

# **DMO Printer Installation Guide: Mac OSX 10.10 v.1.2**

NOTE: Zebra Printing is only supported on Mac OSX 10.5 or higher.  
This guide is based on OSX 10.10, there may be a few aesthetic differences if you have a different OSX version.

Version 1.2

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## Label Size and Stock

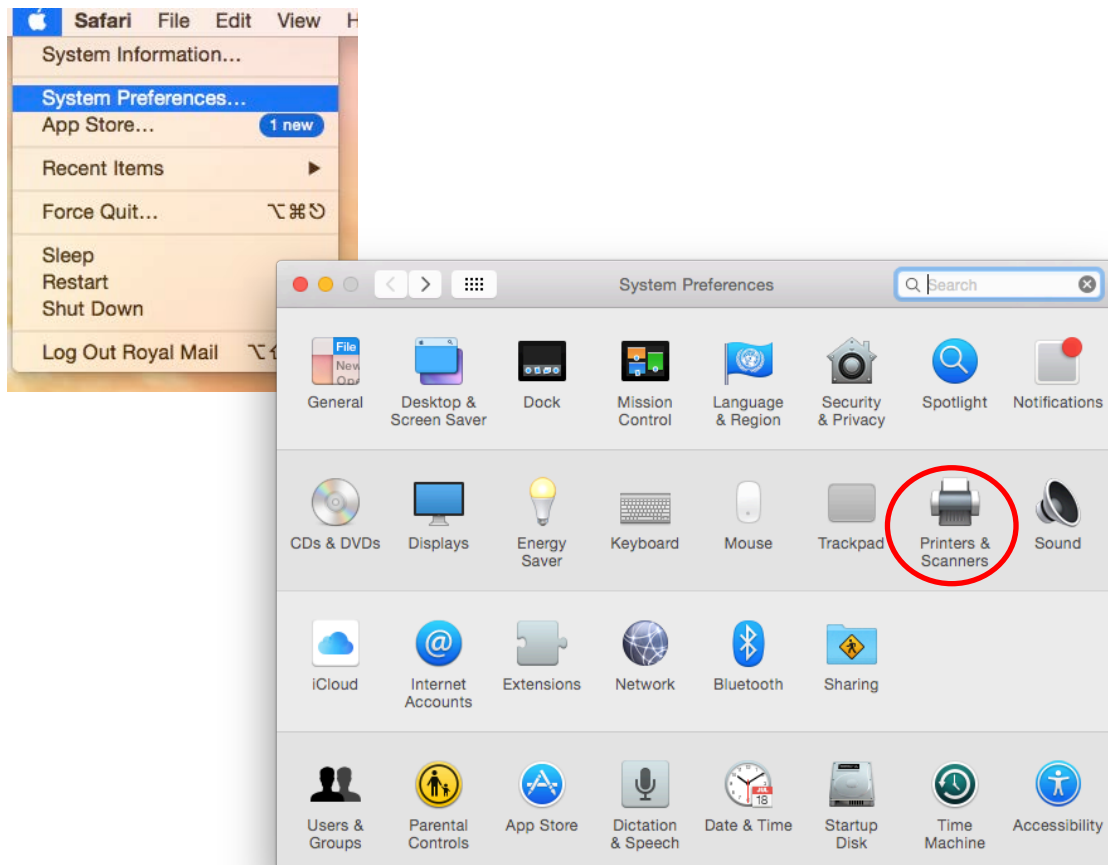
Royal Mail hold 2 thermal labels stock types.

