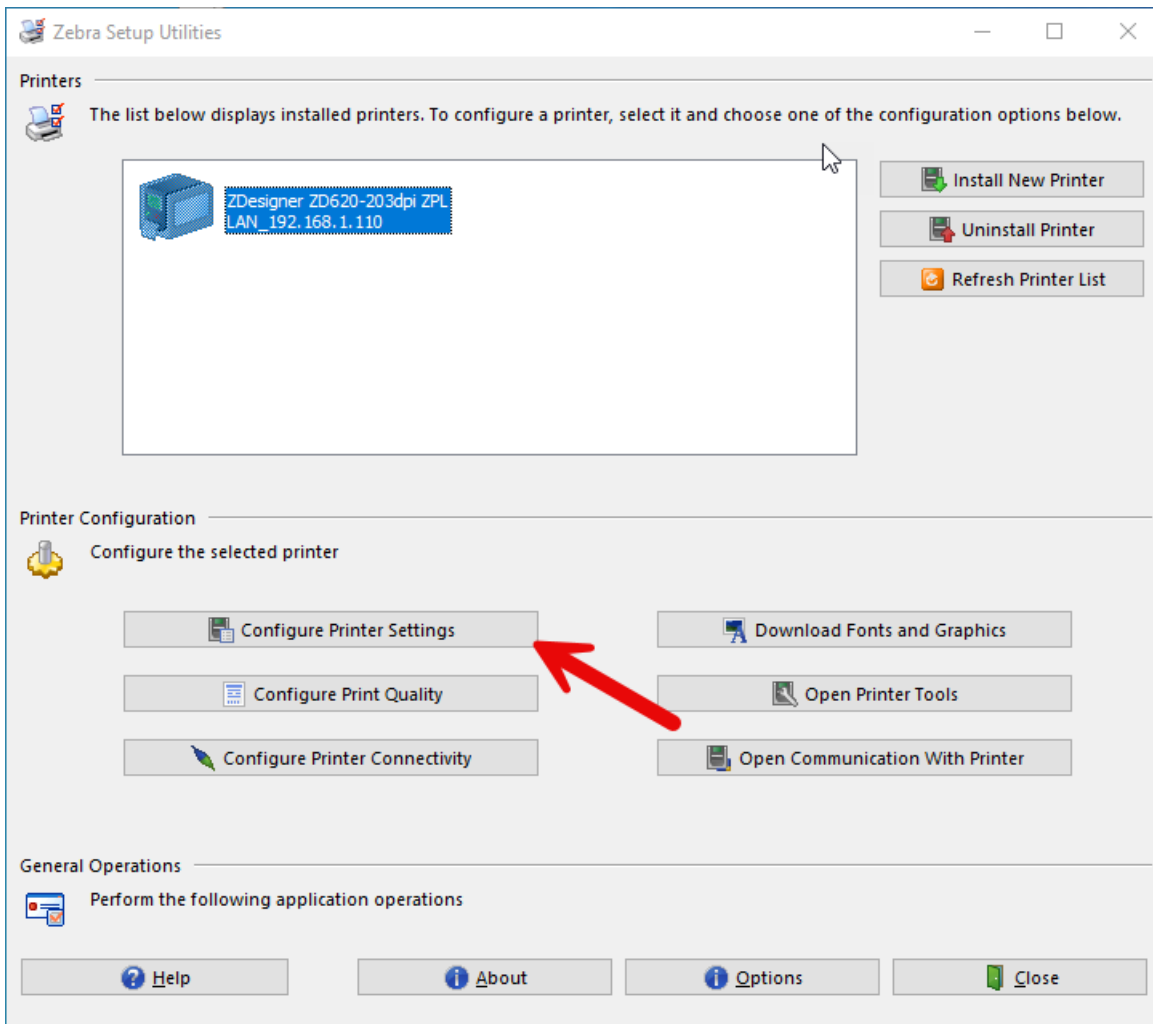
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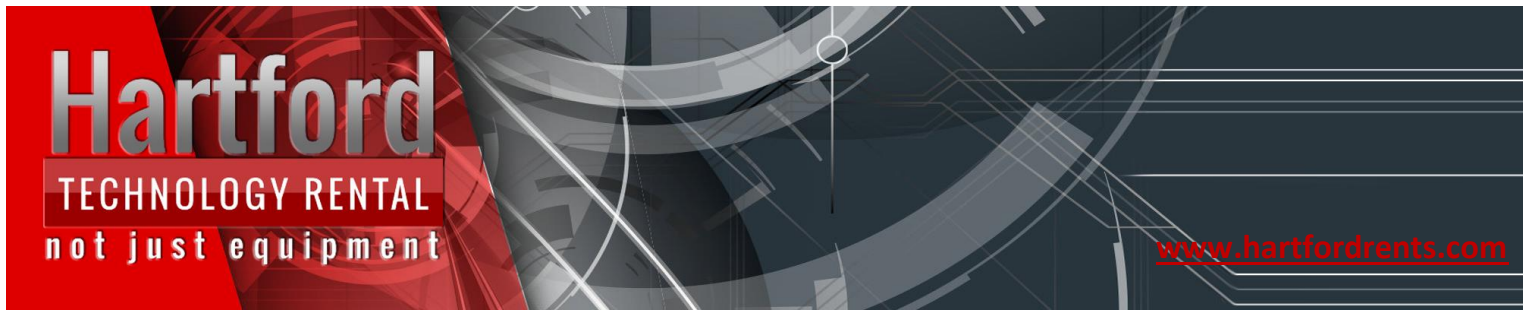
Configuring the printer settings and paper size

