

Quick Start Guide

Setting up the AccuTAG printer with AccuZIP6 Software (Windows)

AccuTAG



Before using the AccuTAG printer in AccuZIP6, you must download the AccuTAG templates.

AccuTAG templates will be emailed to you. If you have not received them yet, please send an email requesting the templates for the AccuTAG printer to:

support@accuzip.com

NOTE: Make sure when loading tag stock in your printer, that the edge closest to the reflective black line is fed into the printer first.

Install Generic/Text Driver and Configure to Print to the AccuTAG Printer:

1

Connect the AccuTAG printer to your computer and power it on.

2

Open **Control Panel** and navigate to **Devices and Printers**.

3

Find the device named “**Microcom Thermal Printer**.”

4

Right click on **Microcom Thermal Printer** and select **Properties**.

5

Click on the tab labeled **Hardware** and take note of the **COM port** in parentheses listed next to **USB Serial Port** and close the **Properties** window.

6

Click **Add a printer** at the top of the **Devices and Printers** window and then click **Add a local printer**.

7

Select **Use an existing port** and under the drop-down box choose the COM port that you took note of earlier. Click **Next**.

8

Under **Manufacturer**, choose **Generic**. Under **Printers**, choose **Generic / Text Only** and click **Next**.

9

Choose **Replace the current driver** and click **Next**.

10

Name the printer “**AccuTAG**” and click **Next**.

11

After the installation is complete, select **Do not share this printer** and click **Next**. Click **Finish**.

12

In AccuZIP6, after presorting, click on **Print Tags**. You will now be able to print to the AccuTAG printer by selecting **AccuTAG** under **Source**.

**Need help? Call us 7:00 am – 4:00 pm (Pacific), Monday – Friday
(800) 233-0555**