- 1) Stock code (P6557) – 110mm X 83mm
- 2) Stock code (P6709) – 156mm X 103MM

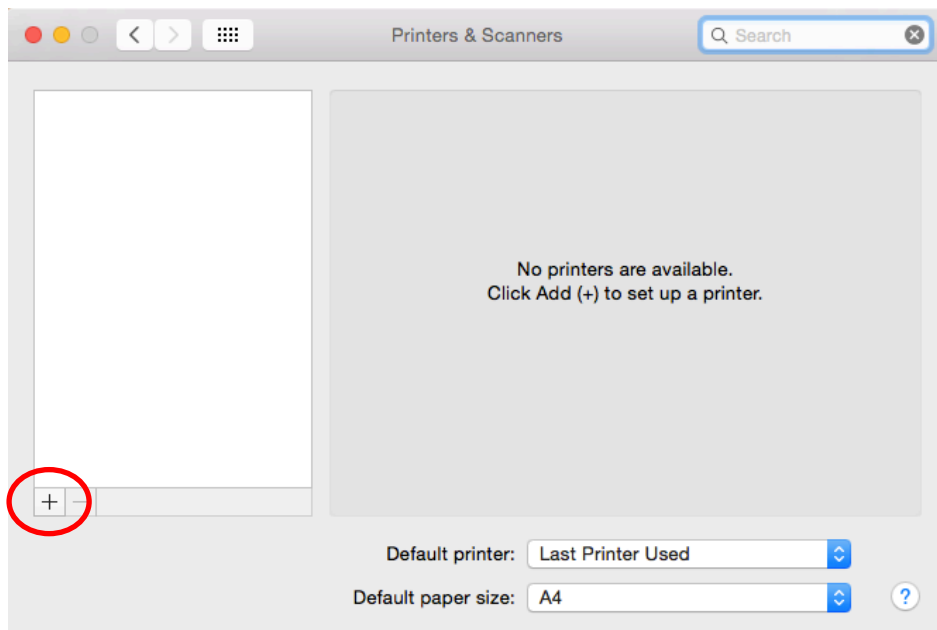
For iMac and Mac Book users please use the larger stock size (P6709). You cannot currently order these online. You will need to call our Mailing Supplies Department on 084567 950 950 option 1 option 3.

## Installing the Zebra Printer

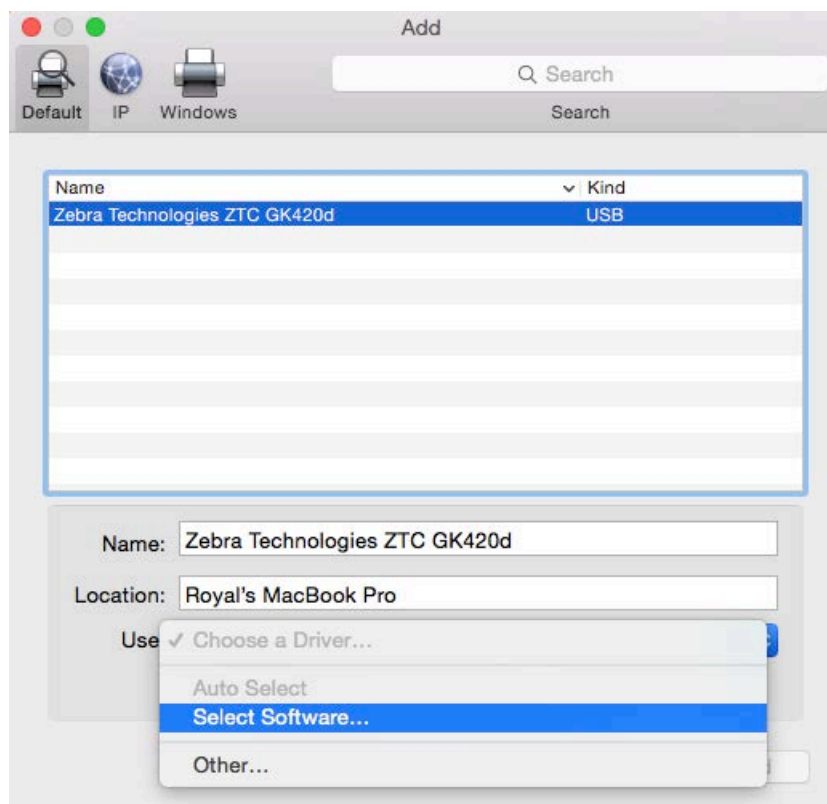
1. Plug in the Zebra printer (Power and USB cable)
2. Turn the printer on
3. Go to Mac System Preferences (Apple>System Preferences) and select 'Printers & Scanners'