- Click on Configure Printer Settings:



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- Select the appropriate **Width** and **Height** of your badge stock
- Orientation should be set to "Normal" - click "Next"

4x6 in the example below:

The image shows a "Printer Settings Wizard" dialog box. The title bar says "Printer Settings Wizard" with a close button (X) on the right. The main area has a header "Label Parameters" with the instruction "Define label width, label height and orientation." Below this, there are three input fields: "Units" (a dropdown menu set to "inch"), "Width" (a text box containing "4.00" followed by "inch"), and "Height" (a text box containing "6.00" followed by "inch"). To the left of these fields is a small icon of a document with the number "123". Below the input fields is a label "Orientation:" followed by a dropdown menu set to "Normal". At the bottom of the dialog, there is a "Firmware version:" label followed by the text "V84.20.22Z". At the very bottom, there are five buttons: "Help", "Cancel", "< Back", "Next >" (which is highlighted with a blue border), and "Finish". A red arrow points to the "Width" and "Height" input fields.

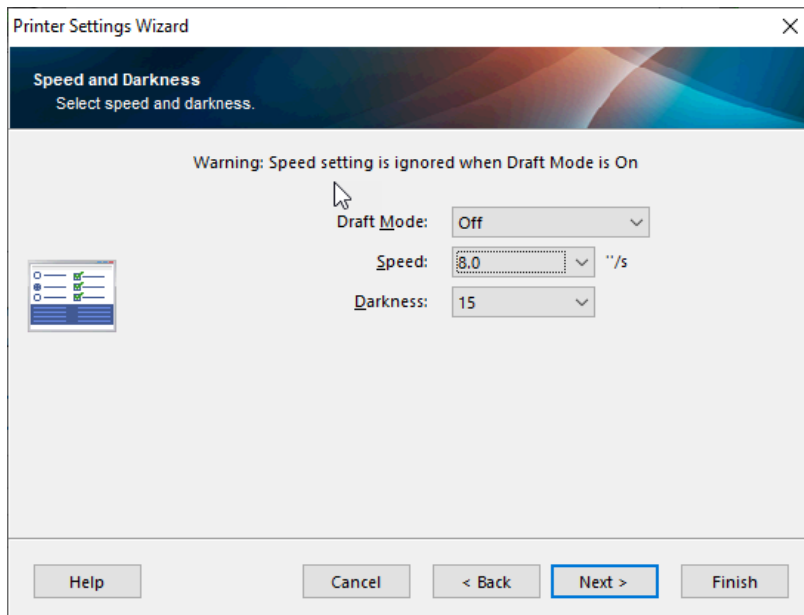
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The default modes should be kept (These can be tweaked during trouble shooting if necessary)

- Draft Mode: Off
- Speed 8.0
- Darkness 15



IMPORTANT

If you are not sure what type of printer you have (Direct or Transfer) please check with your rep.

