UPS ShipExec Thermal Printer Setup

The following instructions are for UPS ShipExec users at the University that wish to print to a thermal printer using 4"x 6.25" UPS Thermal Labels, rather than a PDF or document printer. The thermal printer must already be installed for this process to be completed successfully.

Links for reference:

> **ShipExec Login**
>
> **ShipExecClientSupportSetup.exe**
>
> **UPS Supplies Request Form**

User Steps:

1. Download File: ShipExecClientSupportSetup.exe to your PC. i.e.-Desktop or Downloads folder
2. Submit ticket to IT for install.
3. After OCIO Steps are complete, email osums@osu.edu to let us know the other steps have been completed and we will change your profile to allow label printing.

OCIO Step:

1. Run file ShipExecClientSupportSetup.exe as Admin.
   a. Note: File must be installed from a local PC folder. Cannot be on a network drive.
2. Under the thermal printers, Printer Properties, change the printer name to **ShipExecLabelPrinter**

OSUMS Steps:

1. **From the UPS Management Studio, change the users profile to: Standard_RawPrinter**

Role	User
Company	The Ohio State University
Site	OSU-MAILROOM_Site
Profile	Standard_RawPrinter
Email	osums@osu.edu

If you have any questions, please reach out to osums@osu.edu.