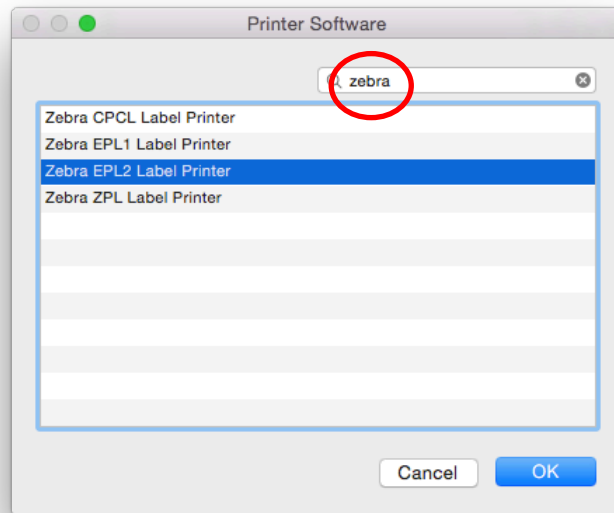
4. Click the "+" button to add a new Printer and your new printer should be automatically detected. (If not, check that your printer is turned on and connected to your Mac)



5. Highlight the Zebra Printer and click on the 'Use' drop down menu and click 'Select Software'



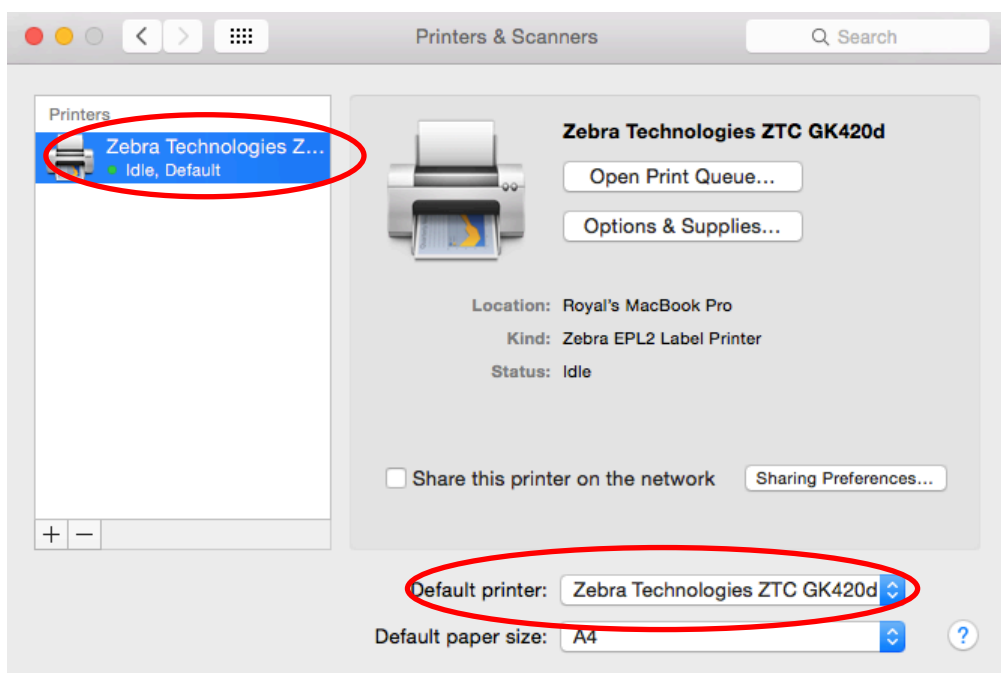
6. Type Zebra and select Zebra EPL2 Label Printer and click OK