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Note: please ensure you badge has a black mark along the back. If you are not sure what type of badge stock you have, please check with your rep.

- Change Print mode to “Direct”
- Change Media Type to “Mark Sensing”
- Leave other settings as-is
- Click “Next”

A screenshot of the "Printer Settings Wizard" window. The window has a title bar with "Printer Settings Wizard" and a close button. The main area is titled "Media" with the subtitle "Set media parameters and handling." Below this, there is a small icon of a printer with a roll of media. To the right of the icon, there are four settings: "Print Mode:" with a dropdown menu set to "Direct", "Media Type:" with a dropdown menu set to "Mark Sensing", "Tear off adjust:" with a text box containing "0.00" and "inch" to its right, and "Label Shift:" with a text box containing "0.00" and "inch" to its right. Below these settings, there is a checkbox labeled "Continue wizard with advanced settings" which is checked. At the bottom of the window, there are five buttons: "Help", "Cancel", "< Back", "Next >" (which is highlighted with a blue border), and "Finish". Two red arrows point from the left towards the "Print Mode" and "Media Type" dropdown menus.

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- Change Media Handling to “Cutter” keep all other settings as is, click “Next”

Note: If you are not sure if your printer has a cutter, please consult with your rep.

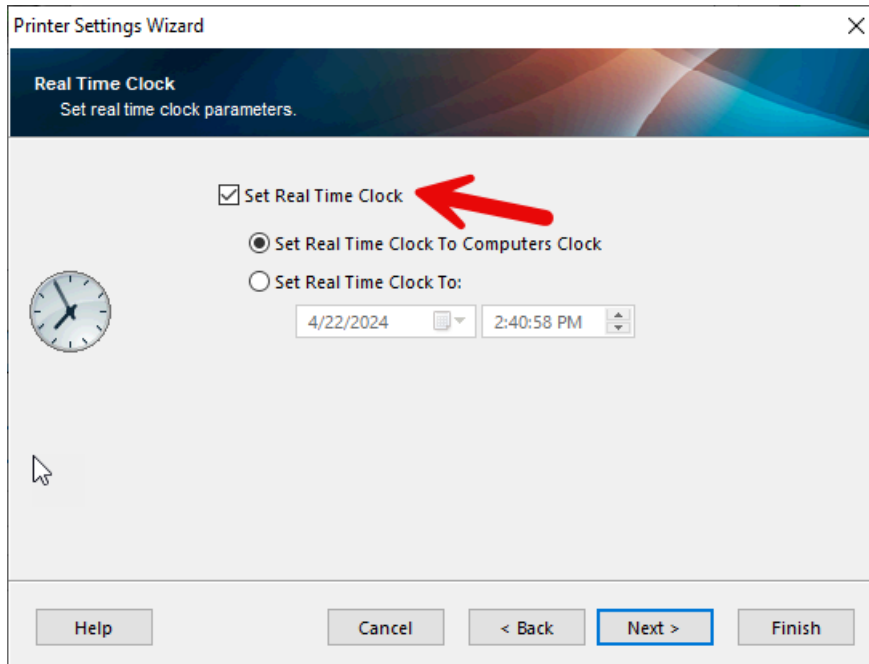
The image shows a screenshot of the "Printer Settings Wizard" dialog box. The title bar says "Printer Settings Wizard" with a close button (X) on the right. The main area has a dark blue header with the text "Advanced settings" and "Configure advanced settings for your printer." Below this, there are several settings: "Media Handling" is set to "Cutter" (indicated by a red arrow), "Every" is set to "1" label, "Media feed options" is set to "Use printer settings", "Backfeed" is set to "Default settings", there is an unchecked checkbox for "Mirror Image", and "ZPL Mode" is set to "ZPL II". At the bottom, there are five buttons: "Help", "Cancel", "< Back", "Next >" (which is highlighted with a blue border), and "Finish".