7. The Zebra Printer is now installed and you should see the Zebra printer in the list of printers as shown below.

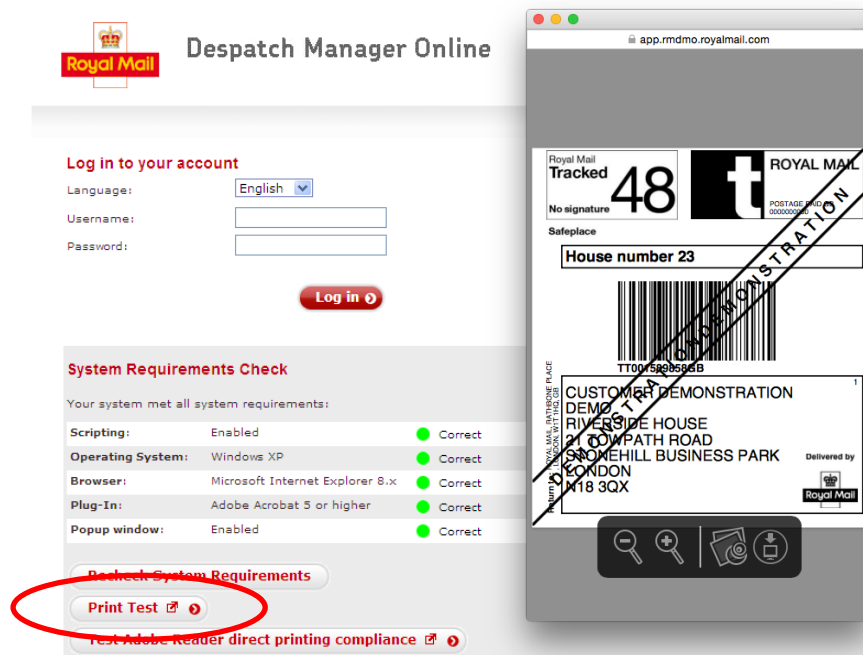
**\*\*\*IMPORTANT\*\*\***

If you do not intend to use your iMac or Mac Book for any other print jobs then please set the Zebra printer as your default printer as shown below. Please note that by doing this you will have to manually select your generic A4 printer for printing your Customer Collection Receipt on a daily basis.