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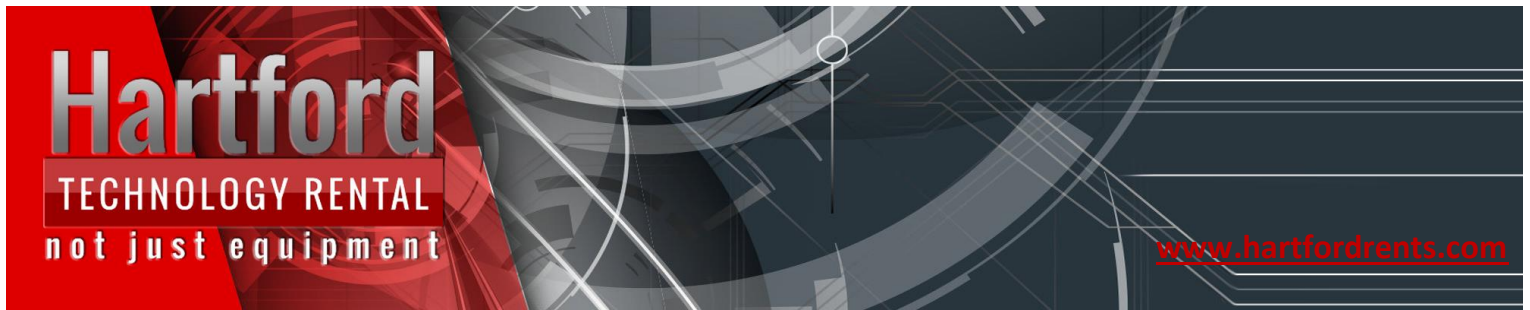


- Select "Set Real Time Clock" Click Next

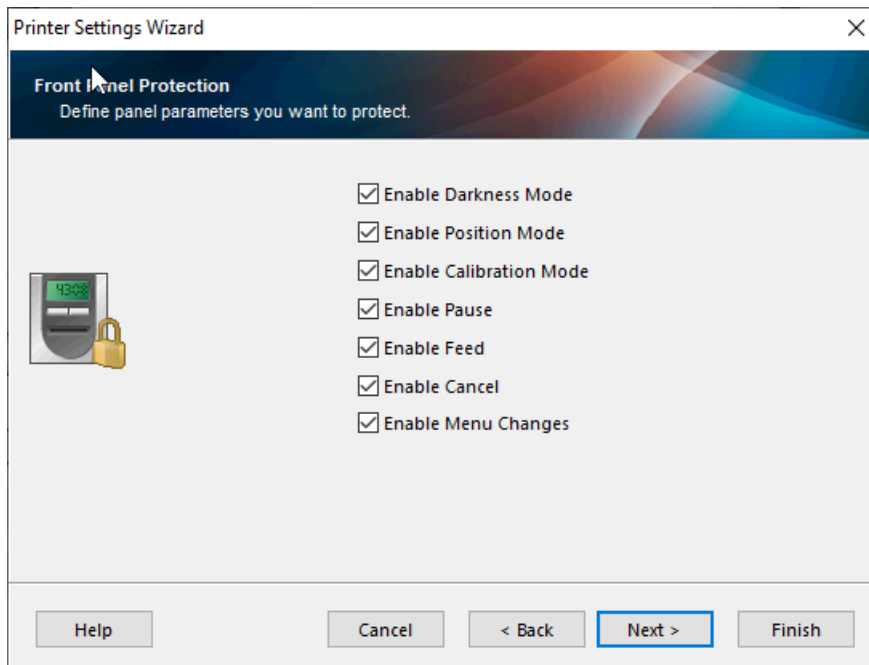


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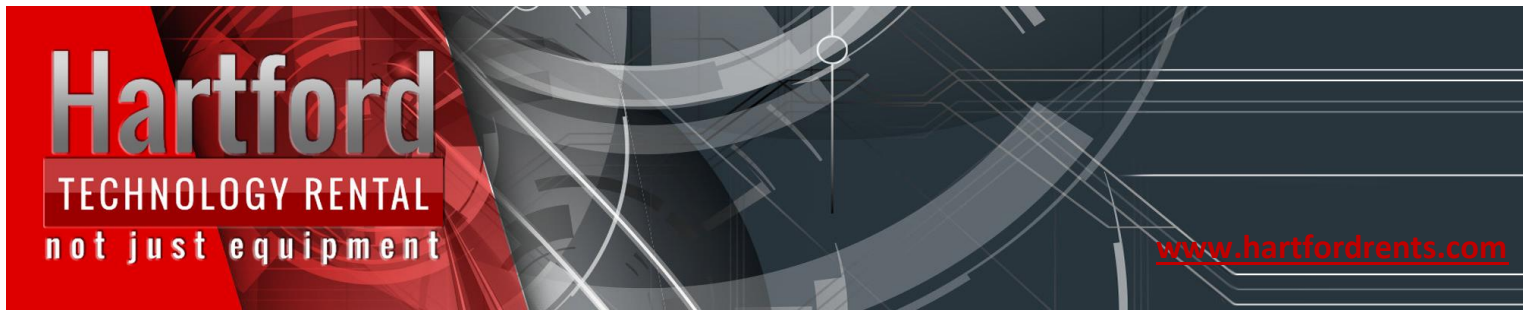


- Keep all these settings as is (All Selected), click “Next”