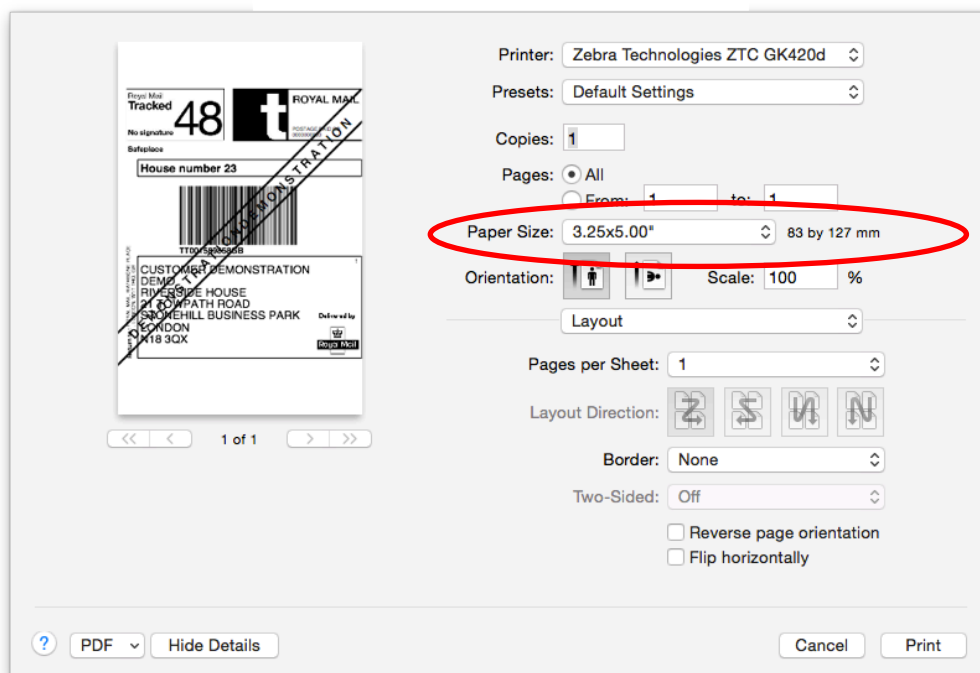


## Configuring a Zebra Printer on a Mac for DMO

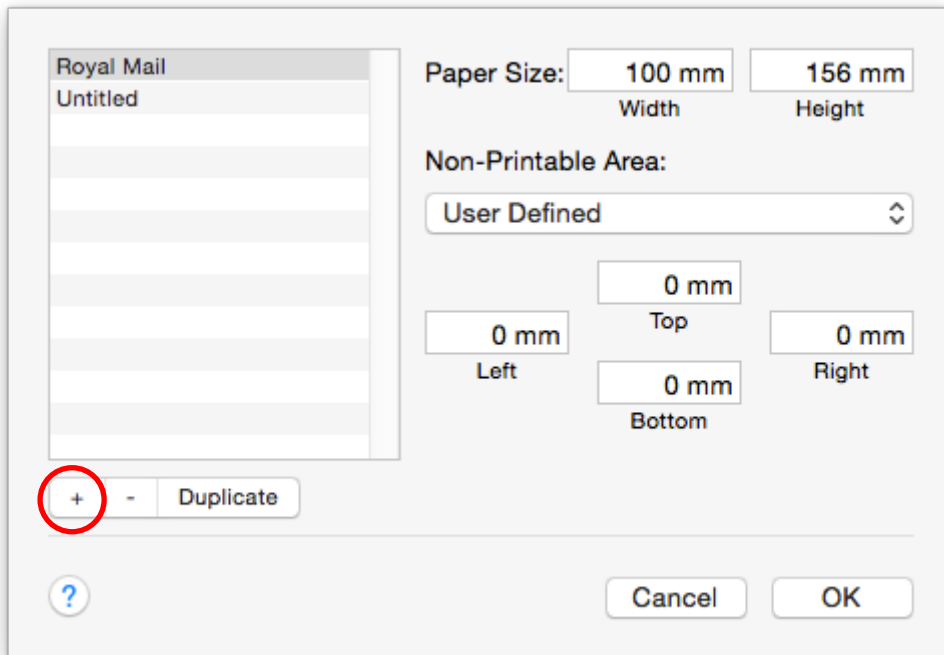
1. Use your browser to navigate to the front page of DMO: <https://app.rmdmo.royalmail.com/>
2. Click on the 'Print Test' button to bring up a dummy label on the screen and then hold the Command+P keys on your keyboard to Print the label.