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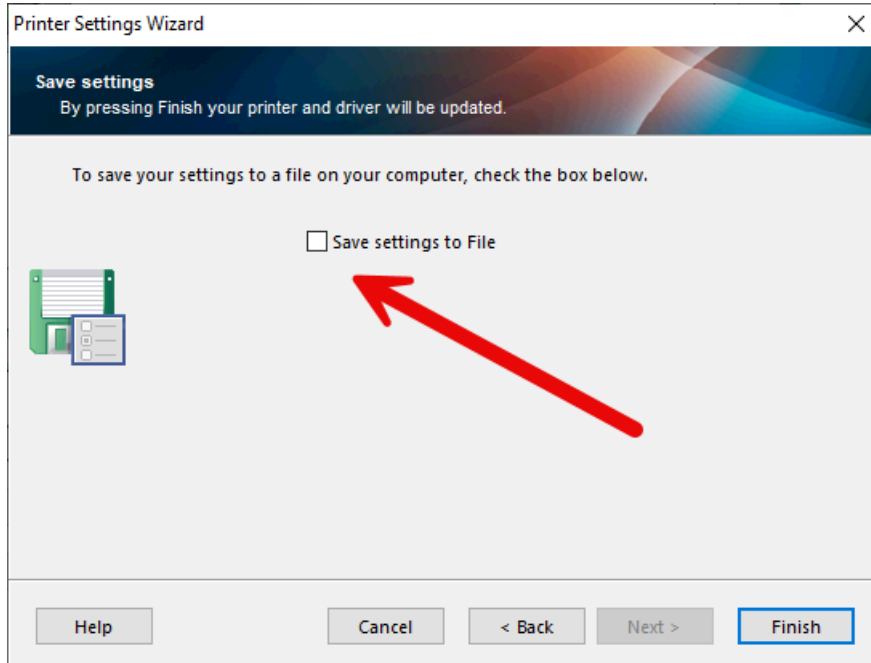
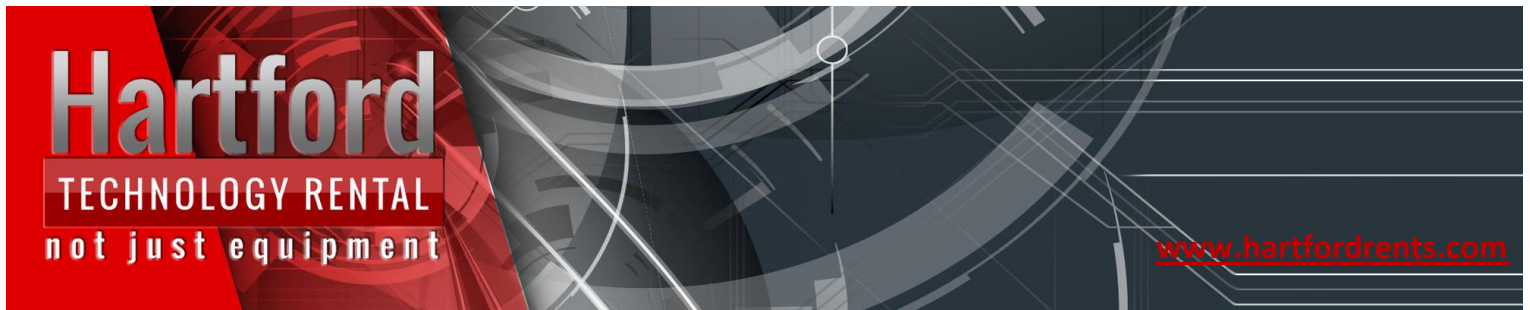
- Keep all these settings “as is” (this area is for tweaking if necessary)

The image shows a screenshot of the "Printer Settings Wizard" window, specifically the "Sensor Settings" step. The window has a title bar with "Printer Settings Wizard" and a close button. The main area has a blue header with "Sensor Settings" and "Set media sensors." Below this, a message says: "Enter a value to change the sensor settings. Leaving a field empty will use the value set during the media calibration process." On the left, there are two icons representing different sensor types. To the right, there are six input fields with their respective ranges: "Media Sensor (m/b):" (Range: 0 to 100), "Transmissive Gain (m2):" (Range: 0 to 255), "Mark LED (c):" (Range: 0 to 255), "Mark Gain (a):" (Range: 0 to 255), "Ribbon Sensor (r):" (Range: 0 to 100), and "Ribbon Gain (r2):" (Range: 0 to 255). At the bottom, there are five buttons: "Help", "Cancel", "< Back", "Next >" (which is highlighted with a blue border), and "Finish".

In the event you are making multiple changes to the printer settings you can save them to file and apply them to other printers by clicking save to file. If not leave unchecked and click “Finish.”

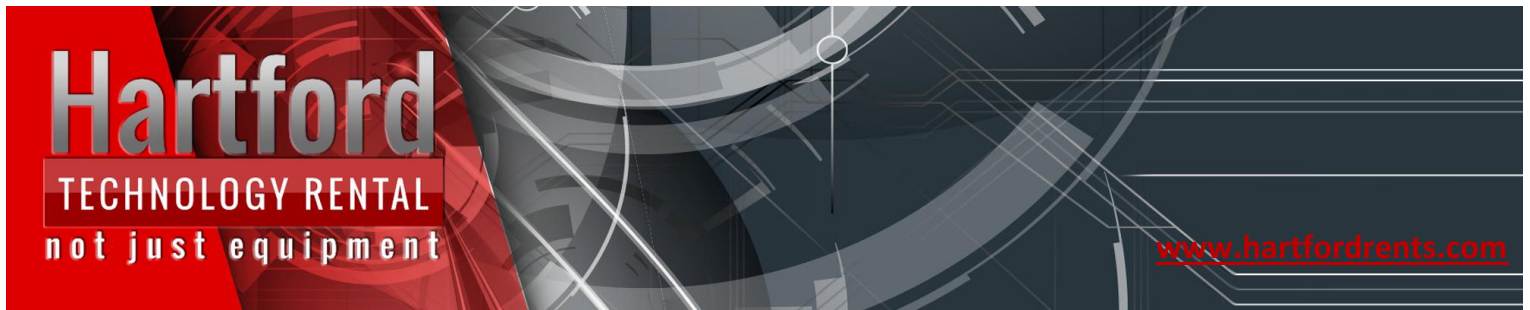
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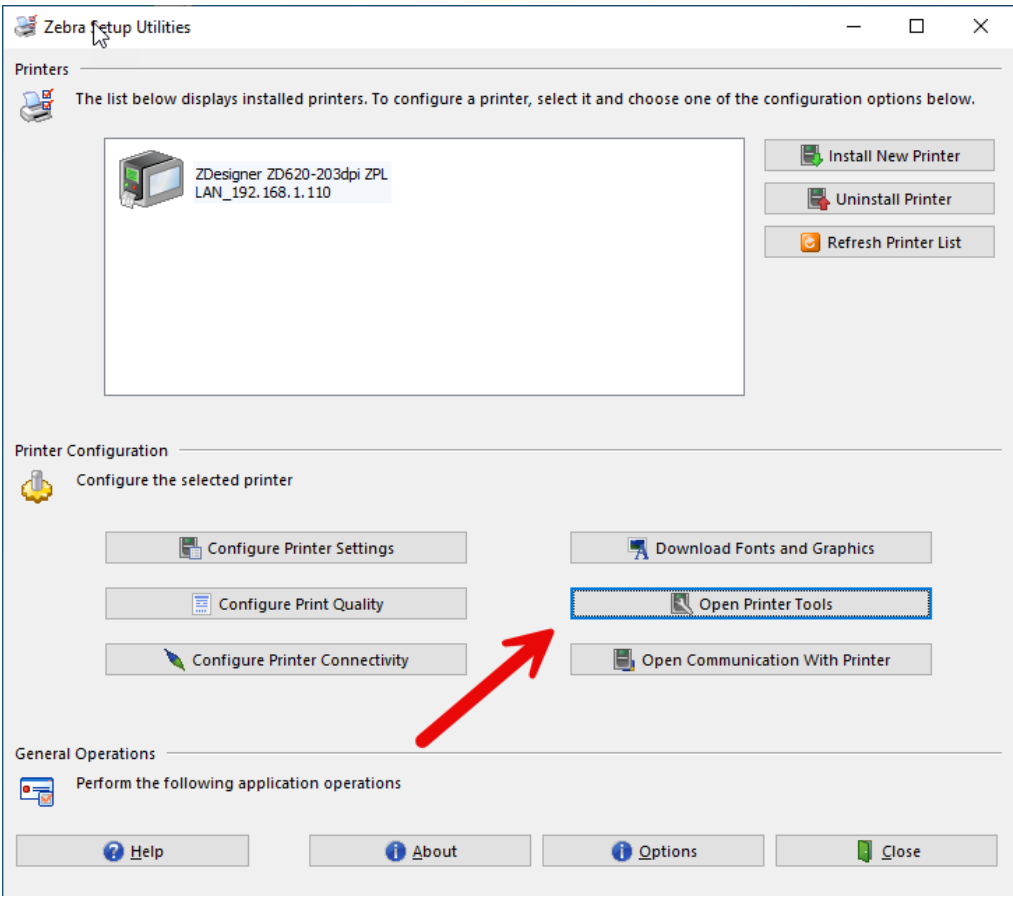
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Testing and finishing setup:

Open printer tools:



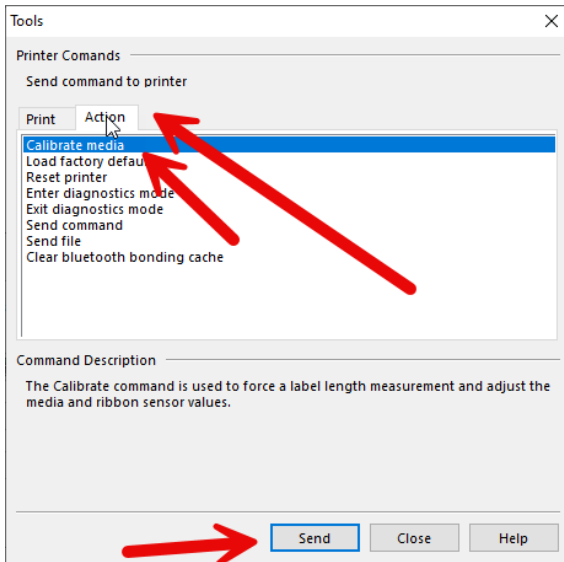
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- Click on the “Action tab” and select “Calibrate media” then click “Send”:

This will send a command to the printer where one to two badges will come out and will be fully calibrated to your settings and paper size.