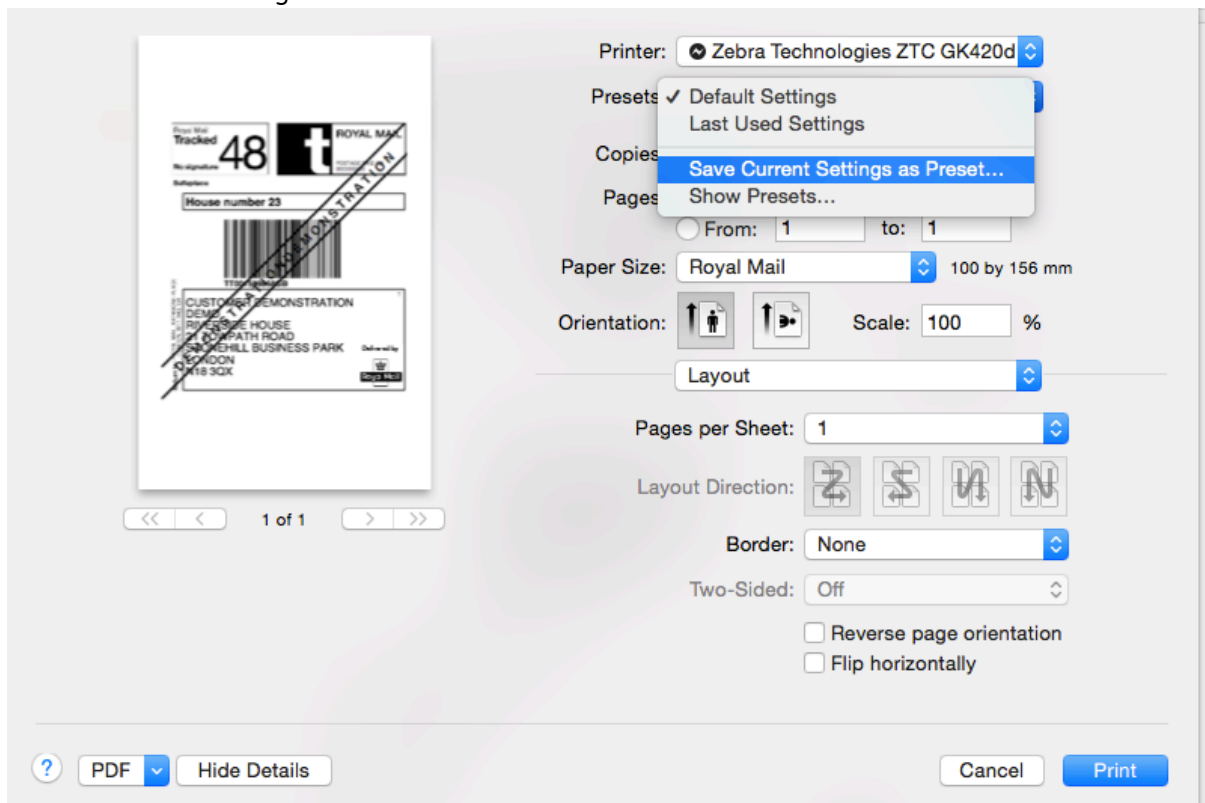
3. You will now be presented with the window below. Click on the 'Paper Size' drop down menu and choose 'Manage Custom Sizes'



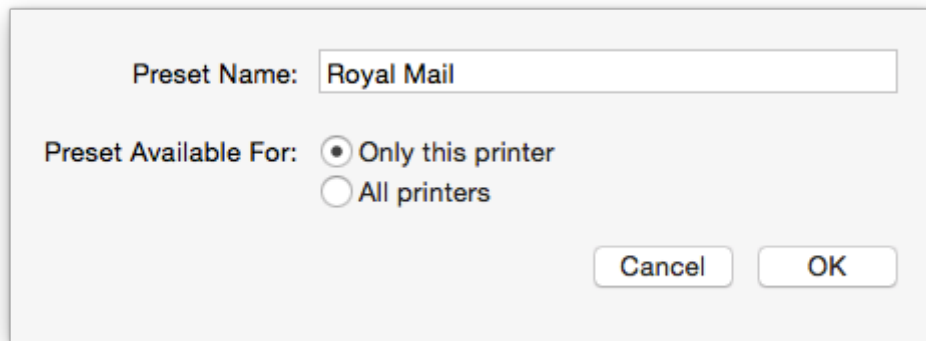
4. You are now on the 'Manage Custom Sizes' window. Click the "+" button and create a paper size matching the dimensions below and name the paper size 'Royal Mail', click OK



5. After creating your custom paper size, you will be taken back to the window below. To ensure these settings are saved please click on the 'Presets' drop down menu and choose 'Save Current Settings as Preset'.