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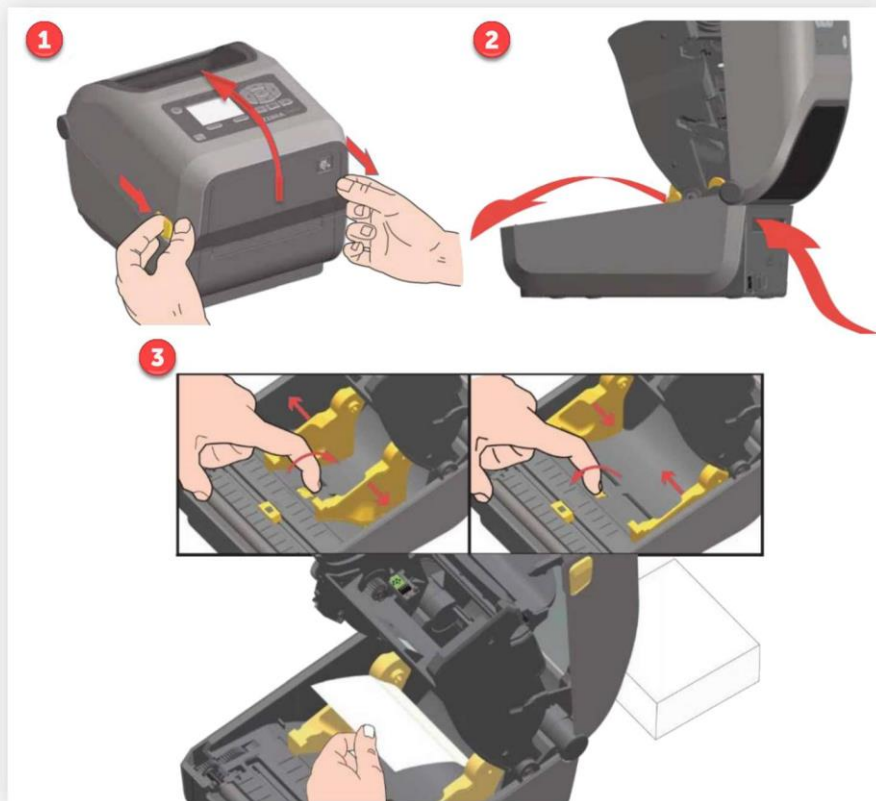
Fanfold badges

This badge stock looks like a stack of paper, and it doesn't usually require ribbon. Set the stack of badges directly behind the printer so they feed straight into the back without bending.

1. Pull the two yellow tabs on either side of the printer toward the front and lift the top of the printer to open it.
2. Feed the first badge into the slot at the back of the printer and pull it forward.
3. Use the yellow knob between the yellow media guides to adjust the width of the guides. They should be wide enough to keep the badges centered in the printer. Make sure the badges slide easily between the guides without bending.

1. If you're using badges with a hole in the backing, make sure the yellow sensor near the front of the printer is positioned so the holes pass over it. Otherwise, position the yellow sensor in the middle of the printer.

💡 Keep in mind, if your badges have punchout section for lanyards, position the sensor between punchouts so the sensor doesn't detect a punch-out as a mark or gap.



4. Bring the first badge over the black roller at the front of the printer. Feed it through the slot so that half a badge hangs out the front of the printer. Make sure the black bar on the back of the badges is facing down and the arrow on the back is pointing toward the front of the printer.

💡 Keep in mind, not all printers have the front slot just mentioned.



5. Close the top of the printer tightly. If the screen shows "HEAD OPEN", the printer isn't fully closed.