6. Please provide a preset name such as Royal Mail as shown below and then click 'OK'.

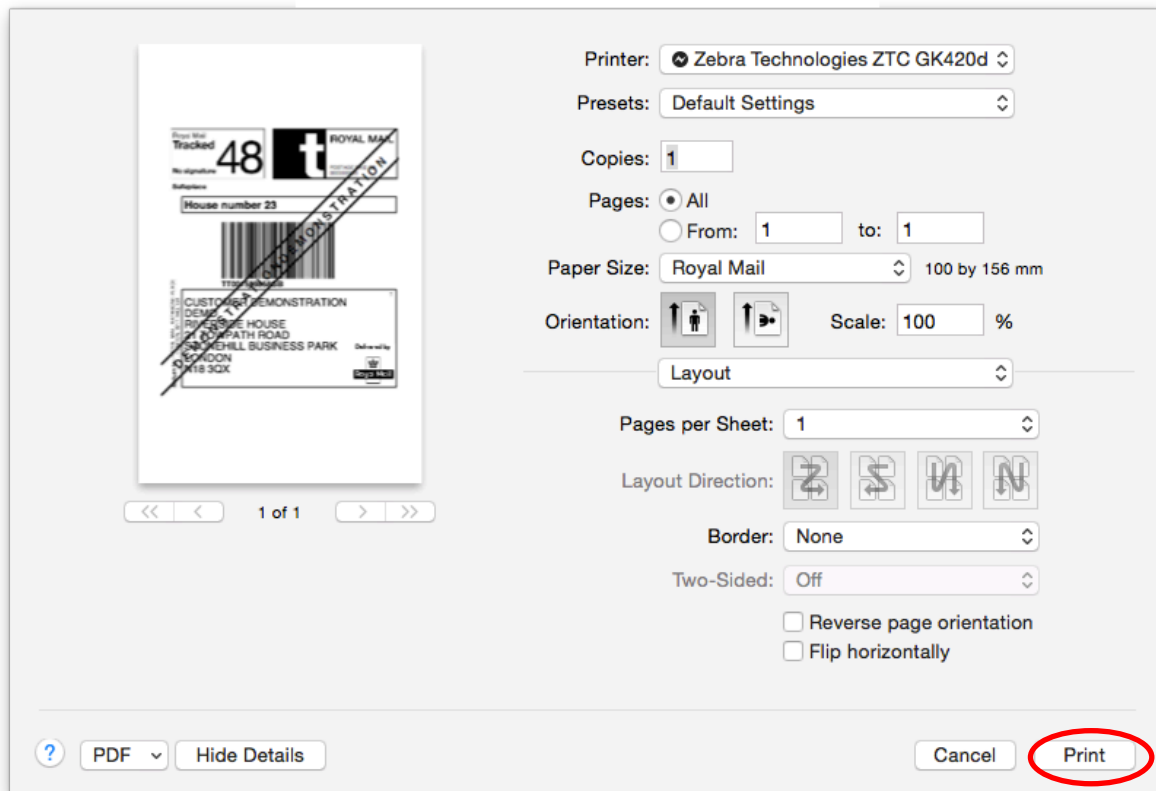


Preset Name:

Preset Available For:  Only this printer  
 All printers

7. You will be taken back to the main print window (see below). Please click 'Print' and check your label.

If there are any issues with the labels please double check your settings with this guide. Call us on 08456 047 267 if you still experience printer issues.



Printer:

Presets:

Copies:

Pages:  All  
 From:  to:

Paper Size:  100 by 156 mm

Orientation:  Portrait  Landscape Scale:  %

Layout:

Pages per Sheet:

Layout Direction:  Z  S  M  N

Border:

Two-Sided:

Reverse page orientation  
 Flip horizontally